

# Armstrong's Driver Education PL

## COVID-19 Safety Plan

*Effective as of 5<sup>th</sup> August 2020 (Version V2.1)*

The following COVID Safety Plan is designed to mitigate risk of infection and keep all staff, students, and visitors safe.

This COVID Safety Plan is for all Armstrong's Driver Education training and assessment facilities located at:

- 356 Settlement Road, Thomastown VIC 3074
- 53 Permas Way, Truganina VIC 3029

Armstrong's Driver Education provides a working environment that is safe and mitigates risks to health through the implementing of activity relevant control measures as far as practicable. This is achieved through the following measures:

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## Communications & Physical Distancing

Mitigation Strategy	Details
Information & Communication	<p>All staff and students are provided with this COVID Safety Plan and details of safety measures prior to attendance at work or the training environment.</p> <p>All staff and students must agree to abide by the COVID Safety Plan at all times.</p>
Physical Isolation	<p>If people have any symptoms of COVID-19 they are required to self-isolate and not attend for work or training. If any person has symptoms, they will need to be tested and have a negative outcome before coming to work or training.</p> <p>Posters detailing the common symptoms for COVID-19 are provided in prominent locations around the training sites or on Department of Health and Human Services website.</p>
Working from Home	<p>Staff who are able to work from home will be supported to work from home.</p>
Minimising Cross-Worksite Attendance	<p>All staff who are required to attend work will be required to attend and work from only one training site to minimise risk of infection.</p> <p>Where a trainer (the 'visiting trainer') is required to utilise the training facilities of another Armstrongs site (such as for an approved purpose such as conducting reversing training on a vacant training range), the visiting trainer must not enter any of the buildings at the other site and must remain strictly within their vehicle (unless required to exit their vehicle for the purposes of raining and/or assessment) and their student and must not leave that designated training area (eg the reversing range).</p> <p>The visiting trainer must leave the other site as soon as their training/assessment task is completed. The visiting trainer must not to come in proximity with any other staff or students from the other site. Where the visiting trainer is required to communicate with other staff members from that site they must do so via phone. Should anything be required to be passed to/from the visiting trainer to staff from the other site this must done via a 'drop off' arrangement at a nominated place on the site (and outside of any buildings) where the visiting training will not come into proximity with any staff or students from that site.</p> <p>Should the visiting trainer or visiting student need to use the other site's toilet facilities they must use the disabled toilet and conduct a clean down of that toilet area when finished.</p>

Reduced Class Sizes	All class sizes will be reduced to ensure classrooms have adequate space between people when undertaking classroom learning as per the 4 sqm rule.
Limitations – People Per Room	Each room has been measured and no more than 1 person per 4 sqm are able to be in a room at any one time.  Each room has clearly identified signage indicating the limits per room.
Motorcycle Student PPE (Helmets – Gloves - Jackets)	All motorcycle students will be encouraged to bring their own helmet, gloves, and jacket.  Any student supplied helmet, gloves, or jacket must meet the relevant Australian Standard and display the approved sticker.  Where students do not have their own helmet, gloves, or jacket, these will be provided by Armstrongs. All helmets, gloves, and jackets are cleaned with disinfectant between users and at the end of each motorcycle course.
Training	All staff and students will be provided with information and appropriate training in the correct use of facemasks and good hygiene.

## Onsite Screening & Hygiene

Mitigation Strategy	Details
Compulsory Wearing of Masks	All staff, students, and visitors will be required to wear a face mask at all times.  Motorcycle training staff and students who are wearing a motorcycle helmet for the purposes of training may remove their mask for the purpose of wearing the helmet.  Only people who have a lawful exemption will be permitted not wear a mask whilst in attendance at Armstrongs and that person must supply to Armstrongs evidence of their exemption. If the exemption specifically relates to the wearing of a face mask then that person is to wear an alternative face covering where able. Should an exemption apply, the person with the exemption must at all times maintain strict adherence to social-distancing guidelines and exercise strict hygiene practices and they must identify themselves to staff and other students that they have an exemption.  Where staff or students do not have an adequate face masks or covering, Armstrongs will supply them with a face mask.

<p>Temperature Checks</p>	<p>All staff, students, and visitors must submit to a compulsory temperature check prior to entry onto the premises.</p> <p>Armstrongs utilises electronic/automatic temperature checking which logs an image of the person and their recorded temperature.</p> <p>Any person who records a temperature indicating fever will not be permitted onsite.</p>
<p>Hand Sanitiser</p>	<p>Hand sanitiser is provided across all training locations.</p> <p>Hand Sanitiser is located and provided at entry points, kitchen areas, classrooms and common areas.</p> <p>Everyone will be required to sanitise upon entry and regularly during the time they are on campus.</p>
<p>Cleaning of High-Touch Surfaces/Areas</p>	<p>High-touch surfaces/areas which such as rails, door handles and grab points, and light switches will be sanitised three times per day (equating to approximately every 3 hours).</p>
<p>Cleaning of Equipment – Fleet - Plant</p>	<p>All equipment will be cleaned and sanitised between each new student and/or trainer using the equipment.</p> <p>This includes: office equipment such as desks and benches, motorcycle grips/handles, truck cabin (including steering wheel, gear stick, door/grab handles, indicator stalks, and all other areas likely to be touched by either a trainer or a student).</p> <p>Refer to the cleaning protocol for details.</p>
<p>Classroom and Truck Cabin Airflow</p>	<p>Where possible, all classrooms and truck cabins will have windows open and/or adequate airflow to ensure sufficient fresh air is available.</p> <p>During a practical driver training, students and trainers are to spend a maximum of 2 hrs before pulling the vehicle over, exiting the vehicles and ventilating the vehicle for approximately 15 minutes.</p>

