

COVID-19 SAFE - OFFICE PROTOCOLS



The **COVID-19 SAFE Office Protocols** summarise Navitas' anticipated progression of site re-opening to staff and students as the Coronavirus (COVID-19) Pandemic is brought under control in our areas of operation. This guide is subject to local government directions: <https://www.covid-19.sa.gov.au/recovery> and Navitas' availability of appropriate PPE and cleaning capabilities.

	OFFICE ACCESS LEVEL 4	OFFICE ACCESS LEVEL 3	OFFICE ACCESS LEVEL 2	OFFICE ACCESS LEVEL 1
GOVERNMENT/ MEDICAL INDICATORS	Local government allowing limited access to workplaces, within social distancing guidelines (maximum groups of 2 people), PPE, cleaning protocols and office attendance records, to allow contact tracing. Work and study from home, where able.	People should keep 1.5-2 metres apart and limit community access to essential activities. Small groups up to 20 people for social or exercise activities.	Distancing of 1.5 metres strongly encouraged and density requirements reduced to one person per two square meters with no maximum. Most social activities recommenced, including weddings and funerals, and sporting activities.	Most restrictions have been lifted. No physical distancing requirements. No restrictions on personal movement. No limitation on education or employment, though ongoing recommendation for hand hygiene.
SUMMARY	Limited access to offices or education facilities – post government lockdown directive easing, or when full lockdown not enforced. Primarily online delivery.	Small group (up to 20 people) permitted to gather. School and child care arrangements returning to normal levels. Public transport opening up.	Larger groups permitted to gather. School and child care arrangements at normal levels. Public transport operating normally.	Potential smaller areas or regions subject to additional restrictions. Clusters being identified and controlled by health authorities. Ongoing stage until COVID-19 vaccine is widely available and no considerable risk to communities.
Adelaide OFFICE MEASURES and CONTROLS	<p>Physical distancing: 1 person per small room, 2m between people (1 person per 4m2) – signs on entry to all rooms, barriers to proximity of reception desks and floor markings (if required).</p> <p>Cleaning protocols: Hospital grade disinfectant daily cleaning by contract cleaners for areas used, with a particular focus on high touch (eg. Kitchen, door handles, reception, light switches, taps and railings). Disinfectant wipes for staff use on high touch equipment and surfaces regularly throughout day.</p> <p>PPE: Alcoholic hand sanitiser at every entry/egress point, reception, kitchen/eating areas and staff areas.</p> <p>Office attendance register: A record of everyone (students not in class, staff or approved visitor) entering the Adelaide office will be recorded and kept for the duration of this pandemic. The record requires the person's name, time of entry and contact number at a minimum. If possible, the exit time and nomination of rooms visited should also be recorded.</p>	<p>Physical distancing: 3 person per small room, 2m between people (1 person per 4m2) – signs on entry to all rooms, barriers to proximity of reception desks and floor markings (if required).</p> <p>Masks are required when staff enter and move around the campus / common areas (lifts, kitchens, toilets etc) and in open plan areas.</p> <p>Cleaning protocols: Hospital grade disinfectant daily cleaning by contract cleaners for areas used, with a particular focus on high touch (e.g., Kitchen, door handles, reception, light switches, taps and railings). Disinfectant wipes for staff use on high touch equipment and surfaces regularly throughout day.</p> <p>PPE: Alcoholic hand sanitiser at every entry/egress point, reception, kitchen/eating areas and staff areas.</p> <p>Office attendance register: QR COVID Safe Check in (Eynesbury-SA Government Contract tracing) or where this is not possible a record of everyone (students in class, staff or approved visitor) entering the Coglein Street Campus will be kept for the duration of this pandemic. The record requires the person's name, title, time of entry and expected exit at a minimum.</p>	<p>Physical distancing: Staff areas: social distancing measures still in place. Classrooms: Teachers are to ensure ELICOS & HEP classrooms are appropriately set up for one person per two square metres. FSP classrooms set up per high school requirements with as much social distancing as is possible. Computer labs: each second computer is locked off for use. Cleaning protocols: Hospital grade disinfectant daily cleaning by contract cleaners for areas used, with a focus on high touch areas (e.g., Kitchen, door handles, reception, light switches, taps and railings).</p> <p>Student desks and keyboards (in the computer barns and computer rooms wiped down fortnightly. In addition to this Antibacterial Disinfectant spray or Antibacterial surface wipes will be provided for students to wipe down desks and keyboards.</p> <p>In classrooms Antibacterial Disinfectant spray or Antibacterial surface wipes are provided for staff and students to use on high touch equipment and surfaces regularly throughout day.</p> <p>PPE: Alcoholic hand sanitiser at every entry point to classrooms, lift exit points, reception, kitchen/eating areas and staff areas.</p> <p>Office attendance register: QR COVID Safe Check in (Eynesbury-SA Government Contract tracing) or where this is not possible a record of everyone (students in class, staff or approved visitor) entering the Coglein Street Campus will be kept for the duration of this pandemic. The record requires the person's name, title, time of entry and expected exit at a minimum.</p>	<p>Continued promotion of hand hygiene and capability to close for Deep Clean if probable or confirmed COVID-19 case on site.</p> <p>Adelaide Office must support contact tracing efforts and will potentially close for 14 days if containment unclear.</p> <p>Cleaning protocols: Return to standard cleaning regime.</p> <p>PPE: Alcoholic hand sanitiser remains available in key areas across the office. Office attendance register: Documented register no longer required, capacity to monitor attendance through electronic records via IT logins.</p>
ANTICIPATED EDUCATION DELIVERY MODEL	Online synchronous & asynchronous classes from student's homes, with exception for specialist equipment loan & use on campus or use of library for study space when unable to study from home.	Combination of online and face to face delivery for FSP and ELICOS students. Online delivery for HEP students. Abiding by Government guidelines for schools and universities where possible (more restrictive).	Combination of online and face to face delivery for HEP, FSP and ELICOS students. Mainly online delivery but also on campus delivery for onshore HEP, FSP and ELICOS students.	New-normal introduction of flexible blended delivery with online option, for appropriate classes/businesses.
STAFF HEALTH and SAFETY MANAGEMENT MEASURES	<ul style="list-style-type: none"> Staff voluntary nomination to attend office. Staff still encouraged to maintain working from home (Work and study from home, where able). *'Vulnerable Groups' and 'At Risk' staff to be required to maintain work from home. 	<ul style="list-style-type: none"> Key focus on essential teams returning as a priority. Returning to office but no A or B team. Flexibility for staff to work from home. Encourage flexible hours of attendance to reduce exposure to peak hour travel. *'Vulnerable Groups' will be required to maintain work from home. 	<ul style="list-style-type: none"> All teams have a presence on campus and no rotation of teams. Social distancing measures still in place for staff and students. Flexibility for staff work from home if they are not well. Flexible hours of attendance to reduce exposure to peak hour travel. 	<p>Rostering arrangements no longer required.</p> <p>No restrictions expected for Vulnerable Groups.</p>

