COVID SAFE POLICY AND PROCEDURE

Sydney Institute of Traditional Chinese Medicine

COVID Safe Policy and Procedure	
Code: E2.01	Area: Non-Academic E
Policy Owner: Executive Management Group	Version #: 1.3	Date: 13 Jul 2022
Policy Developer/Reviewer: QAM	Review date: 23 Sep 2024

VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	EMG	24 Sep 2021	Document creation
1.1	EMG	12 Jan 2022	Updated to allow RATs as an alternative to PCRs, and to include a procedure for any positive cases on the SITCM campus.
1.2	EMG	13 Apr 2022	Changed QR code check-ins from mandatory to recommended.
1.3	EMG	13 Jul 2022	Removed all vaccine mandates.

PURPOSE AND SCOPE

The aim of this policy is to:
- Outline how and when the SITCM campus will be re-opened from lockdowns.
- Detail the ongoing measures to ensure a COVID-Safe campus environment.
- Specify vaccination requirements to enter campus.

This policy applies to all stakeholders at the Sydney Institute of Traditional Chinese Medicine (SITCM).

1   OVERVIEW

The Sydney Institute of Traditional Chinese Medicine (SITCM) recognises the absolute importance of addressing stakeholder safety. During the COVID-19 pandemic, this has resulted in various disruptions to learning, including the postponement of the delivery of practical learning for students. The campus will be safely reopened at the earliest possible opportunity, from which time practical learning activities will resume with various safety measures in place.

This policy is informed by relevant legislation, including the laws outlined in Section 2.1(1)(a).

2   POLICY

2.1   PRINCIPLES

1) The Executive Management Group (EMG) will implement this policy and make adjustments to it in accordance with the following principles:
    a. All applicable laws must be adhered to, including:
        i. *Higher Education Standards Framework (Threshold Standards) 2021* Standard 2.3 Wellbeing and Safety;

ii. *[Public Health (COVID-19 Vaccination of Health Care Workers) Order (No 3) 2021](#)*;

iii. *[Fair Work Act 2009](#)*; and

iv. *[Work Health and Safety Act 2011](#)*.

b. The safety of all SITCM stakeholders and members of the public is paramount.

c. All SITCM students should be provided the opportunity to resume practical learning as soon as is safely and legally possible, with the priority group being final year students who face delayed graduations.

d. All SITCM staff should be provided the opportunity to work insofar as is safely, legally and commercially possible.

e. As an interface between the SITCM community and the general public, the SITCM Teaching Clinic environment must be managed with utmost care to ensure the safety of all parties.

f. No mainstream Chinese medicine teachings oppose vaccinations during public health crises.

g. All student and staff concerns will be considered in decision-making.

i. The *Stakeholder Feedback Policy and Procedure* identifies various avenues by which concerns can be expressed

2.2   SITCM TEACHING CLINIC

1) The SITCM Teaching Clinic will be closed whenever the environment is too dangerous for it to be open.

a. This determination is made by the EMG, and will take into account all relevant government advice and requirements in addition to the principles outlined in Section 2.1(1).

2) When the Teaching Clinic is open, access will only be provided to people who wear facemasks.

2.2.1   SAFETY MEASURES FOR TEACHING CLINIC

1) When the Teaching Clinic is open, the Clinic Manager and Supervisor are jointly responsible for ensuring that:

a. The social distancing requirements or advice published by NSW Health are adhered to.

i. Signage is placed at the entrance to each room to indicate its maximum capacity.

ii. Furniture is arranged to ensure an appropriate distance between each person in the SITCM Teaching Clinic's waiting room.

b. Hand sanitiser is available at the entrance to the SITCM Teaching Clinic and in each room, with signs encouraging usage.

c. Transparent screens are fixed to all reception counters to reduce the risk of exposure to droplets.

d. QR sign-in codes are posted at the entrance to the SITCM Teaching Clinic and at all reception desks.

e. Face masks are worn.

f. The clinic receptionist adheres to the procedure in Section 3.1 whenever someone enters the Teaching Clinic.

g. The receptionist also:

i. Thoroughly cleans all commonly touches surfaces, including in bathrooms and lifts, at regular daily intervals as determined by the EMG; and

ii. Opens the back door of the Teaching Clinic for improved ventilation.

