



INTELLIGENT TRAINING SOLUTIONS COVID-19 SAFE PLAN

This plan was completed by:


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Practise physical distancing

Requirements and recommendations	Action	Responsibility
<p> You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.</p> <ul style="list-style-type: none"> Shared work areas are only accessible to workers, and should only include workers in the density quotient. Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis. Further information can be found at coronavirus.vic.gov.au 	<ul style="list-style-type: none"> Density limits are applied to all shared and publicly accessed spaces. Signs showing density limits are displayed in all shared spaces. <p>Public Spaces</p> <ul style="list-style-type: none"> Six people in the administration foyer <p>Staff Spaces Only</p> <ul style="list-style-type: none"> Six people in the Staff Room – East Keilor Six people in the Administration Office – Riddells Creek All workstations are in-excess of one worker per four square meters. No more than one worker is permitted to use a workstation No workstation requires an employee to face each other. Staff and contractors have staggered start and finish time to reduce usage of common areas. 	<ul style="list-style-type: none"> Chief Executive Officer Chief Executive Officer All Staff All staff Chief Executive Officer Operations and Training Manager Operations and Training Manager Operations and Training Manager Operations and Training Manager

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	<ul style="list-style-type: none"> Staff have been encouraged to minimise time on breaks in shared facilities with others or to take breaks at staggered intervals. 	<ul style="list-style-type: none"> Chief Executive Officer
<p>Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:</p> <ul style="list-style-type: none"> Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace <p>You may also consider:</p> <ul style="list-style-type: none"> Minimising the build-up of people waiting to enter and exit the workplace. Using floor markings to provide minimum physical distancing guides. Reviewing delivery protocols to limit contact between delivery drivers and workers 	<p>All staff and students must maintain a physical distance of 1.5 meters</p> <p>I.T.S Training Centre</p> <ul style="list-style-type: none"> Floor decals have been placed in all common or public areas of buildings informing students of the minimum physical distancing requirements Signs have been placed outside of each room identifying the maximum number of people allowed, adhering to the 4m² rule. All deliveries must be left at reception and logged via the electronic recording system (Swiped On) If public shared space is at capacity, students and clients will be asked to remain outside the building until room is available. <p>I.T.S hired training facilities</p> <p>If a venue which is hired by I.T.S does not have their COVID-Safe requirements in place, I.T.S staff will implement the following:</p> <ul style="list-style-type: none"> All staff will carry signs that can be displayed which identify the minimum physical distance requirements and the maximum occupancy requirements for the building or room utilised by I.T.S Where possible, different doors for entry and 	<p>All staff</p> <ul style="list-style-type: none"> Chief Executive Officer Chief Executive Officer All staff All staff Trainer and Assessor Trainer and Assessor

	<p>exit will be used with signage posted.</p>	
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au 	<ul style="list-style-type: none"> Intelligent Training Solutions has an internal requirement that all staff, contractors and students complete the I.T.S COVID induction session which includes information on the requirements of social distancing. Department of health signage (information) has been wall mounted to all bathroom rooms, our staffroom, public areas and the tearoom which explains the importance of social distancing with visual diagram on how to socially interact. During periods of government lockdowns, I.T.S staff that are required to attend the office are issued with Worker Permits 	<ul style="list-style-type: none"> Operations and Training Manager Operations and Training Manager Chief Executive Officer
<p>You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.</p>	<ul style="list-style-type: none"> During periods of government restrictions and or lockdowns, Staff and student numbers will be reduced as required Any staff member not directly involved with training duties in line with the governments Permitted Workers list will work from home or, if work is unavailable, have their hours reduced. Each department has reviewed their delivery and assessment procedures. <p>Transport & Logistics courses during government lockdown orders</p> <p>All courses in under the T&L training package have had their theory components moved to an online platform. All practical components have been postponed and will be rescheduled</p>	<ul style="list-style-type: none"> Chief Executive Officer Chief Executive Officer Program coordinators

to take place outside of government lockdown orders.

Transport & Logistics courses delivered with government restrictions. Non-lockdown periods

All courses in under the T&L training package will resume face to face delivery.

Courses sizes will be determined in accordance with government restrictions.

