



## STAFF AND STUDENTS RETURNING TO KENT CAMPUSES GUIDELINES IN RESPONSE TO COVID-19

<b>Document Statement</b>	Kent Institute Australia (Kent) is taking measures to ensure that the provision of a safe working and learning environment for all persons attending a Kent campus is an integral and essential part of its responsibilities as a dual sector education provider. The existing Kent <i>Workplace Health &amp; Safety Policy &amp; Procedures</i> and <i>Critical Incident Policy &amp; Procedures</i> with the Kent Senior Management Group acting as the Critical Incident Response team and any associated current Government or medical authority advice/requirements are associated with these Guidelines. Reference to the Coronavirus Implementation Plan Phases 1 – 3 and any updates to the version control of this Plan are also relevant to these Guidelines.
<b>Responsibility for Implementation and Monitoring</b>	Executive Director/Chief Executive Officer (CEO), Senior Management Group members, Unit Managers

### 1.0 Introduction

- 1.1. Kent is committed to providing its staff and students with a safe and healthy environment in which to work and learn. These Guidelines have been developed aligned with the existing Kent *Workplace, Health & Safety Policy & Procedures* and *Critical Incident Policy & Procedures* (Kent Website [MyKent Student Link](#)>POLICY – (Name of Policy) – Student/Staff Login Required) to inform staff and students as to Kent’s planned management strategies and response to safely return to the Kent campuses following staff Working from Home and Student Online Course Delivery arrangements in response to the COVID-19 issues.
- 1.2. The purpose of this document is to:
  - a) Detail the procedures implemented by Kent to maintain social distancing in the workplace and any person whilst on campus;
  - b) Set out the activities and measures Kent is taking to ensure staff and students health and safety in the workplace and on campus; and
  - c) Provide Kent management expectations for all employees.
- 1.3. Kent is committed to implementing measures to protect staff and students against infection, to ensure compliance with public health guidelines and to provide assistance to prevent the spread of COVID-19.
- 1.4. This document is not to be interpreted or relied on as medical advice.
- 1.5. Due to the evolving nature of governance regulations and medical authorities related to COVID-19, Kent reminds staff and students that activities implemented and its management approaches and responses detailed in these Guidelines may be subject to change based on any emerging advice/procedures/requirements to be implemented. Kent will endeavour to keep staff and students informed as promptly as possible and keep the Kent Website COVID-19 Frequently Asked Questions (FAQs) site current and up to date as possible.

## 2.0 Personal Hygiene and Infection Control

- 2.1 In addition to all Kent staff and students being encouraged to follow the guidelines from the World Health Organisation and Australian Department of Health in relation to infection control and personal hygiene, Kent has implemented further measures to ensure hygiene is maintained in our workplace.
- 2.2 Kent has implemented the following measures:
- a) no physical contact is to be made with any other staff, management or client of Kent, or students, including shaking of hands;
  - b) where close contact is unavoidable, this should be kept to a maximum of 10 minutes;
  - c) the only exception to items 2.2 a) and 2.2 b) above are to be during medical or other emergencies;
  - d) alcohol-based hand sanitizer will be made available in common areas and all persons arriving at a Kent campus will be requested to accept a temperature check via digital thermometer and use the hand sanitiser;
  - e) regular cleaning of all work spaces/desks, bench tops and campus common areas will be undertaken throughout the day; staff will find disinfectant spray/wipes and a cloth in each staff area to enable staff to wipe down their work space outside the normal cleaning routine should they wish to do so.
  - f) Staff are encouraged to take any additional personal steps to ensure they are comfortable in the campus environment under the current circumstances without impinging upon others and/or their own ability to conduct expected daily tasks. If in doubt please discuss these matters with your direct Supervisor. Kent acknowledges the Australian Government notification and advice that the wearing of face masks is not a medical requirement and will not be providing face masks for general use on campus, however noting the additional other provisions on campus stated in this document. Kent will have face masks available should any medical circumstances arise where these are required (refer to Clause 4.0 below). Random temperature checks will be performed by the IT and Facilities Unit staff at Sydney Campus and Business Manager at Melbourne Campus throughout the day. Digital Thermometer devices will be made available in common areas and persons on campuses are encouraged to check their temperature daily. Student temperatures may also be checked as required.
  - g) IT and Facilities Unit staff at Sydney Campus and Business Manager at Melbourne Campus will be responsible to arrange cleaning of all class room furniture and surfaces after the end of each class, and more often if requested to do so.
  - h) Office equipment and devices that must be used by multiple people (such as payment terminals), should be cleaned regularly by those responsible for their use.
  - i) Staff in student contact areas (Reception Desks) are encouraged to open one side of their access window only and generally greet students and visitors from behind the glass. Social distancing markers are placed on the floor and appropriate seating arrangements to provide guidance for waiting areas.

## 3.0 Social Distancing

- 3.1 Kent will ensure that wherever practicable, social distancing of 1.5 metres (4 square metres) is maintained in all Kent campus locations.
- 3.2 Ground markings will be in place and seating arrangements to help facilitate required social distancing guidelines.
- 3.3 One-way queuing in common areas will be encouraged through the use of signage and ground markings.

