

# IHM Covid -19 Risk Management Procedure



## SECTION 1

### Purpose

1. The purpose of this Procedure is to respond to the Coronavirus (COVID-19) pandemic outbreak, as new information comes to hand.
2. IHM 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 Coronavirus (COVID-19).
3. Due to the evolving nature of government regulations and medical authorities related to COVID-19, IHM 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.

### Scope

4. This COVID-19 Risk Management Procedure applies to all IHM staff, students, and other stakeholders.

### Definitions

5. The following definitions applicable to the Procedure:

**Coronavirus** - A family of related viruses, many causes respiratory illnesses. Coronaviruses cause COVID-19, SARS, MERS, and some strains of influenza, or flu.

**COVID -19** - COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for the virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as a severe acute respiratory syndrome (SARS) and some types of a common cold.

**Epidemic** - A widespread occurrence of an infectious disease in a community at a particular time.

**Asymptomatic** - Not showing any symptoms (signs of disease or illness).

**Communicable** - Similar in meaning as "contagious." Used to describe diseases that can be spread or transmitted from one person to another.

**Immunity** - Your body's ability to resist or fight off an infection.

**Isolation** may mean not:

- a) leaving home or isolation location, except in an emergency or to get essential medical care,
- b) going into public places including work and shops, or
- c) letting any other person into your home.

**Outbreak** - A sudden increase of a specific illness in a small area.

**PPE** - Personal protective equipment that includes masks, face shields, gloves, gowns, and other coverings that healthcare workers use to prevent the spread of infection to themselves and other patients.

**Quarantine** - Sometimes called "isolation." Quarantine keeps people away from each other to prevent the spread of disease, e.g., stay-at-home orders.

**Self-isolation** - Also called self-quarantine when one separates oneself during illness from healthy individuals to prevent spreading the illness.

**Social distancing** - Also called physical distancing, that is ensuring space between yourself and others.

**Symptomatic** - When a person shows signs of illness, e.g., for COVID-19, signs include cough, fever, or shortness of breath.

### Suite documents

6. This Procedure is linked to the following policies and related documents:
  - a) IHM COVID-19 Risk Management Policy and Procedure for EPIQ-RN students.
  - b) Self-Assessment Check – To be completed by all students returning from overseas, who may have been in contact with known cases of Coronavirus (COVID-19), or suffering from any of the symptoms of COVID-19.

## SECTION 2

### Risk Management

7. All IHM staff and students are being encouraged to follow the guidelines from the World Health Organisation and Australian Department of Health about infection control and personal hygiene.
8. IHM has implemented further measures to ensure hygiene is maintained in the workplace.
9. Several initiatives are implemented as a part of IHM's Risk Management plan to keep students and staff safe and healthy during the COVID-19 outbreak.
  - 9.1 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.).
  - 9.2 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 students should know of (e.g. email, SMS, noticeboard posters, etc.).
  - 9.3 Physical distancing guidelines, good hygiene practices must be promoted, and staff and students reminded of avoiding physical greetings. Plans for physical distancing must be in place for common areas.
  - 9.4 Alcohol-based hand sanitizers and wipes will be placed in the campuses/offices to ensure good hygiene practices. Suitable waste disposal bins and regular cleaning and waste disposal programs are in place. Regular cleaning protocols must be in place to disinfect high-touch surfaces, such as tables, kitchen benches, and door handles.
  - 9.5 IT and Facilities Unit staff at IHM Campuses will be responsible to arrange the cleaning of all classroom furniture and surfaces after the end of each class, and more often if requested to do so. Office equipment and devices that is used by multiple people should be cleaned regularly by those responsible for their use.
  - 9.6 IHM 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.).
- 9.7 If a COVID-19 case has been reported in any of the campuses/offices of IHM, the campus/ office management team will make necessary arrangements to engage a biohazard cleaning company to clean the campus/office facilities and premises.
  - 9.8 Staff and students who from vulnerable populations groups should continue to work or study from home or seek medical advice from their health practitioner to support informed risk assessment and decision-making regarding the suitability of returning to the campus.
  - 9.9 Cease face-to-face meetings with clients/students and other external stakeholders.
  - 9.10 IHM requires all staff and students to adhere to social distancing measures. Active and deliberate non-adherence to the guidelines may result in disciplinary action.
  - 9.11 Staff members are directed to utilise online video conferencing tools currently used in the Institute (includes Zoom, Teams, Skype, etc.) to conduct online business meetings/ webinars.
  - 9.12 Business meetings or classes will only be held where social distancing can be maintained. If this cannot be achieved, all meetings or classes, internal and external, will occur as stated in section 6.11 of the Procedure.

