

GORDON INSTITUTE OF TAFE

(ABN 27 241 053 246 RTO 3044 CRICOS 00011G)

Private Bag 1, Geelong Mail Centre, Victoria, Australia

P +61 3 5225 0800 [www.thegordon.edu.au](http://www.thegordon.edu.au)

# COVID-19 Coronavirus Policy

## 1. Statement of policy

The Gordon is committed to ensuring the health and safety of all persons through the current pandemic crisis and this policy outlines the measures we are actively taking to mitigate the spread of coronavirus. Every staff member is required to apply these controls to assist in sustaining a healthy and safe work environment. It's important that we all respond responsibly to these health precautions. We will treat any private health or personal data with confidentiality and sensitivity.

The COVID-19 Coronavirus Policy is susceptible to changes given the ongoing introduction of additional government guidelines. When these changes occur all staff will continue to be updated by email.

## 2. Scope

The COVID-19 Policy applies to staff, including contractors, students and visitors who physically attend our campuses.

Where specific work areas are deemed to be at higher risk than others then a risk based strategy will be applied to determine what if any further controls are required in consultation with area stakeholders.

COVID-19 is most likely to spread from person to person through:

- Close contact with an infectious person
- Contact with aerosol droplets from an infected person's cough or sneeze, and
- Touching objects or surfaces that have droplets from an infected person, and then touching your mouth or face

## 3. Definitions

The following terms and abbreviations are specific to this policy:

**COVID-19** refers to severe acute respiratory syndrome coronavirus 2 (**SARS-CoV-2**). It is a coronavirus, commonly referred to as COVID-19 after being named by the World Health Organisation (WHO), following its best practice convention for naming new human infectious diseases. It was first detected in 2019. It is a highly infectious virus with multiple variations across the world.

**COVID-19 Vaccine:** refers to TGA and ATAGI accepted vaccines listed under Pandemic (Workplace) Order 2022

**Pandemic:** an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population.

**Flexible work arrangement:** where an employee is able to perform their work from an agreed location other than their contracted place of work and in their time but in a manner to ensure they are still fulfilling the full requirements of their role. A flexible work arrangement must be agreed between an employee and their manager. Requests may be refused on reasonable business grounds.

**Mandatory vaccination:** The Gordon requires staff and contractors to be fully vaccinated or fully vaccinated (boosted). Students who attend placement or facilities, eg in construction, that require them to be fully vaccinated must comply with that requirement. If The Gordon does not hold vaccination information about a worker, we will treat the worker as unvaccinated.

**Vaccine information:** information about your vaccination status that was made in accordance with the Australian Immunisation Register Act 2015 (Cth). Vaccine information is commonly recorded as a *certificate of*



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*immunisation or an immunisation history statement* obtained from the Australian Immunisation Register (see MyGov App, Medicare App or Medicare online).

### Vaccination status:

1. A person's vaccination status is one of the following:
  - a. fully vaccinated (boosted); or
  - b. fully vaccinated; or
  - c. partially vaccinated; or
  - d. unvaccinated; or
  - e. excepted person
2. A person is fully vaccinated if the person has received:
  - a. one dose of a one dose COVID-19 vaccine; or
  - b. two doses of a two dose COVID-19 vaccine including two different types of two dose COVID-19 vaccines
3. A person is fully vaccinated (boosted) if the person has received a booster dose
4. A person is partially vaccinated if the person has received one dose of a two dose COVID-19 vaccine and is not an excepted person
5. A person is unvaccinated if the person has not received a dose of a COVID-19 vaccine and is not an excepted person

## 4. Overview / principles

In order to reduce the risk of spread of coronavirus staff must ensure the following:

### 4.1 Mandatory vaccination COVID-19

All staff must be vaccinated against COVID-19 in accordance with The Gordon's *COVID-19 Vaccination Policy SHRD PO 07*.

All staff must upload their vaccination status to MyHRP in accordance with directions from The Gordon.

A medical exemption form (IM011) must be issued by a medical practitioner in accordance with the Services Australia health advice at [www.servicesaustralia.gov.au/im011](http://www.servicesaustralia.gov.au/im011).

Staff are not permitted to attend any campus of The Gordon if they are unvaccinated.

### 4.2 Sick leave arrangements:

- If you are ill for any reason, or feel unwell, contact your manager and do not attend the workplace
- If you have recently, come into contact with a known carrier of the virus, or believe you have contracted the virus you must undertake a RAT or PCR test, isolate if directed to and contact RSW and your manager immediately
- If you become ill at work for any reason or believe you may have COVID-19 symptoms, immediately advise your manager, get tested and stay at home and isolate until you have returned negative results
- If you have a positive COVID-19 diagnosis you must contact your manager and RSW and follow advice regarding isolation

### 4.3 Flexible work arrangements:

- Flexible work arrangements may be entered in accordance with the *Flexible Work Arrangement Policy SHRD PO 45*, and the *Flexible Work Arrangement Procedure SHRD PR 19*
- Employees should read the *Flexible Work at The Gordon Guide for Employees SHRD RD 19.01* and discuss with your manager

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- Managers should read the *Flexible Work at The Gordon Guide for Managers SHRD RD 19.02* and discuss with their staff
- Flexible work arrangements may not be viable in all situations

