



## Infection Prevention and Control Policy

### PURPOSE

Tradecraft Academy is committed to preventing, managing, and controlling healthcare associated infections to minimise its effects on students and staff.

This policy is based on providing and maintaining a safe, clean, and healthy environment for all people involved in training with Tradecraft Academy amid a pandemic. The policy will outline the actions and requirements for everyone to ensure training continues, while taking the proper precautions to prevent the spread of a disease.

### SCOPE

Tradecraft Academy acknowledges the student's right to be protected while studying by providing information on what to do.

With this Tradecraft Academy ensures that:

1. It will follow standard and additional precautions for infection prevention and control.
2. The procedures and updated policies are communicated to all staff, contractors, third party partners and students.
3. It will identify infection hazards, assess risks, and implement control measures to minimise risk in accordance with federal and state requirements.
4. It will follow protocols for managing risks associated with specific hazards such as keeping the environment clean to minimise contamination.
5. Contact tracing will be done once an infection has been confirmed.

### POLICY PRINCIPLES

#### *Infection Prevention and Control Policy*

1. Details concerning the scope of Tradecraft Academy's Infection Prevention and Control Policy are to be clearly displayed throughout Tradecraft Academy.
2. Monitoring and enforcing of regulations are taken seriously.
3. All identified confirmed cases will undergo the same procedure as outlined by federal and state requirements.
4. Students and staff coming from overseas will be reminded of border restriction regulations as advised by the regulator. Tradecraft Academy shall ensure these protocols are followed.

#### *Stop the spread in campus*

Tradecraft Academy will require everyone to do the following to stop the spread of the virus:

1. If you have symptoms (even if mild), get tested and self-isolate.
2. Practise good hygiene.
3. Keep 1.5 metres distance from others wherever and whenever possible



4. You can choose to download the [COVIDSafe](#) app to get more information regarding COVID-19 in the area.

### **Everyday precautions**

Tradecraft Academy recommends students to practice good hygiene to help prevent the spreading of the disease. Here are some pointers:

1. Wash your hands often with soap and running water, for at least 20 seconds. Dry them with paper towel or a hand dryer. Alternatively, you can use alcohol-based hand sanitisers.
2. Avoid touching your eyes, nose, or mouth.
3. 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.
4. Stay home if you're unwell to avoid making others sick.

### **Physical distancing**

Physical distancing (or social distancing) means avoiding close contact and crowded places wherever you can. To avoid physical contact, Tradecraft Academy requires students and staff to:

1. Keep at least 1.5 metres distance from others wherever and whenever possible. Tradecraft Academy will implement a one seat apart rule during classes and activities to enforce this.
2. Avoid hugging and kissing.
3. Greet each other with a wave instead of a handshake.
4. Consider using phone or video conference calls instead of face-to-face interactions.
5. If possible, consider working from home.
6. Take advantage of cashless options such as tap-and-go for payments.

### **Symptoms of COVID-19**

1. All students and staff of Tradecraft Academy should monitor the following symptoms:
  - a. Fever
  - b. Chills
  - c. Cough
  - d. Sore throat
  - e. Runny nose
  - f. Shortness of breath
  - g. Unexplained loss of smell or altered sense of taste
2. Other symptoms may include:
  - a. body aches or muscle pain
  - b. headaches
  - c. diarrhoea
3. Should you or anyone you know develop the mentioned symptoms, get tested and head straight home to self-isolate.
  - a. Avoid public places (e.g. work, school, childcare, university, shopping centres, public parks, social or religious gatherings)
  - b. Avoid hospitals or aged care facilities.

Tradecraft Academy serves the right to send students or staff home if they exhibit any of these symptoms.



### ***Border restrictions***

Tradecraft Academy acknowledges the need for students or staff from overseas to adhere to regulation, which might include a quarantine period.

Please check the [Victorian Government's](#) website for more information.

### ***Face Masks***

Tradecraft Academy requires students and staff to always wear a face mask in the campus.

## **MONITORING**

Health and safety are everyone's responsibility. Tradecraft Academy will monitor and enforce the mentioned regulations to keep the campus safe from disease and encourage an environment conducive for learning.

## **ANNEX**

### **Contact numbers for health**

If you need information regarding the state requirements for disease prevention, please visit the [Government of Victoria's website](#) or call the dedicated coronavirus hotline 1800 675 398.

If you have an inquiry about visas or immigration visit the [Department of Home Affairs \(DHA\) website](#).

## VERSION CONTROL

Version Control Table					
Date	Summary of Modifications	Modified by	Version	Date of Implementation	Next Review Date
17/09/2021	Document creation	360RTO Solutions	v. 1.0	Date	Date

RTO INFORMATION	
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Manager	Compliance Manager