#### **Staff falling ill**

10. Lecturers and other staff members, who feel ill and suspect contracting COVID-19 virus should seek immediate medical attention.
11. 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.
12. The Online Self-Assessment form must be completed.
13. A staff with COVID-19 or who is suspected to have it must go into mandatory isolation as directed by the public health authority.
14. The staff must stay isolated until the public health authority advises that it is safe to leave isolation.

### **SECTION 3**

#### **Overseas/Interstate travel**

15. Regardless of the destination, age or health, the students and staff are advised to consider carefully whether now is the right time for their travel as they may be at a higher risk of contracting COVID-19 during their travel.
16. If any students or staff are traveling 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:
  - a) [Travel restrictions](#)
  - b) [Information for international travellers](#)
  - c) [COVID-19 and Australian visas](#)
  - d) [Australian Border Force website.](#)
17. Exceptions include travellers who are either:

- a) Traveling from a [green zone](#)
  - b) In an [exemption category](#)
18. Once the staff or student has completed quarantine, he/she can travel within Australia in line with [state and territory domestic travel restrictions](#). This may include further quarantine requirements.
  19. If a student has travelled overseas recently and is feeling unwell and suspects having symptoms of coronavirus, they should seek medical attention and should immediately notify the institute.
  20. Call 000 if urgent medical help is needed. Students are also encouraged to call the Coronavirus Health Information Line on 1800 020 080 or call 13 HEALTH (13 43 25 84).

### Study Online

21. IHM campuses are open for business but, in the interests of promoting social distancing, but some operations may alter. This includes the cancellation of face-to-face lectures, with all lectures to be made available online.
22. IHM will offer all courses online to avoid students coming to campus. Students may come to campus if following circumstances are not applicable:
  - a. Students are subject to any of the travel or quarantine restrictions imposed by the Australian Government.
  - b. Student have come in close contact with a confirmed case of the COVID-19 virus within the last 14 days.
  - c. Experiencing flu-like symptoms.
23. If any of the above circumstances apply to any student, they will need to self-isolate for 14 days. Please see the **Department of Health's fact sheet** for more information on self-isolation.
24. This risk management will outline the requirements for the following scenarios:
  - Scenario 1:** Students who travelled interstate or overseas must quarantine for 14 days.
  - Scenario 2:** Existing student who requests to quarantine for 14 days.
  - Scenario 3:** Student attending classes and tests positive COVID-19.
  - Scenario 4:** Student testing positive for COVID 19 while on Practical Experience Placement (PEP).
  - Scenario 5:** If a student contracts COVID-19 while on Practical Experience Placement (PEP).
  - Scenario 6:** Compulsory shutdown of the Institute
25. As a first step, students who are requesting/required to be self- quarantine need to be notified by the Institute on +61 3 9455 4400 or 1800 763 757.
26. The 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.
27. Risk management plan for students categorised under scenarios 1 to 5 is given in the below-mentioned table of COVID-19 Risk Management Plan for Scenarios 1 to 6.