- 3.4 Allowable number of persons in general areas, or spaces, will be indicated with signage where possible.
- 3.5 Business meetings or classes will only be held in the physical sense where social distancing can be maintained. If this cannot be achieved, all meetings or classes, internal and external, will occur via various technology platforms such as Zoom conferencing.
- 3.6 When in other areas of the campus building not operated by Kent, such as lifts or lobby areas, direction and instructions provided by the building management should be strictly followed at all times.
- 3.7 Kent requires all staff and students to adhere to social distancing measures. Active and deliberate non-adherence to the guidelines may result in disciplinary action.

#### 4.0 Health Issues – display of symptoms

Where any person attending a Kent campus exhibits an elevated temperature or flu like symptoms, Kent has implemented the following action plan to mitigate any health risks and ensure the spread of COVID-19 is eliminated:

- a) The person will be provided with a face mask to reduce the risk of infection to others.
- b) The person will be provided with a copy of the up to date version of the 'COVID-19 suspected or confirmed case Handout' which includes health guidelines and medical support contact details.
- c) Kent staff will be directed by their direct report Operation Unit Manager to work remotely from home (if practical and well enough to carry out duties) and requested to undertake a COVID-19 Test from a medical provider or Clinic established for this purpose. In this process the Manager and staff member will maintain ongoing liaison for management processes. This will be maintained up to the period of time until the outcome of the COVID-19 test is notified by the staff member. If a negative result is reported to the Manager together with the supporting evidence, the staff member can return to work. If a positive result is reported all management procedures in liaison with the staff member will be in compliance with authorised medical advice and requirements. All cases of this nature require reporting to the Executive Manager Student and Campus Services for adding entry to the *Communications and Case Register* and the direct report Manager for that staff member.
- d) Kent students will be requested to leave the campus and invited to participate in online course delivery if their symptoms do not prevent them from doing so. The student will be requested to undertake a COVID-19 Test from a medical provider or Clinic established for this purpose. In this process the Higher Education Administrators and student will maintain ongoing liaison for management of course of studies. This will be maintained up to the period of time until the outcome of the COVID-19 test is notified by the student to the Higher Education Administrator. If a negative result is reported this will be provided to the Higher Education Adminsitrators together with the supporting evidence, the student can return to on campus activities. If a positive result is reported all management procedures in liaison with the student will be in compliance with authorised medical advice and requirements. All cases of this nature require reporting to the Executive Manager Student and Campus Services for adding entry to the *Communications and Case Register*, including a copy of this information provided also to the relevant Associate Dean and Higher Education Administrators to ensure ongoing monitoring of course of study outcomes for Kent students.
- e) If a COVID-19 Test and/or medical advice is not received staff or students will be asked to attend a medical practitioner in order to obtain clearance to attend work or return to the campus for class attendance. Kent reserves the right to request medical evidence prior to the return to attendance on campus.

- f) If a Kent staff member exhibits flu like symptoms and is able to continue working remotely, the employee will not be taken to be on personal leave. It is only where an employee is unfit to work due to illness or injury that Kent will regard this as personal leave and time will be deducted from an employee's personal leave balance. If a COVID-19 positive result is received then special 'pandemic leave' arrangements will be made accordingly (Refer to Staff Leave Management Policy & Procedures [Kent Website MyKent Staff Link](#)>POLICY – Name of Policy – Staff Login Required).

## 5.0 Mental Health

- 5.1 Kent understands that these unprecedented times can be challenging and stressful. Kent staff health and safety, including mental health, is a high priority.
- 5.2 Kent encourages staff and/or students to speak to a Kent staff member for support as required. Kent has a number of designated staff including CEO (or direct Executive Manager/Managers for each Operation Unit) Associate, Dean, Higher Education Administrators, Lecturers, Course Co-ordinators and a dedicated Student Engagement and Wellbeing Co-ordinator with authorised counselling skills, to be an active point of contact should any person feel unsafe or stressed in the workplace or in attendance at a Kent campus.

## 6.0 Breach of Guidelines

Kent takes its active management strategies and measures to eliminate the spread of COVID-19 extremely seriously and any person in attendance at a Kent campus who is found to have deliberately breached these or any other health guidelines may be subject to disciplinary action in compliance with the procedures detailed in the *Staff Misconduct Policy & Procedures*, *Academic Misconduct Policy & Procedures* and/or the *Complaints and Appeals Policy & Procedures*.

## 7.0 Reporting and Variations

Kent may vary or replace this document in line with the evolving nature of Government Legislative, Regulatory and medical authority requirements related to COVID-19. Kent will maintain every effort to ensure up to date information is provided to all Kent stakeholders in a timely manner and established communication strategies, including update of the Kent Website COVID-19 site and FAQs location.

Aligned with the relevant Kent Policies and Procedures and update version controlled coronavirus Implementation Plan Phases 1 – 3.

All Kent Senior Management Group are required to undertake regular meetings to monitor effective and efficient implementation of all management strategies and these outcomes are effectively communicated to other Senior Management Group members and to other Kent stakeholders as required to maintain keeping abreast of matters.

All Senior Management Group members are required to provide all required information to the Executive Manager Student and Campus Services to maintain up to date information on the Communication and Case Register accordingly.

The Executive Manager Student and Campus Services remains the one focal contact point for dissemination of information to the Kent student cohort to ensure consistency and currency of these communications/information.

The Executive Manager Student and Campus Services is responsible for providing a progress report at the governance committee level in the standard report Agenda Items to both Academic Board and Governing Board and seek input from other Senior Management Group members accordingly for a single cohesive report on the current status.

<b>Document Title:</b> Staff and Students Returning to Kent Campuses Guidelines in Response to COVID-19	
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