

## COVID-19 MANAGEMENT

### Policy and Procedure

*Version 1.0*

VERSION CONTROL & DOCUMENT HISTORY		
Date	Summary of Modifications	Version
Jan 2022	Created	V1.0
Mar 2022	Adding Close Contact Definition, Testing and Isolation Requirement Updates and incorporating APSI Covid-19 Safe Plan	V1.1
Next Review Due: March 2023		
Staff Responsible: All staff		

RELATED DOCUMENTS
<a href="#">Monitoring Student Attendance Policy</a>
<a href="#">Privacy Notice</a>
<a href="#">Privacy and Personal Information about Students Policy</a>
<a href="#">Deferral, Suspension and Cancellation Policy</a>
<a href="#">Standard 6 of The National Code 2018</a>
Staff Leave Policy

## Purpose of this Policy

This policy supports Standard 6 'Overseas student support services' of the National Code 2018, in Related Documents, which outlines that all Registered Training Organisations (RTOs) must take all reasonable steps to provide a safe environment on campus and advise international students and staff on actions they can take to enhance their personal security and safety.

APSI is committed to the health, safety and wellbeing of its staff, students and visitors. As part of this commitment, APSI has put measures in place to reduce the risks of Covid-19, including aligning with government advice, guidance and mandates.

## Scope

This Policy applies to all employees, students, contractors and visitors of APSI (Persons) attending the APSI East Perth campus (Building 1 – 9), including Wellington Fair, Aria + Sol, or any of APSI's external training facilities such as training kitchens (Premise). This Policy takes effect from 31 January 2022 until further notice.

## Responsibility

The Managing Director and all staff of APSI is responsible for approving, implementing and overseeing this Policy.

## Policy

### Compliance with Laws and Government Mandates

In addition to compliance with this Policy, all Persons must comply with all the latest legal requirements and Government mandates. As these are constantly evolving, it may be the case that these require a higher standard than that set out in relation to any particular aspect of this Policy, in which case they will override this Policy to the extent of the inconsistency.

### *Testing and Isolation Requirements for Staff*

Under the [WA Government guidance](#), APSI as a RTO is **not** considered an essential industry. Therefore, all APSI Staff, regardless of whether they are employed by APSI or APR, are **not** considered critical workers and must follow the relevant process as outlined by the [WA Government](#). It is the responsibility of all APSI Staff to inform APSI immediately as soon as they become aware that they need to isolate to mitigate any adverse effects on the operations of APSI and other APSI Staff. As APSI is not an essential industry there is no legal requirement for APSI to enforce mandatory Rapid Antigen Testing (RAT). Therefore, APSI does not provide RAT. However, APSI Staff and Students may be eligible for free RAT supply as part of the [WA Government Free RAT Program](#) if they wish to self-test by RAT.

### *Testing and Isolation Requirements for Students*

All students must comply with the testing and isolation processes as outlined by the [WA Government](#).

### *Close Contact Definition*

All APSI Staff and Students must refer to the [WA Department of Health](#) guidance for the latest definition of close contact and the testing and isolation requirements.

## Proof of Vaccination or Exemption

All Persons must provide proof of vaccination (i.e. at least two doses of an approved vaccine) or proof of a valid medical exemption from vaccination in order to attend any Premises.

Acceptable proof of vaccination is either a Covid-19 Digital Certificate through the ServiceWA App or Express Plus Medicare App or Digital Wallet, an International Covid-19 Vaccination Certificate or an

Australian Immunisation Register (AIR) Immunisation History Statement together with current photo identification.

Acceptable proof of a valid medical exemption from vaccination is either a Covid-19 Digital Certificate via the ServiceWA app, an AIR Immunisation History Statement certifying the medical contraindication or a temporary exemption issued by the Chief Health Officer, or other authorised person, together with current photo identification.

**Please note, no other forms of proof will be accepted.**

Proof of vaccination or exemption is to be presented upon request to Student Services in person or by email to [service@apsi.edu.au](mailto:service@apsi.edu.au). APSI Staff will sight the Person's proof of vaccination or exemption and in the case of students, make a record of it in the student's file. Please note, if the proof provided is unclear or not satisfactory, APSI Staff reserve the right to request further evidence.

***IMPORTANT TO NOTE!***

If a Person does not provide proof of either vaccination or exemption upon request from Student Services, APSI will assume that the Person is not vaccinated and does not have a valid medical exemption, and the Person will be excluded from attending any Premises. Students must be aware that this may have an impact on their ability to fulfil the requirements of their chosen course and Student Visa, if applicable.

**Absence**

Persons who are students or staff who are absent from any scheduled classes or work must obtain and provide a medical certificate from an Australian Medical Practitioner, which covers the period of absence. Medical certificates obtained online will not be accepted. Please note, all students are required to meet attendance requirements of their chosen course and Student Visa, if applicable, as per APSI's Monitoring Student Attendance Policy in Related Documents.