**COVID-19 Risk Management Plan**

Areas of Focus	Scenario 1: Students travelled interstate or overseas must quarantine for 14 days	Scenario 2: Existing student who requests to quarantine for 14 days	Scenario 3: Student tests positive COVID-19	Scenario 4: Student testing positive for COVID 19 while on PEP	Scenario 5: If student contracts COVID-19 while on PEP	Scenario 6: Compulsory shutdown of the Institute
<b>Quarantine and self-isolation</b>	<p>Students travelled from interstate and overseas are requested to quarantine for a period of at least 14 days.</p> <p>Self-Assessment Checklist to be added as an evidence.</p> <p>If the students feel ill while at home, they 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>Students who feel ill and suspect that they have the COVID-19 virus should contact the <b>Coronavirus Health Information Line</b> on <b>1800 020 080</b> or call <b>13 HEALTH (13 43 25 84)</b>.</p>	<p>Medical clearance Certificate required from a GP.</p> <p>Self-Assessment Checklist to be added as an evidence.</p> <p>If the students feel ill while at home, they 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>Students who feel ill and suspect that they have the COVID-19 virus should contact the <b>Coronavirus Health Information Line</b> on <b>1800 020 080</b> or call <b>13 HEALTH (13 43 25 84)</b>.</p>	<p>Inform the Course Coordinator.</p> <p>Self-isolate till they recover.</p> <p>If the students feel ill while 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>Students who feel ill and suspect that they have the COVID-19 virus should contact the <b>Coronavirus Health Information Line</b> on <b>1800 020 080</b> or call <b>13 HEALTH (13 43 25 84)</b>.</p> <p>Medical Clearance Certificate required from a GP before they attend the class.</p>	<p>Inform the clinical facilitator.</p> <p>Inform the IHM Clinical Placement Coordinator.</p> <p>Students will be pulled out of placement immediately.</p> <p>Self-Assessment Checklist to be added as evidence.</p> <p>IHM will support the student. If the students feels 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>Students who feel ill and suspect that they have the COVID-19 virus should contact the <b>Coronavirus Health Information Line</b> on <b>1800 020 080</b> or call <b>13 HEALTH (13 43 25 84)</b>.</p> <p>Medical Certificate required from a GP - Symptom Free certificate before being placed back in the facility.</p>	<p>Inform the clinical facilitator inform the IHM clinical placement coordinator.</p> <p>Student will be pulled out of placement immediately and they need to self-isolate themselves.</p> <p>Self-Assessment Checklist to be added as evidence.</p> <p>If the students feel ill 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>Students who feel ill and suspect that they have the COVID-19 virus should contact the <b>Coronavirus Health Information Line</b> on <b>1800 020 080</b> or call <b>13 HEALTH (13 43 25 84)</b>.</p> <p>Medical Clearance Certificate required from a GP before being placed back in the clinical facility.</p>	<p>Institute will continue to monitor the situation closely and will provide frequent updates to all the stakeholders including students.</p>
<b>Self-Assess Checklist</b>	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.

Areas of Focus	Scenario 1: Students travelled interstate or overseas must quarantine for 14 days	Scenario 2: Existing student who requests to quarantine for 14 days	Scenario 3: Student tests positive COVID-19	Scenario 4: Student testing positive for COVID 19 while on PEP	Scenario 5: If student contracts COVID-19 while on PEP	Scenario 6: Compulsory shutdown of the Institute
<b>Webinars, Lectures &amp; Tutorials</b>	Training delivery will be provided online to accommodate students in this circumstance keeping in mind the isolation period, provided the student remains well, in a maximum of 14 days.	Training delivery will be provided on-line to accommodate students in this circumstance keeping in mind the isolation period, provided the student remains well, in a maximum of 14 days.	If self-isolation is required and the student does not have severe symptoms, the student can attend the online sessions. If hospitalised the student will continue post recovery with following cohort; visa requirements will have to be taken into consideration and application for extension should be followed.	Not Applicable	Not Applicable	All lectures and tutorials will be provided online. Attendance for all online classes and tutorials are compulsory. Should students not attend classes and tutorials, IHM will notify Department of Home Affairs.
<b>Compulsory Laboratory Sessions</b>	Simulation based training and assessment will be arranged by the Course Coordinator in consultation with the student, provided the isolation period is over and the student remains well 1) Students will be divided into small groups ( 6-10) and allocated a set time for lab sessions so that crowding in laboratories will be avoided. 2)Students will be divided into small groups of (4-5) students and allocated a set time for their group presentation 3) Keep hand washing liquids in each classroom 4) Alcohol based wipes to be placed at each classroom to wipe student monitors and desks.	Simulation based training and assessment will be arranged by the course coordinator in consultation with the student provided, the isolation period is over and the student remains well 1) Students will be divided into small groups ( 6-10) and allocated a set time for lab sessions so that crowding in laboratories will be avoided. 2)Students will be divided into small groups of (4-5) students and allocated a set time for their group presentation 3) Keep hand washing liquids in each classroom 4) Alcohol based wipes to be placed at each classroom to wipe student monitors and desks.	Simulation based training and assessment will be arranged by the course coordinator in consultation with the student provided the isolation period is over and the student remains well 1) Students will be divided into small groups ( 6-10) and allocated a set time for lab sessions so that crowding in laboratories will be avoided. 2)Students will be divided into small groups of (4-5) students and allocated a set time for their group presentation 3) Keep hand washing liquids in each classroom 4) Alcohol based wipes to be placed at each classroom to wipe student monitors and desks etc.	Not Applicable	Not Applicable	Institute will continue to monitor the situation closely and will provide frequent updates to all the stakeholders including students.