All practical training will resume in line with government directions and guidance from the CPVV.

HLT courses during government lockdown orders

The courses delivered and assessed in this training package are related to approved workers, working as part of the governments COVID response.

The Chief Executive Officer has reduced the number of course participants from 16 to 10 providing that the classroom has the capability to hold twice the number of participants while adhering to the 4m2 rule.

Regional participants will not be allowed to attend a Metro training sites.

Metro participants will not be allowed to attend a regional training site

HLT courses delivered with government restrictions. Non-lockdown periods

During non-lockdown periods, course numbers may increase in accordance with government restrictions. Metro and regional participants will be free to move between training sites as allowed by government health orders.

CPP and RII courses delivered during government lockdown orders

The courses delivered and assessed in this training package are related to high-risk industries and or approved workers, working as part of the governments COVID response.

The Chief Executive Officer has reduced the number of course participants from 12 to 8 providing that the classroom has the capability to hold twice the number of participants while adhering to the 4m2 rule.

CPP and RII courses delivered with government restrictions. Non-lockdown periods

During non-lockdown periods, course numbers may increase in accordance with government restrictions. Metro and regional participants will be free to move between training sites as allowed by government health orders.

All non-accredited courses delivered during government lockdown orders

All non-accredited courses will be postponed


during this period.

All non-accredited courses delivered with government restrictions. Non-lockdown periods

During non-lockdown periods, course will resume in accordance with government restrictions. Metro and regional participants will be free to move between training sites as allowed by government health orders.



Wear a face mask

Requirements and recommendations	Action	Responsibility
<p> You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks</p>	<ul style="list-style-type: none"> All staff, clients and students must wear face masks indoors, and outdoors as required, all times, unless an exemption applies All visitors to the school must wear face masks indoors and outdoors at all times, unless an exemption applies. The RTO will provide training, instruction and guidance on how to correctly fit, use and dispose of PPE, if required. Staff are informed that reusable face masks should be washed each day after use If a face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately. The RTO will make available from the administration office, single use face masks 	<ul style="list-style-type: none"> All staff and management All staff and management Operations and Training Manager Operations and Training Manager All staff Operations and Training Manager
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p>	<ul style="list-style-type: none"> The RTO has an internal requirement that all staff, contractors and students complete the I.T.S COVID induction session which includes information on the requirements of social distancing. 	<ul style="list-style-type: none"> Operations and Training Manager

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If your industry is subject to additional industry obligations, you may also be required to:

Adhere to additional face mask requirements.	Nil	Nil
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Practise good hygiene

Requirements and recommendations	Action	Responsibility
<p> You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant. • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so. • Clean between shifts. 	<ul style="list-style-type: none"> • The RTO will clean and disinfect all touch points (example: door handles, cupboard handles, light switches, classroom table surfaces, bench-tops, touch screens, shared work equipment) before and after each use. • Students, as part of their induction process, have been shown how to disinfect all touch points and equipment before and after each use. This is in addition to I.T.S staff having already disinfected the areas. • A cleaning schedule has been implemented ensuring that the areas used by staff and students is cleaned and disinfected at the beginning and end of each day. – This is in addition to the above two dot points. • I.T.S have identifiable cleaning and disinfecting products available to both staff and students at all worksites, training venues or rented facilities. • Intelligent Training Solutions holds in storage commercial cleaning products (inclusive of hand soap) and hand sanitiser. • Each member of staff has been provided with their own workstation. • Where possible and within the financial limitations of our business, additional training equipment has 	<ul style="list-style-type: none"> • All staff • Trainers and Assessors • Administration Team – Riddells Creek • Vera Mladenovic and/or Onder Ben-Romdhane • Administration Team – Riddells Office and/or; • Vera Mladenovic and/or Onder Ben-Romdhane • Audit of products – All Staff. <p>NOTE: The re-ordering of commercial cleaning items is the responsibility of the administration manager.</p> <ul style="list-style-type: none"> • All staff