## Physical Distancing

Mitigation Strategy	Details
Working from Home -Feeling Unwell	<p>Where possible, staff who can work from home will work from home.</p> <p>Any staff member or student who feels unwell must immediately seek medical advice prior to the commencement of their work/training and will not be permitted to attend Armstrongs.</p> <p>If any person has covid-19 like symptoms, they will need to be tested and have a negative outcome before coming to work or training.</p>
Reconfiguration of Reception Area	<p>Reception areas will be reconfigured so that any person attending either training site will access that training site via a single entrance point upon which they will have their temperature checked and relevant details recorded (student details are recorded via Armstrongs Student Management System and other visitors will be required to sign-in via the Armstrongs visitor book where their contact details will be recorded).</p>
Floor Markings & Other	<p>Floor markings will be provided in areas such as the reception area to ensure students/visitors maintain a safe distance from each other. Other furniture that has been provided for student use will be positioned in adherence with social-distancing guidelines.</p>
Classroom Configuration	<p>Classroom furniture will be configured to ensure adequate space between individual students and trainers and students.</p> <p>Signs indicating the maximum number of people permitted in the room at any one time are displayed in each room.</p>

## Record Keeping

Mitigation Strategy	Details
Staff Attendance & Contact Details	<p>All staff must sign into the computerised system upon arrival at an Armstrongs training site for work.</p> <p>Upon completion of work, all staff must sign-off using the computerised system.</p> <p>If the computerised system is not available, then the staff member must put all the details into the onsite register log.</p> <p>All staff contact details have been updated and are available for contact tracing if required.</p>
Student & Visitor Contact Details	<p>Any person attending an Armstrongs training site who is a student or a visitor and who will be onsite for more than 15 minutes must provide the following (in the case of students these details will be recorded in the Armstrongs Student Management System):</p> <ul style="list-style-type: none"> <li>Date of Visit</li> <li>Full Name</li> <li>Current Contact Numbers</li> <li>Time of Arrival/Time of Departure</li> <li>Reason for Visit</li> <li>Areas Visited Whilst On-Site</li> </ul> <p>All students and visitors will be required to undergo a temperature check and wear a face covering at all times.</p>

In the event there is a suspected or confirmed case of Coronavirus at Armstrongs Driver Education the following procedure will be enacted:

## Procedure for suspected or confirmed case of COVID-19

<p><b>Inform</b></p>	<p>The CEO and COVID Safety Officer will be informed immediately to enact this COVID Safety Plan.</p> <p>All staff, students, and visitors onsite will be informed that a suspected or confirmed case of coronavirus has been identified.</p> <p>All staff and students who have been onsite in the previous 48 hours will be contacted and directed to self-isolate.</p> <p>Relevant authorities will be contacted as per legal requirements.</p>
<p><b>Restrict</b></p>	<p>Restrict entry to the campus of any staff, student or visitor. Close all entry points to the premise.</p> <p>Those who are onsite are required to remain onsite until provided permission to leave from the Department of Health &amp; Human Services or the Armstrong's COVID Safety Officer.</p> <p>If the person who has been identified with a suspected or confirmed case is onsite, that person will be required to immediately isolate in the designated isolation area (outside the front gate).</p>
<p><b>Prepare</b></p>	<p>Prepare all records which will assist the Department of Health &amp; Human Services contact people who may have been at the training site in the previous 14 days.</p>
<p><b>Clean</b></p>	<p>A full and thorough cleaning of all facilities and equipment will take place (deep clean).</p> <p>The COVID Safety Officer will organise with a commercial cleaner to undertake the work of cleaning all facilities and equipment.</p>
<p><b>Communicate</b></p>	<p>In the event there is a confirmed case of Coronavirus at either Armstrongs training location, the COVID Safety Officer must inform the following people/Departments immediately:</p> <p>Chief Executive Officer – Craig Nicholson: 0439 888 464          WorkSafe Victoria – 13 23 60          Department of Health &amp; Human Services (DHHS) – 1800 675 398</p>
<p><b>Re-Open</b></p>	<p>Once the workplace has been assessed and all requirements have been met to re-open, the COVID Safety Officer will re-open the facilities and inform the Department of Health &amp; Human Service and WorkSafe that the facilities have been re-opened.</p>



## Responsible People

The following Armstrongs employees are appointed as COVID Safety Officers:

### Thomastown & Truganina

Jason Hall 0429 191 908

## Endorsement

This COVID Safety Plan is approved by the Chief Executive Officer



Date 5/8/2020

Craig Nicholson CEO

All staff and students confirm they have received, understood, and will implement this plan. A record will be kept on the respective staff and student file.

## Version Control

Version Number	Date Changed	Details of Change
1.0	5 Aug 2020	Initial version
V2.1	5 Aug 2020	Inclusion of COVID Safety Officers and BYO (where possible) helmet/PPE for motorcycle students.