

COVID - 19 Risk Management Policy and Procedure for students



Institute of Health and
Nursing Australia

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1. Description and Scope

The health and wellbeing of our students is our priority, and we are working quickly to respond to the COVID-19 (novel coronavirus) pandemic outbreak, as information comes to hand.

This policy and procedure describe the processes that should be followed by all students studying with Institute of Health and Nursing Australia (IHNA) to effectively manage the risk factors raised due to the coronavirus (COVID – 19) outbreak, by undertaking precautions while on campus, studying online, assessments, deferrals, overseas or interstate travel, Professional Experience Placements (PEP) and campus events. This policy has been developed to manage the operational requirements for delivery of teaching, training and assessment, for the duration of the threat raised by COVID -19.

IHNA staff, students and other stake holders are the subject of this Risk Management Policy and Procedure.

This policy is in effect from 19th March 2020 until further notice.

2. Responsibility

The Director of studies of IHNA along with Human Resources department has the overall responsibility of this policy. Other responsibilities are mentioned in the policy.

3. Related Documents

Related documents include:

- Self-Assessment Check – To be completed by all students returning from overseas, in contact with known cases of COVID-19 or suffering from any of the symptoms of COVID-19
- Deferral Application
- Withdrawal Application
- Leave Applications along with relevant medical clearance/certificates

4. Risk Management Policy and Procedure

4.1 Risk Management

The following initiatives have been implemented as a part of IHNA'S Risk Management plan to keep students safe and healthy during coronavirus (COVID – 19) outbreak. This includes:

- COVID – 19 Risk Management Policy and Procedure
- Communication of contamination and infection risks to stakeholders (e.g. notices, newsletters, posters with information about who is at risk of spreading and contracting the virus; individual

phone calls or emails to students who have recently travelled to areas or been in contact with those who have travelled to areas that have travel restrictions due to coronavirus, etc.)

- Communication of precautions and hygiene practices that all stakeholders should follow (e.g. notices or newsletters advising washing and sanitising hands, wearing masks, staying home if displaying any flu like symptoms or respiratory distress, etc.)
- Communication of Government policies or directives that student should know of (e.g. email, SMS, noticeboard posters, etc.)
- IHNA will take necessary actions if any student member has a confirmed infection of coronavirus (e.g. tracking their movements, communicating this news to stakeholders and identifying the dates and times that the infected person was on campus, so that others who were present at the time can get tested, contingency measures for significant impact on operations etc.)
- If a COVID-19 case has been reported in any of the campuses/offices of IHNA, the campus/ office management team will make necessary arrangements to engage a biohazard cleaning company to clean the campus/office facilities and premises.
- Ceasing face to face meetings with prospective students and other external stake holders

4.1.1 Ceasing face to face meetings with prospective students

IHNA directs all prospective students to avoid face to face meetings/conferences until further notice. Staff members are directed to utilise online video conferencing tools currently used in the organisation (includes Zoom, Teams, Skype etc.,) to conduct online meetings/ webinars.

4.1.2 Staff falling ill

1. Lecturers and other staff members, who feel ill and suspect contracting COVID - 19 virus you should seek immediate medical attention
2. Call ahead to your GP or emergency department before you arrive at the doctor's office so they can prepare appropriate infection control measures.
3. Lecturers need to report their unavailability to conduct a class (Face to Face or online) to the course coordinator who will then organise for another lecturer to take over that class or tutorial.
5. Online Self-Assessment form must be completed.

4.2 Overseas / interstate travel

Regardless of the destination, age or health, the students are advised to consider carefully whether now is the right time for their travel as they may be a higher risk of contracting COVID-19 during their travel. Secondly overseas travel has become more complex and unpredictable.

If any students are travelling or returning to Australia, they are now required to self-isolate for 14 days. This applies to all travellers, including Australian citizens.

Visit the Department of Home Affairs website for:

- Travel restrictions
- Information for international travellers
- COVID-19 and Australian visas
- Australian Border Force website.

If a student has travelled overseas recently and is feeling unwell and suspect to have symptoms of coronavirus, they should seek medical attention.

They should ring ahead of time to book their appointment. This will help make their doctor aware of their symptoms and travel history.

Call 000 if you need urgent medical help. Students are also encouraged to call the Coronavirus Health Information Line on 1800 020 080 or call 13 HEALTH (13 43 25 84).

4.2.1 Study online

IHNA campuses are open for business but, in the interests of promoting social distancing, we may alter some of our operations. This includes the cancellation of face-to-face classes, with all course delivery to be made available online. In addition, we have cancelled all academic / business related travel, both overseas and interstate, and we have also cancelled all campus events. Staff are still working from campus, although many are preparing for working from home, should that need arise.