**Positive Covid-19 Tests**

Any Person who has tested positive to Covid-19, is a household or close contact of a person who has tested positive, has visited a potential Covid-19 exposure location or has been tested for Covid-19 and is awaiting their results must notify APSI immediately via emailing [service@apsi.edu.au](mailto:service@apsi.edu.au) or by calling 6365 4386, get tested if they have not already done so, and isolate or quarantine in accordance with Government guidelines. If a Person is a student and has to miss class due to illness with Covid-19 or a requirement to isolate or quarantine, they must contact their Trainer to discuss the options available to them to facilitate continuation of their studies.

**Returning International Students**

Returning international students must comply with all the conditions as outlined by the [Department of Home Affairs](#), [Department of Education, Skills and Employment](#) and [WA Government](#). It is the student's responsibility to ensure they comply with all legal requirements which include but are not limited to providing proof of full vaccination with an Australian-recognised vaccine or proof of medical exemption from vaccination, obtaining G2G pass, the ServiceWA App, providing proof of suitable residence within 200km of their point of arrival, undertaking 14 days of home quarantine and undergoing testing on days 2 and 12 post their arrival into Australia.

**Procedures to Mitigate Adverse Effects of Covid-19**

APSI has implemented strategies to mitigate adverse effects of Covid-19 on the operations of APSI and support APSI Staff and Students to continue with their work and studies. These strategies include but may not be limited to:

- Flexible working/study arrangements including working or studying remotely from home;
- Reducing practical class sizes to facilitate social distancing;
- Transitioning non-practical classes that can be done remotely online to reduce the number and need for students to be on campus;
- Ensuring all doors and windows are opened when possible to improve ventilation;
- Additional cleaning and sanitising of the campus and;
- Supply of masks and hand sanitiser for all APSI Staff and Students.

### **Requests for Special Consideration**

Persons who do not wish to comply with the 'Proof of Vaccination' aspect of this Policy may make a request in writing to APSI for special consideration to work or study without attending any Premises. APSI will consider requests for special consideration on a case-by-case basis with consideration to the requirements of their chosen course and Student Visa conditions (if applicable), if applicable, or their occupation, and whether these can be sufficiently fulfilled through alternative remote arrangements. APSI reserves the right to deny a request for special consideration if the Person's course, Student Visa or occupation requirements cannot be fulfilled through alternative arrangements or sufficient alternative arrangements cannot be reasonably provided by APSI. APSI does not provide a guarantee that any request for special consideration will be approved or similar treatment to that received by any other Persons will be provided. If APSI does grant special consideration, APSI may impose other requirements, such as adherence to other policies, as a condition of granting the request. APSI has absolute discretion in relation to all requests for special consideration, and its decisions are final.

### **Privacy**

APSI respects all Persons' right to privacy and will treat information provided to APSI under this Policy as strictly confidential and in accordance with APSI's Standard Privacy Notice on all Applications, the Privacy Notice and APSI's Privacy and Personal Information about Students Policy, in Related Documents, or as otherwise required by law. By submitting proof of vaccination or exemption, Persons acknowledge that APSI may disclose vaccination status evidence to third parties, such as workplace training providers, where it is relevant or required by law.

### **Covid-19 Safety Plan**

In addition to this Policy, APSI has implemented the following procedures to manage the risks of Covid-19 and uphold the safety of all APSI Staff and Students as much as is reasonably possible.

### **Check-In**

All Persons must check in at the appropriate Premises by scanning the QR code using the SafeWA or ServiceWA App, or by manually completing an attendance register at main Reception (Building 1) at the APSI East Perth campus or any of APSI's external training facilities.

### **Good Hygiene**

In accordance with Government guidance, all Persons must wear face masks whilst on any Premises, unless eating or drinking, or if a teacher conducting teaching, or as otherwise exempted by law. All Persons must exercise good hygiene by using hand sanitizer available, washing their hands, wiping down and cleaning up after themselves in common areas using wipes available and avoiding unnecessary physical contact.

### **Illness**

Any Persons that feel unwell or have any Covid-19 symptoms must not attend any Premises and are encouraged to get tested for Covid-19. All APSI Students must inform APSI as soon as possible by emailing [service@apsi.edu.au](mailto:service@apsi.edu.au) or calling 6365 4386 so that the Trainer can be informed and alternative

arrangements can be made if possible. All APSI Staff must inform APSI as soon as possible by contacting their direct supervisor as per APSI's Staff Leave Policy in Related Documents.

### **Physical Distancing**

All APSI Staff and Students are encouraged to maintain 1.5 metres distance between others where possible or otherwise maintain as much distance as possible and avoid crowding particularly when entering and leaving classrooms at once.

### **Student Intervention Meetings**

All Student Intervention Meetings will be conducted remotely via [Zoom](#). Students will be sent an Invitation Link in advance. Please note, it is compulsory for students to attend a Student Intervention Meeting.

### **Breach**

If a Person is in breach of this Policy, they may be subject to disciplinary action and other consequences in accordance with APSI's Deferral, Suspension and Cancellation Policy, in Related Documents, or employment contract.