

Aspen College

Level 6, 118. King William Street, Adelaide, SA 5000, Australia

Level 2, 47. Rickard Road, Bankstown, NSW 2136, Australia

Tel: +61 8 7228 5424 A.B.N. 55 626 437 456

Web: www.aspencollege.edu.au Email: info@aspencollege.edu.au



COVID-19 Precautions

We are committed to supporting our students through these challenging times and involving them in the decisions we make.

If you develop any symptoms related to COVID-19 even any mild symptoms you should get tested or self-isolate, please also seek medical advice and you may not attend a campus till the results can confirm you do not have COVID-19.

Symptoms Include:

- Fever or chills
- Cough
- Sore throat
- Runny nose
- Shortness of breath
- Loss of taste

COVID-19 clinics and testing centres are listed on the [SA Health Website](#) and [NSW Health Website](#).

If you have been diagnosed with COVID-19, you must follow the directions from medical authorities, including instructions about isolation. Importantly, you must not come into the college.

If you are advised by SA Health or NSW Health that you have tested positive to COVID-19, even if you have not recently attended the campuses, please advise the college by contacting admin@aspencollege.edu.au.

Need to maintain Physical distancing at workplace and do follow the steps mentioned by authorities.

All workplaces must develop a COVID-19 plan in line with:

- the National COVID-19 Coordination Commission (NCCC) [online planning tool](#)
- the Safe Work Australia [National COVID-19 Safe Workplace Principles](#)

Safe Work Australia has resources for workplaces including information about workers' rights.

The [Department of Education, Skills and Employment website](#) also has information for students, parents, education providers, job seekers and employers.

To reduce the spread of viruses or germs in college students and staff should continue to practice [good hygiene](#).

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To protect yourself and your co-workers,

- stop shaking hands to greet others.
- avoid non-essential meetings. If needed, hold meetings via video conferencing or phone call.
- put off large meetings to a later date.
- hold essential meetings outside in the open air if possible.
- promote good hand, sneeze and cough [hygiene](#)
- provide alcohol-based hand rub for all staff.
- eat lunch at your desk or outside rather than in the lunchroom.
- regularly clean and disinfect surfaces that many people touch.
- open windows or adjust air conditioning for more ventilation.
- limit food handling and sharing of food in the workplace.
- avoid non-essential travel.
- promote strict hygiene among food preparation (canteen) staff and their close contacts.

Please do follow below mentioned instructions at workplace.

- providing and maintaining a work environment that is without risk to health and safety.
- providing adequate and accessible facilities for the welfare of workers to carry out their work, and
- monitoring the health of workers and the conditions of the workplace for the purpose of preventing illness or injury.

Duty to workers

You must do what you can to ensure the health and safety of your workers. You must eliminate the risk of exposure to COVID-19 if reasonably practicable.

If you are not able to eliminate the risk of exposure to COVID-19, you must minimise that risk, as far as is reasonably practicable.

Protect workers from the risk of exposure to COVID-19 by, for example:

- considering working from home arrangements
- requiring workers to practice physical distancing.
- requiring workers to practice good hygiene (e.g., through workplace policies and ensuring access to adequate and well stocked hygiene facilities)
- requiring workers to stay home when sick, and
- cleaning the workplace regularly and thoroughly.

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Duty to other people in the workplace

You must ensure the work of your business or undertaking does not put the health and safety of other persons at risk of contracting COVID-19.

Protect others from the risk of exposure to COVID-19 by, for example:

- requiring them to practice physical distancing, including through contactless deliveries and payments.
- requiring them to practice good hygiene, and
- requiring others to stay away from the workplace, unless essential, e.g., such as family, friends, and visitors.

Duty to maintain the workplace and facilities.

You must maintain your workplace to ensure the work environment does not put workers and others at risk of contracting COVID-19.

Maintain a safe work environment by, for example:

- cleaning the workplace regularly and thoroughly
- restructuring the layout of the workplace to allow for physical distancing, and
- limiting the number of people in the workplace at any given time.

You must also provide adequate facilities in your workplace to protect your workers from contracting COVID-19.

Facilities that are required include:

- washroom facilities including adequate supply of soap, water, and paper towel.
- hand sanitiser, where it is not possible for workers to wash their hands, and
- staff rooms that are regularly cleaned and allow for physical distancing.

Provide workers with regular breaks to use these facilities, particularly to allow workers to wash their hands.

Duty to provide information, training, instruction, and supervision.

You must provide your workers with any information or training that is necessary to protect them from the risk of exposure to COVID-19 arising from their work.

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Information and training may include:

- providing guidance on how to properly wash hands.
- training workers in how to fit and use any necessary personal protective equipment (*PPE*)
- training workers to exercise adequate cleaning practices throughout the day.
- providing workers with instructions on how to set up a safe home workplace, and
- providing workers with instructions on staying home from work if sick.

HOW TO GET IN TOUCH

- You can reach the admin team:
 - Adelaide Campus Student Support, Phone: **+61 8 7228 5424**
 - Sydney Campus Student Support, Mobile: **+61 449 816 093**
- For any further questions and inquiries email: info@aspencollege.edu.au
- In case of an emergency please contact:
 - Adelaide Campus Manager – Samir Saxena, Mobile: **+61 433 005 018**
 - Sydney Campus Manager – Ashwini Gangam, Mobile: **+61 452 429 980**

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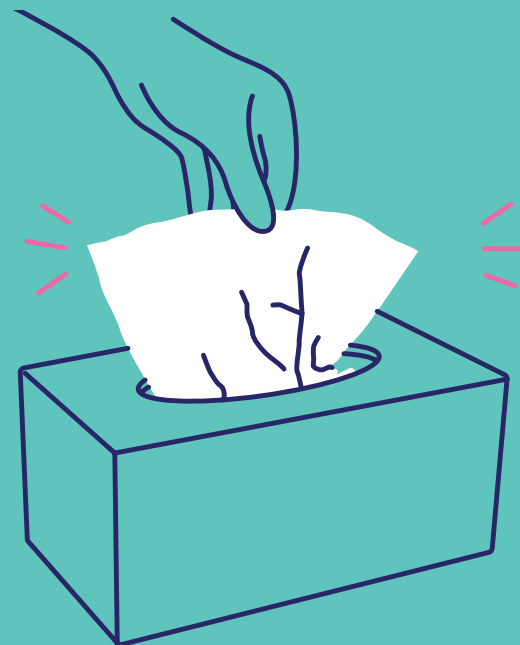


SIMPLE STEPS TO HELP STOP THE SPREAD.

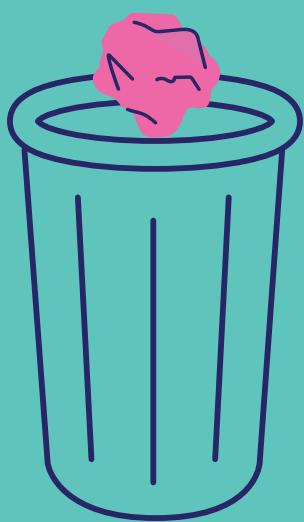
**Cough or sneeze
into your arm**



Use a tissue



Bin the tissue



Wash your hands



**TOGETHER WE CAN HELP STOP
THE SPREAD AND STAY HEALTHY.**

For more information about **Coronavirus
(COVID-19)** visit **health.gov.au**



Australian Government