IHNA is preparing to offer most of its programs online so that students won't have to come to campus during the pandemic. However, students are still welcome on campus right now, except in the following circumstances:

- You are subject to any of the travel or quarantine restrictions imposed by the Australian Government, as outlined here.
- You have come in close contact with a confirmed case of the COVID-19 virus within the last 14 days.
- You are experiencing flu-like symptoms.

If any of the above circumstances apply to any student, they will need to self-isolate for a period of 14 days. Please see the Department of Health's fact sheet for more information on self-isolation.

This risk management will outline the requirements for the following scenarios:

- Scenario 1: Students travelled interstate or overseas must quarantine for 14 days

- Scenario 2: Existing students who request to quarantine for 14 days
- Scenario 3: Students tests positive to COVID-19 while in campus
- Scenario 4: Students testing positive for COVID-19 while on PEP
- Scenario 5 : If student come in contact with COVID-19 case during their placement
- Scenario 6: Compulsory shut down of the institute

As a first step, students who are requesting/required to be self- quarantine need to be notified the institute on +61 3 9455 4400 or 1800 763 757. Course coordinator would review the situation and arrangements for remote learning could be adapted/implemented to accommodate students in this circumstance keeping in mind the isolation period, provided the student remains well, is a maximum of 14 days.

Risk management plan for students categorised under scenario 1 to 6 has been given in the below mentioned table (Section 4.4: COVID-19 Risk Management Plan for Scenarios 1 to 6).

4.3 Table (COVID-19 Risk Management Plan)

Areas of Focus	Scenario 1: Students travelled interstate or overseas must quarantine for 14 days	Scenario 2: Existing students who request to quarantine for 14 days	Scenario 3: Students tests Positive to COVID – 19 while in campus	Scenario 4: Students testing Positive for COVID-19 while on PEP	Scenario 5: If student comes in contact with COVID-19 case during their placement	Scenario 6: Compulsory shut down of the Institute
Quarantine and self-isolation	1. Students travelled interstate or overseas are requested to quarantine for a period of	1. Medical clearance Certificate required from a GP. 2. Self-Assessment Checklist to be added as an evidence.	1. Inform the course coordinator 2. Self-isolate till they recover 3. If the students feel ill while should seek immediate	1. Inform the clinical facilitator 2. Inform the IHNA clinical placement coordinator 3. Student will be pulled out of	1. Inform the clinical facilitator 2. inform the IHNA clinical placement coordinator 3. Student will be pulled out of placement	institute will continue to monitor the situation closely and will provide frequent update to all the stakeholders including students.

<p>at least 14 days.</p> <p>2. Self-Assessment Checklist to be added as an evidence .</p> <p>3. If the students feel ill while at home should seek immediate medical attention</p> <p>4. Call ahead the GP or emergency department before you arrive at the doctor's office so they can prepare appropriate measures.</p>	<p>3. If the students feel ill while at home should seek immediate medical attention</p> <p>4. Call ahead the GP or emergency department before you arrive at the doctor's office so they can prepare appropriate infection control measures.</p> <p>5. Students who feel ill and suspect that they have COVID-19 virus should contact the Coronavirus Health Information Line on 1800 020 080 or call 13 HEALTH (13 43 25 84).</p> <p>7. Medical Clearance Certificate required from a GP before they attend the class.</p>	<p>medical attention</p> <p>4. Call ahead the GP or emergency department before you arrive at the doctor's office so they can prepare appropriate infection control measures.</p> <p>5. Students who feel ill and suspect that they have COVID-19 virus should contact the Coronavirus Health Information Line on 1800 020 080 or call 13 HEALTH (13 43 25 84).</p> <p>7. Medical Clearance Certificate required from a GP before they attend the class.</p>	<p>placement immediately</p> <p>4. Self-Assessment Checklist to be added as an evidence.</p> <p>5. IHNA will support the student</p> <p>6. If the students feel ill while at home should seek immediate medical attention</p> <p>Call ahead the GP or emergency department before you arrive at the doctor's office so they can prepare appropriate infection control measures.</p> <p>7. Students who feel ill and suspect that they have COVID-19 virus should</p>	<p>immediately and they need to self-isolate themselves</p> <p>4. Self-Assessment Checklist to be added as an evidence.</p> <p>5. If the students feel ill should seek immediate medical attention</p> <p>Call ahead the GP or emergency department before you arrive at the doctor's office so they can prepare appropriate infection control measures.</p> <p>6. Students who feel ill and suspect that they have COVID-19 virus should</p>
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	infection control measures. 5. Students who feel ill and suspect that they have COVID-19 virus should contact the Coronavirus Health Information Line on 1800 020 080 or call 13 HEALTH (13 43 25 84) .	020 080 or call 13 HEALTH (13 43 25 84) .		contact the Coronavirus Health Information Line on 1800 020 080 or call 13 HEALTH (13 43 25 84) . 8. Medical Certificate required from a GP - Symptom Free certificate before being placed again in the facility	contact the Coronavirus Health Information Line on 1800 020 080 or call 13 HEALTH (13 43 25 84) . 7. Medical Clearance Certificate required from a GP before being placed again in the clinical facility	
Self-Assessment Checklist	Self-Assessment Checklist should be provided.	Self-Assessment Checklist should be provided.	Self-Assessment Checklist should be provided.	Self-Assessment Checklist should be provided.	Self-Assessment Checklist should be provided.	Self-Assessment Checklist should be provided.
Webinars / Lectures / Tutorials	Training delivery will be provided on-line to accommodate students in this circumstance	Training delivery will be provided on-line to accommodate students in this circumstance	If self-isolation is required and the student does not have severe symptoms, the student can attend the	Not Applicable	Not Applicable	All lectures and tutorials will be provided online. Attendance for all online classes and