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Requirements and recommendations	Action	Responsibility
	<p>been purchased to avoid both staff and students sharing equipment.</p> <ul style="list-style-type: none"> • Desk hot swapping has been forbidden during periods of government restrictions and lockdowns. If unavoidable, staff must disinfect their workstations before and after use. 	<ul style="list-style-type: none"> • Chief Executive Officer • All staff <p>NOTE: Cleaning products and their usage are to be monitored by each member of staff.</p> <p>Each staff member is also responsible for monitoring their own cleaning packs which are taken on site to client's locations.</p>
You should display a cleaning log in shared spaces.	<ul style="list-style-type: none"> • The RTO will have a cleaning Log in all shared spaces. 	<ul style="list-style-type: none"> • Vera Mladenovic and/or Onder Ben-Romdhane – East Keilor Office • Tracey Ravensak and Kat Abbott – Riddells Creek Office
You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.	<ul style="list-style-type: none"> • Hand sanitiser will be available to all staff, clients, and students in all shared areas • Hand soap will be available in all bathrooms and kitchens • Staff, students, client, and visitors should sanitise before entering and leaving any building when touching any shared item, such as tables, phones and door handles 	<ul style="list-style-type: none"> • Vera Mladenovic and/or Onder Ben-Romdhane – East Keilor Office • Tracey Ravensak and Kat Abbott – Riddells Creek Office • All staff

If your industry is subject to additional industry obligations, you may also be required to:

Ensure all areas where workers are working are cleaned at least daily.		<ul style="list-style-type: none"> • All staff – East Keilor Office • All staff – Riddells Creek Office
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Adhere to additional hygiene training requirements.	<ul style="list-style-type: none">• All staff, students, and clients will undergo additional training regarding hygiene as required	<ul style="list-style-type: none">• Chief Executive Officer
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Keep records and act quickly if workers become unwell

Requirements and recommendations	Action	Responsibility
 You must support workers to get tested and stay home even if they only have mild symptoms.	<ul style="list-style-type: none"> The RTO will continue to communicate to staff, clients, and students that they cannot work or study while they are waiting for a COVID test result or while they are confirmed as a positive case. Communicate to workers that financial support is available to them from the Victorian government, if they cannot work while they are waiting for test results or are confirmed a positive case. An electronic work-site attendance register with touch-free capability has been installed in the reception of our training centre. All staff, students and visitors are required to sign-in and out when using both the governments QR code system and our internal QR code system which includes signing a declaration of health. 	<ul style="list-style-type: none"> Chief Executive Officer Chief Executive Officer Chief Executive Officer All staff
 You must develop a business contingency plan to manage any outbreaks. This includes: <ul style="list-style-type: none"> Having a plan to respond to a worker being notified they are a positive case or a close contact while at work. Having a plan in place to clean the worksite (or part) in the event of a positive case. 	<ul style="list-style-type: none"> All staff, contractors contact details have been updated and are considered true and accurate. <p>PREPARE FOR ABSENTEEISM OF STAFF REQUIRED TO QUARANTINE OR ISOLATE</p> <ul style="list-style-type: none"> In the event that a member of staff must quarantine or isolate due to a COVID test, there duties will be put on hold where possible. If not possible, another staff member will be tasked with filling in. 	<ul style="list-style-type: none"> Chief Executive Officer Operations and Training Manager

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Requirements and recommendations	Action	Responsibility
<ul style="list-style-type: none"> • Having a plan to contact the Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts. • Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace. • Having a plan in the event that you have been instructed to close by the Department of Health. • Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work. 	<p>PLANS TO COMMUNICATE WITH CUSTOMERS, SUPPLIERS ETC.. IN THE EVENT OF A POSITIVE CASE</p> <ul style="list-style-type: none"> • In the event of a positive case of COVID-19, information regarding the circumstances will be posted on our public COVID-19 Updates webpage (https://www.its.vic.edu.au/coronavirus/). • The RTO will send out an email and text message to everyone in attendance during the period in question informing them of the situation and requesting they keep an eye on the above-mentioned webpage for additional updates. • The RTO will prepare records from the period of 48 hours prior to the onset of symptoms in the suspected case that includes all rosters and employee details, along with student and visitor details. • The RTO will engaging with DHHS and WorkSafe, undertaking employer-led contract tracing. • Where a case is confirmed to have been in the Intelligent Training Solutions Training Centre, cleaning will be undertaken in accordance with DHHS guidance. • The RTO will conduct a risk assessment to determine whether the worksite (or part of the worksite) should be closed. • Where a suspected case is present in the RTO in the 48 hours prior to the onset of symptoms or while symptomatic, the RTO will take practicable steps to manage the risks posed by the suspected case, including cleaning the 	<ul style="list-style-type: none"> • Chief Executive Officer • Administration team • Administration Team • Chief Executive Officer • Company Directors • Chief Executive Officer • Chief Executive Officer

