



EDUCARE COLLEGE COVID CASE PROTOCOL

BE COVIDSAFE

12 January 2022

Dear,

It is inevitable that in the next few weeks, that all of us in the community will likely be exposed to the Coronavirus. By extension, it is extremely likely that one or more of our staff and students will be either diagnosed with COVID-19 or be classed as a Close Contact. It is also inevitable, that students will be at our college unknowingly infected.

As you will know, Queenslanders have been at the forefront of preparing for the inevitable spear of COVID-19. I believe that this is certain to happen within the next week or two if it hasn't already. This is why Educare College have such tight processes in place to keep both us and you safe as we possibly can.

Today, I would like to advise our process should a student or staff member test positive for COVID-19, including:

1. **What we are doing to keep ourselves, and you, as safe as we can**
2. **What should happen should a staff member or a student be infectious on our premises**
3. **Advising students of exposure**
4. **Advising Educare College of confirmed Covid-19 diagnosis.**
5. **Flexibility with online learning options**

Please read on carefully.



What we are doing to keep ourselves, and you, as safe as we can.

Being a Training Organisation that predominately delivers training in Community Services (Aged Care, Disability, Early Childcare Education), our partnering employers have a requirement that our students are vaccinated for placement in this industry and for work requirements.

The controls in place at the college are as good as they can possibly be. Here is what we have implemented:

- ✓ **The mandatory wearing of masks across all staff and students, where we cannot socially distance.**
- ✓ **Processes and procedures for the social distancing of staff and students during college hours and lunch breaks.**
- ✓ **All team meetings are held virtually- with everyone sitting in a separate room. Working from home or online learning for some team members in the beginning to occur.**
- ✓ **Staff are double vaccinated or triple vaccinated.**
- ✓ **Cleaning Checklist (In use since March 2020) continues to be used every day.**

We are after all, members of the community, and when the virus is as widespread as it is, we will all have exposure when we go to the shops or meet with family or friends. Our team have all been guided on how to reduce their risk when they are not at work, and we are all doing the best we can to stay healthy and well.



What should happen should a staff member or a student be infectious on our premises?

Educare College have used the protocols supplied by the Australian Government (*see attached Covid-19 Test and Isolate National Protocols*) to guide what happens when a positive case attends our college. We will use these guidelines to guide our control measures. The result is that when these control measures are all followed that the risk to anyone of contracting the virus would be classified as Low Risk- Which means that no further action is required on anyone should a positive case attend the college. The risk is no higher than anywhere else in the community. Each time Management is informed of a

positive case, either by a staff member or a student, Management will be using a Risk Matrix to perform an Assessment on the risk to staff and students, taking the following considerations into account:

- **Physical distancing**
- **Masks worn in all common areas of the college.**
- **The time spent in proximity of the positive case and in which environment.**
- **Whether the case or contacts are vaccinated or unvaccinated.**

The premises will be cleaned as soon as notification has been given- on some occasions this may mean that the college needs to close for an hour or two. We appreciate your understanding if we need to reschedule class times and days as a result for temporary closure.

Advising Students of Exposure.

Thankfully, all interactions with us would be classified as Low Risk if all controls are followed- that is why we've been planning for the best of two years!

Businesses are no longer under obligation under Queensland Health Guidelines to advise you of any risk at all, given businesses are not a household or household-like setting, and some visitors to the college may only attend for less than 4 hours (this will be monitored with our check-in and our visitor record sheet). Plus, we will have online options available.

However, as a service to you, should the Risk Assessment via our Risk Matrix show that there is an increased risk to you (i.e. the "old" definition of a Contact), we will contact you via an SMS message.

The SMS message will say this:

Dear (name),

This is a courtesy message to let you know that we have been informed of a positive covid case that attended the college, at or around the time that you attended. Due to the controls that we have in place at the college, there is only a Small Risk of transmission- but we advise you to monitor your symptoms and please source a test if develop any symptoms.



Please note:

- We have a "no guilt, no shame" policy when it comes to contracting Covid 19. It is a very contagious airborne virus and expecting people to be "perfect" in preventing the spread is impossible. There will be no judgement on anyone who contracts the virus or unknowingly spreads it.
- We will not be giving any details about who the person was who tested positive, or the circumstances that they visited the college, as a person's medical details are confidential. This includes our staff.

Advising Educare College of Confirmed Covid-19 Diagnosis.

Thank you to all of you for being so honest with your vaccination status when you attend the college. It has been very helpful in developing our plan to keep everyone as safe as we can.

If you happen to have been infectious when you visited the college (i.e. within 48 hours of positive RAT or PCR test), please advise one of our admin staff or your trainer. There is no obligation to let us know, but we would appreciate it if you did so we can protect others.

Medical information is private and will be treated as such. We would appreciate you letting us know so that Management can work through a risk assessment for our team, and we are able to take any appropriate steps.

Flexibility with Online Learning Options

We anticipate that there will be a time where one or more of our staff becomes ill or becomes a close contact and needs to quarantine. Due to workplace and privacy law, we will be unable to tell you the reason for a staff member being absent- I know you will understand this.

Should training times or days need to change for any reason or to online our team will work with you to arrange this. We will be offering the option of online / zoom group session with students that would prefer to stay at home, or are in isolation, as to not miss out on their studies.

We appreciate your understanding as we think the next 6-8 weeks will be very difficult not only for the entire health system but also to businesses.



Summary

If you have any questions, concerns or queries about your safety, or anything in this email please contact our General Manager Stacey Carey- stacey@educare.edu.au, and she will answer you as soon as she can.

Please do all that you can to keep yourself safe and well, and we'll be here to assist in any way that we can.

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