



COVID SAFETY PLAN

JANUARY 2021 V1.3

The following plan was prepared by All Aid First Aid (AAFA) in July 2020 and most recently updated in January 2021 in response to the update of the *Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2020* requirements. It is periodically updated according to recommendations from NSW Health, The Australian Skills Quality Authority (ASQA) and other state and federal government agencies.

GENERAL REQUIREMENTS FOR ALL COURSES

The following practices apply to all AAFA courses delivered while public health orders remain in place as a strategy to suppress transmission of COVID-19.

These practices are derived from the Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2020 and NSW Health clinical standards for the use of personal protective equipment.

Requirements fall into four categories - Health & Wellbeing, Physical Distancing, Enhanced Hygiene, Information Register. Appendix A contains some examples of signage that will be displayed on AAFA courses to remind staff and participants of these requirements.

1. HEALTH & WELLBEING

Guiding Principle:

All staff and participants will be excluded from courses if unwell, or required to self-isolate. This information will be communicated clearly to staff and participants.

Actions:

- Staff or participants who are unwell with respiratory symptoms/fever are not allowed to attend a course.
- Staff or participants who are required to self-isolate due to contact with a COVID case or attending a hotspot location are not allowed to attend a course.
- Staff and participants will be made aware of this in a pre-course email and through clear signage on the day of the course.
- AAFA staff and course participants will also follow the wellbeing requirements of the host organisation.

2. PHYSICAL DISTANCING

Guiding Principle:

All staff and participants will maintain 1.5m distance from each other, whenever possible. When this not possible PPE, including mask and gloves will be worn. During courses, the number of people in an indoor space will be limited to the per square metre, as it applies the host organisation's premises, as outlined by current NSW government restrictions.

Actions:

- On Provide First Aid (*HLTAID003*) courses, participants will be asked to form a physical distance unit as with one other person (DESIGNATED PARTNERS) for the duration of the course, typically 7.5 hours. Each DESIGNATED PARTNER unit will maintain 1.5m distance from other participants on the course, as far as possible. It is advisable for participants to also maintain 1.5m distance from their DESIGNATED PARTNER unless doing *close proximity* first aid activities. Participants will be provided with a two-person training equipment set for their exclusive use during the course.
- On Cardiopulmonary Resuscitation (*HLTAID001*) courses, participants will be asked to share a set of equipment between 2-3 people, for the duration of the course, typically 2 hours. No more than three people will share an equipment set. All CPR participants will wear gloves and a mask when using equipment. There will be no mouth-to-mouth contact with any equipment (see Enhanced Hygiene below). Participants are encouraged to maintain 1.5m distance from others, where possible. When *close proximity first aid* is required, participants will be required to wear a mask and gloves
- *Close proximity first aid* will be necessary to meet assessment requirements on Provide First Aid (*HLTAID003*) and Cardiopulmonary Resuscitation (*HLTAID001*) courses. Whenever participants are in close proximity with another participant they must wear gloves and a mask prior to coming into contact.

3. ENHANCED HYGIENE

Guiding principle:

Staff and participants will adopt enhanced hygiene practices, including hand hygiene and cleaning of equipment.

Actions:

- PPE will be available on all courses.
- AAFA Staff will wear whatever PPE is required by the host organisation, in addition to the AAFA PPE practices listed below.
- Participants must wear gloves prior to touching any first aid equipment. Participants are to use hand sanitiser before and after wearing gloves.
- Participants must wear masks and gloves when in close proximity to their DESIGNATED PARTNER on all courses. Participants are to use hand sanitiser before and after wearing gloves.
- Participants will not be required to have mouth-to-mouth contact with any equipment. They may simulate mouth-to-mouth during CPR assessments in one of the following ways:
 - Perform the head tilt and nose pinch actions and say “two breaths”
 - Use the mask section of the BVM - perform mask sealing and head tilt actions - and say “two breaths”
 - Use the BVM device to perform manual ventilation - used as per the normal operating procedure.
- Any equipment that is to be used by multiple groups on a single day must be cleaned with a disinfectant solution or wipe between uses.
- Staff or participants must wear gloves when cleaning equipment. Hands sanitiser should be used before and after cleaning.
- Equipment will be cleaned and sanitised upon return to the office.

4. INFORMATION REGISTER

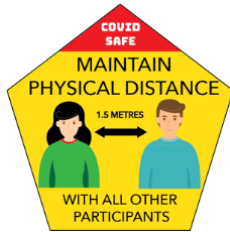
Guiding Principle:

Accurate and clear records will be kept to support contact tracing.

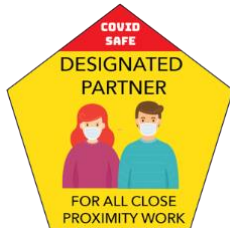
Actions:

- AAFA will keep a record of all course participants and their contact details, including name and at least one contact method (e.g. phone or email), for at least 28 days. This is a part of our usual student management system and records can be quickly and easily accessed electronically.
- AAFA Staff agree to cooperate with NSW Health if contacted regarding a positive case and will notify SafeWork on 13 10 50.

APPENDIX A – COVID-SAFE COURSE SIGNAGE



MAINTAIN PHYSICAL DISTANCE - unless close proximity activities are required



CLOSE PROXIMITY IS REQUIRED at times during this course.

At these times you are required to work with your **DESIGNATED PARTNER ONLY**.



When **CLOSE PROXIMITY IS REQUIRED** both people will use the **APPROPRIATE PPE**. Hand hygiene, gloves and masks will be used during all close proximity activities.



Training equipment provided is for **YOU AND YOUR DESIGNATED PARTNER ONLY**. Do not swap equipment or use other's equipment



There is **NO ACTUAL MOUTH-TO-MOUTH CONTACT** required with any CPR training equipment.



Practice hand hygiene and wear gloves when **HANDLING ANY TRAINING EQUIPMENT**