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Requirements and recommendations	Action	Responsibility
	<p>affected employee's workspace, areas where they attended and high-touch surfaces.</p> <ul style="list-style-type: none"> • Any member of staff, a student or visitor suspected to have COVID-19 will be asked to travel home immediately. • Any member of staff, a student or visitor suspected to have COVID-19 will be requested to undergo a COVID-19 test and self-isolate at first sign or report. • The RTO will notify WorkSafe within 48 hours of a confirmed case. • The RTO will ensure that the training centre is safe to reopen, in line with advise from DHHS after a confirmed COVID case. • Any worker that has been confirmed to have COVID-19 must provide written evidence of a negative result, therefore confirming they no longer have COVID-19 and are safe to return to the workplace. • The RTO will notify DHHS and WorkSafe that the training center is reopening. 	<ul style="list-style-type: none"> • All staff • Operations and Training Manager, Program Coordinators • Chief Executive Officer • Chief Executive Officer • Jessica Mueller • Chief Executive Officer
 <p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. For more information see https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service .</p>	<p>The RTO will use the Victorian Government QR Service for electronic record keeping and ensure that staff have downloaded the app, and train staff to facilitate the use of the app by students and or visitors</p>	<ul style="list-style-type: none"> • Operations and Training Manager

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Avoid interactions in enclosed spaces

Requirements and recommendations	Action	Responsibility
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> • Enabling working in outdoor environments. • Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms. • Enhancing airflow by opening windows and doors. • Optimising fresh air flow in air conditioning systems. 	<ul style="list-style-type: none"> • Classroom 1 – Balcony door to remain open during a class with air conditioning set for optimum air flow while room is in use • Classroom 2 – Air conditioning is to be set for optimum air flow while room is in use. • Staffroom – Air conditioning is to be set for optimum air flow while room is in use • Factory roller door to be opened during periods of activity • Reception door to be opened for 30 minutes before the first student is expected <p>In rented facilities or venues, I.T.S staff will:</p> <ul style="list-style-type: none"> • Keep the front entrance or reception door open for 30 minutes before the first student is expected, if practical and the venues security policies allow for this to occur • Classrooms – Air conditioning is to be set for optimum air flow while room is in use. 	<ul style="list-style-type: none"> • Trainers and Assessors • Trainers and Assessors • All staff • Trainers and Assessors • All staff • Trainers and Assessors • Trainers and Assessors

If your industry is subject to additional industry obligations, you may also be required to:

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<p>Ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.</p>	<ul style="list-style-type: none"> • An electronic work-site attendance register with touch-free capability has been installed in the reception (front entrance) of our training centre. • Staff, students and visitors to Intelligent Training Solutions are ask to declare that they have not been in contact with a confirmed cases and have not been directed to isolate 	<ul style="list-style-type: none"> • Chief Executive Officer • All staff
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Create workforce bubbles

Requirements and recommendations	Action	Responsibility
You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.	<ul style="list-style-type: none"> Staff meetings and professional learning will be held remotely using Zoom 	<ul style="list-style-type: none"> Operations and Training Manager

If your industry is subject to additional industry obligations, you may also be required to:

Limit or cease the number of workers working across multiple work sites where reasonably practical.	<ul style="list-style-type: none"> The RTO has identified courses and staff who operate across multiple sites. In these situations, Metro and Regional staff have been isolated and are not to cross over, example regional staff cannot work in Metro locations where possible. 	<ul style="list-style-type: none"> Operations and Training Manager
Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.	<ul style="list-style-type: none"> The RTO will record all staff movement electronically via the I.T.S course calendar. 	<ul style="list-style-type: none"> Administration Staff

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