	e keeping in mind the isolation period, provided the student remains well, is a maximum of 14 days.	keeping in mind the isolation period, provided the student remains well, is a maximum of 14 days.	online sessions. If hospitalised will continue post recovery with following cohort, visa requirements will have to be taken into consideration and application for extension should be followed.			tutorials are compulsory. Should students not attend classes and tutorials, IHNA will notify Department of Home Affairs.
Professional Experience Placement (PEP)	If the qualification has a clinical component, then the dates and venue will be arranged keeping in mind the current situation, access to workplace and the directive from our clinical partners. No interstate PEP will be allocated for the student.	If the qualification has a work component, then the dates and venue will be arranged keeping in mind the current situation, access to workplace and the directive from our clinical partners. No interstate PEP will be allocated for the student.	If the qualification has a work component, then the dates and venue will be arranged keeping in mind the current situation, access to workplace and the directive from our clinical partners. No interstate PEP will be allocated for the student.	<ol style="list-style-type: none"> 1. Inform the course coordinator 2. Self-isolate till they recover 3. If the students feel ill while should seek immediate medical attention 4. Call ahead the GP or emergency department before you arrive at the doctor's office so they can prepare appropriate infection 	<ol style="list-style-type: none"> 1. Inform the course coordinator 2. Self-isolate till they recover 3. If the students feel ill while should seek immediate medical attention 4. Call ahead the GP or emergency department before you arrive at the doctor's office so they can prepare appropriate infection 	Institute will continue to monitor the situation closely and will provide frequent update to all the stakeholders including students.



				<p>control measures.</p> <p>5. Students who feel ill and suspect that they have COVID-19 virus should contact the Coronavirus Health Information Line on 1800 020 080 or call 13 HEALTH (13 43 25 84).</p> <p>6. Medical Clearance Certificate required from a GP before they attend the class.</p>	<p>control measures.</p> <p>5. Students who feel ill and suspect that they have COVID-19 virus should contact the Coronavirus Health Information Line on 1800 020 080 or call 13 HEALTH (13 43 25 84).</p> <p>6. Medical Clearance Certificate required from a GP before they attend the class.</p>	
Assessment	The student to be submit the assignments online.	The student to be submit the assignments online.	The student can submit the assignments online.	The student to be submit the assignments online.	The student to be submit the assignments online.	The student to be submit the assignments online.



<p style="text-align: center;">Microsoft teams</p>	<p>Student will be assigned to Microsoft Teams to work in group on own part of presentation and attend and present in class</p>	<p>Student will be assigned to Microsoft Teams to work in group on own part of presentation and attend and present in class</p>	<p>Student will be assigned to Microsoft Teams to work in group on own part of presentation and attend and present in class</p>	<p>Not Applicable</p>	<p>Not Applicable</p>	<p>Student will be assigned to Microsoft Teams to work in group on own part of presentation and attend and present in class</p>
<p style="text-align: center;">Daily Practices in anticipation of lockdown</p>	<ol style="list-style-type: none"> 1. Backup all study data and assignments 2. Practise recommended Hand Hygiene at all times 3. Safeguard personal properties 	<ol style="list-style-type: none"> 1. Backup all study data and assignments 2. Practise recommended Hand Hygiene at all times 3. Safeguard personal properties 	<ol style="list-style-type: none"> 1. Backup all study data and assignments 2. Practise recommended Hand Hygiene at all times 3. Safeguard personal properties 	<ol style="list-style-type: none"> 1. Backup all study data and assignments 2. Practise recommended Hand Hygiene at all times 3. Safeguard personal properties 		<ol style="list-style-type: none"> 1. Backup all study data and assignments 2. Practise recommended Hand Hygiene at all times 3. Safeguard personal properties