2.3   REMAINDER OF SITCM CAMPUS

1) The remainder of the SITCM Campus will be closed whenever the environment is too dangerous for it to be open.
   a. This determination is made by the EMG, and will take into account all relevant government advice and requirements in addition to the principles outlined in Section 2.1(1).

2) When any part of the SITCM campus outside the Teaching Clinic is open, access will only be provided to people who wear facemasks.

2.3.1   SAFETY MEASURES FOR REMAINDER OF CAMPUS

1) When the remainder of the SITCM Campus is open, the Office Manager is responsible for ensuring that:
   a. The social distancing requirements or advice published by NSW Health are adhered to.
      i. Signage is placed at the entrance to each room to indicate its maximum capacity.
      ii. Seating is arranged to ensure an appropriate distance between each person.
   b. Hand sanitiser is available at the entrance to SITCM and in each room, with signs encouraging usage.
   c. Transparent screens are fixed to all reception counters to reduce the risk of exposure to droplets.
   d. QR sign-in codes are posted at the entrance to the SITCM Campus and at all reception desks.
   e. Face masks are worn.
   f. A member of the Administration Office adheres to the procedure in Section 3.2 whenever someone enters the SITCM campus outside the Teaching Clinic.

3   PROCEDURE

3.1   STANDARD SAFETY PROCEDURE IN TEACHING CLINIC

1) Whenever a person enters the SITCM Teaching Clinic, the receptionist:
   a. Takes their temperature and refuses entry if it is above 37.5°C; and
   b. Ensures that they are wearing a face mask, offers to provide a free facemask if they are not, and refuses entry if they refuse to wear a face mask.

3.2   STANDARD SAFETY PROCEDURE IN REMAINDER OF SITCM CAMPUS

1) Whenever a person enters the any part of the SITCM Campus outside the Teaching Clinic, a member of the Administration Office:
   a. Takes their temperature and refuses entry if it is above 37.5°C; and
   b. Ensures that they are wearing a face mask, offers to provide a free facemask if they are not, and refuses entry if they refuse to wear a face mask.

3.3   PROCEDURE FOR A POSITIVE CASE ON CAMPUS

1) If any EMG member becomes aware that a person who has tested positive to COVID-19 was on the SITCM campus during the likely infectious period, they will immediately report it to SITCM's WHS Manager (damien.mathews@sitcm.edu.au).
2) Each person who was on campus on the same day as the positive case and could check in by QR code will receive an automatic notification from the NSW Government.
3) As an added precaution, the WHS Manager will ensure that SITCM directly informs all members of the following groups:
    a. Staff who were on the same floor of the campus as the positive case on the same day.
    b. Students who attended an on-campus class on the same floor of the campus as the positive case on the same day.
    c. Students who attended a rostered clinic session on the same floor as the positive case on the same day.
4) The WHS Manager will inform all WHS Committee members of the matter and the response that he considers most appropriate under the circumstances and in view of current advice from the NSW Government.
    a. This response must include the area where the positive case was present on the SITCM campus being closed off until it has been thoroughly cleaned.
    b. If the positive case is a staff member, the response must include the Accounting Manager processing the appropriate leave.
    c. If the positive case is a student, the response must include the Administration Office offering support for any necessary extension or special consideration applications.
5) Once the WHS Committee approves the proposed response, the WHS Manager is responsible for ensuring that it is implemented.
    a. If the WHS Committee approved a response for a past case whose circumstances are not materially different from the current case, the WHS Manager may implement the same response for the current case without the WHS Committee's approval.

4   RELATED POLICY AND OTHER DOCUMENTATION

1) Higher Education Standards Framework (Threshold Standards) 2015.
2) Public Health (COVID-19 Vaccination of Health Care Workers) Order (No 3) 2021.
3) Fair Work Act 2009.
4) Work Health and Safety Act 2011.
5) Stakeholder Feedback Policy and Procedure.