**4.4 General personal hygiene rules:**

- Wash your hands on a regular basis with warm soap and water for at least 20 seconds and thoroughly dry them, especially if you have been:
  - In a public place,
  - Handled items that may have been handled previously by others,
  - Using a workstation or device that has been used by others
  - Utilised a communal space/area
- If soap and water are not readily available, use hand sanitiser
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow
- Put used tissues straight into the bin
- Do not share drink bottles, crockery or cutlery
- Get vaccinated for flu (influenza) when available. This will help reduce the strain on the healthcare system as it deals with coronavirus

**4.5 Physical distancing requirements**

- Density requirements no longer apply on campus
- Physical distancing is encouraged to reduce transmission of COVID-19, cold and flu
- Try to physically distance at least 1.5 metres between yourself and others at all times
- In public accessed waiting areas, and where practicable, ensure that line markings are on floors to indicate standing points for persons

**5. Procedures**

ACTION	RESPONSIBILITY	GUIDANCE
<b>Ensure compliance with this policy</b>	All persons	All persons to ensure they are aware of this policy and its contents and apply to enable The Gordon to provide a safe and healthy work and education environment
<b>Information &amp; Communication</b>	Chief Financial, People & Operating Officer-Operations (CFPOO)	Ensure all updated relevant federal and state government information on the coronavirus and its risk to persons is provided to all as and when it comes into effect
<b>Leadership through crisis</b>	Relevant Managers	Managers must ensure that all staff under their guidance are aware of the contents of this policy and understand the importance of its implementation
<b>Understanding of the policy</b>	All persons RSW Manager	<ul style="list-style-type: none"> <li>• Any persons who do not understand this policy or are unaware of the part they play in this should seek advice from their relevant manager for guidance               <ul style="list-style-type: none"> <li>• If any person feels they have not received clear indication from their manager, they should escalate this to Risk, Safety and Wellness</li> </ul> </li> </ul>
<b>Monitor conditions within each work area</b>	All persons Relevant Managers	<ul style="list-style-type: none"> <li>• Continually monitor hazards within your areas and ensure appropriate controls are in place to minimise or eliminate the risk</li> <li>• Added controls for specific areas, supplementary to what the organisation has supplied, should be escalated to the relevant manager for discussion</li> <li>• Managers to ensure that all relevant controls are in place within their specific areas</li> </ul>

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<b>Provide and maintain equipment around campus</b>	Facilities Manager	<ul style="list-style-type: none"> <li>Ensure that items such as soap and sanitiser are available and accessible at all times for all persons on site</li> <li>Ensure all plant and equipment is in a safe working order in line with legislative requirements</li> </ul>
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## 6. Governance / responsibilities

POSITION	GOVERNANCE / RESPONSIBILITY
<b>All Employees</b>	Have a responsibility, so far as reasonably practicable, to ensure that they do not put anyone at risk by any negligent act or omission with regard to this policy.
<b>Chief Executive Officer</b>	Lead a positive health and safety culture and endorse and continually communicate and abide by the protocols of this policy.
<b>RSW Manager</b>	Work with all stakeholders to ascertain the risk posed to the Gordon by coronavirus and in consultation with relevant parties, including regulatory and legislative directives, work to provide a safe and healthy working environment for all staff and students through continual OHS improvement aligned to the Gordon's strategic OHS plans.
<b>Manager, Facilities</b>	Ensure that as far as is reasonably practicable, that facilities are safe, clean and maintained to ensure that it does not pose risks to the health of any person.
<b>Heads of Centres, Business and Vocational Education Managers</b>	Provide and maintain, as far as is reasonably practicable, a working environment within their area of control that is safe and without risk to health.
<b>Health and Safety Representatives</b>	Represent the members of the designated work group on matters relating to their health and safety.
<b>Health and Safety Committee</b>	Advising the Chief Executive Officer and Management on matters of health and safety in regards to coronavirus, including changes to legislation and to make recommendations to address health and safety issues affecting the Gordon's operations, to ensure compliance with statutory obligations in relation to OHS.
<b>Contractors</b>	Provide and maintain, as far as is reasonably practicable, a working environment within their area of control that is safe and without risk to health in conjunction with this policy.
<b>Students and Visitors</b>	To follow reasonable OHS related instructions, and take reasonable care for their own health and safety and for the health and safety of any other person who may be affected by their act or omission with regard to this policy.

## 7. Key aligned internal documents

Refer to the *Operational Management System (OMS)* for copies of all policies, procedures and supporting documents.

*The OHS Policy OHS PO 01*

## 8. Key aligned external documents

*Occupational Health and Safety Act 2004 (Vic)*

*Public Health and Wellbeing Act 2008 (Vic)*

*Public Safety Order 2022 (Vic)*

*Pandemic (Workplace) Order 2022 (Vic)*

*Quarantine and Isolation Testing Order 2022 (Vic)*



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## 9. Review and approval

	POSITION	AREA
<b>Business Process Owner</b>	Manager	Risk, Safety and Wellness
<b>Endorsed by (if applicable):</b>	Nil	
<b>Ratified by (if applicable):</b>	Risk and Compliance Committee	
<b>Review schedule:</b>	This policy will be reviewed annually (or earlier as required)	
<b>Last reviewed / updated:</b>	5 September 2022	