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		<ul style="list-style-type: none"> • **'At Risk' staff to be required to maintain work from home subject to medical advice or manager agreement. 	<ul style="list-style-type: none"> • Staff that fall into the 'Vulnerable Groups and 'At Risk' categories, may commence returning to office subject to medical advice or manager agreement. • All staff and students on campus are required to complete the COVID Safe modules. 	
APPROACH, MONITORING and REVIEW	<ul style="list-style-type: none"> • Navitas is committed to promoting wellness and ensuring the health and safety for everyone who works, learns or visits with us. • Navitas is taking a measured approach to re-opening and re-integrating back into the office. • The approach will be staged and be increased in line with government and health authority advice. • Reviews will be conducted fortnightly or as restrictions change. • Navitas will consider increasing restrictions if the current pandemic changes and additional safety measures are required or enforced. • Navitas protocols include the capability to close the site for a short period (24-72 hours) for Deep Clean if probable or confirmed COVID-19 case occurs on site. • Individual circumstances will be taken into account to assist and support our people during these uncertain times. 			

* 'Vulnerable Groups' (above 60 years, known health co-morbidity conditions). Requirement based on Australian Government Department of Health recommendations

**'At Risk' staff who live with 'vulnerable' people, are pregnant or have respiratory conditions i.e. asthma.