Areas of Focus	Scenario 1: Students travelled interstate or overseas must quarantine for 14 days	Scenario 2: Existing student who requests to quarantine for 14 days	Scenario 3: Student tests positive COVID-19	Scenario 4: Student testing positive for COVID 19 while on PEP	Scenario 5: If student contracts COVID-19 while on PEP	Scenario 6: Compulsory shutdown of the Institute
<b>Practical Experience Placements (PEP)</b>	<p>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.</p> <p>No interstate PEP will be allocated for the student.</p>	<p>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.</p> <p>No interstate PEP will be allocated for the student.</p>	<p>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.</p> <p>No interstate PEP will be allocated for the student.</p>	<p>Inform the Course Coordinator.</p> <p>Self-isolate till they recover.</p> <p>If the students feel ill, they 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>Students who feel ill and suspect that they have the COVID-19 virus should contact the Coronavirus Health Information Line on 1800 020 080 or call 13 HEALTH (13 43 25 84).</p> <p>Medical Clearance Certificate required from a GP before they attend class again.</p>	<p>Inform the Course Coordinator.</p> <p>Self-isolate till they recover.</p> <p>If the students feel ill, they 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>Students who feel ill and suspect that they have the COVID-19 virus should contact the Coronavirus Health Information Line on 1800 020 080 or call 13 HEALTH (13 43 25 84).</p> <p>Medical Clearance Certificate required from a GP before they attend class again.</p>	<p>Institute will continue to monitor the situation closely and will provide frequent updates to all the stakeholders including students.</p>
<b>Assignments</b>	The student to submit the assignments online.	The student to submit the assignments online.	Not Applicable	Not Applicable	Not Applicable	The student to submit the assignments online.
<b>Microsoft Teams</b>	Student will be assigned to Microsoft Teams to work in group on their own part of presentation and attend and present in class.	Student will be assigned to Teams to work in groups on their own part of the presentation and attend and present in class.	Student will be assigned to Teams to work in group on their own part of the presentation and attend and present in class.	Not Applicable	Not Applicable	Student will be assigned to Teams to work in group on their own part of the presentation and attend and present in class
<b>Examinations</b>	Online	Online	Not Applicable	Not Applicable	Not Applicable	Not Applicable
<b>Daily Practices in anticipation of lockdown</b>	<ol style="list-style-type: none"> <li>1. Backup all study data and assignments</li> <li>2. Practise the recommended 'Hand Hygiene' at all times.</li> <li>3. Safeguard personal property.</li> </ol>	<ol style="list-style-type: none"> <li>1. Backup all study data and assignments</li> <li>2. Practise the recommended 'Hand Hygiene' at all times.</li> <li>3. Safeguard personal property.</li> </ol>	<ol style="list-style-type: none"> <li>1. Backup all study data and assignments</li> <li>2. Practise the recommended 'Hand Hygiene' at all times</li> <li>3. Safeguard personal property.</li> </ol>	<ol style="list-style-type: none"> <li>1. Backup all study data and assignments</li> <li>2. Practise the recommended 'Hand Hygiene' at all times</li> <li>3. Safeguard personal property.</li> </ol>		<ol style="list-style-type: none"> <li>1. Backup all study data and assignments</li> <li>2. Practise the recommended 'Hand Hygiene' at all times</li> <li>3. Safeguard personal property.</li> </ol>



**SECTION 4**

**Associated information**

Related Internal Documents/Policies	<ul style="list-style-type: none"> <li>IHM COVID-19 Risk Management Policy and Procedure for EPIQ-RN students</li> <li>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.</li> <li>Deferral Application.</li> <li>Withdrawal Application.</li> <li>Leave Applications along with relevant medical clearance/certificates.</li> </ul>
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> <li><a href="#">National Health and Medical Research Council Guidance for Prevention and Control of Infection in Health Care</a></li> <li><a href="#">The National COVID-19 Health and Research Advisory Committee</a></li> <li><a href="#">Department of Health’s fact sheet</a></li> <li><a href="#">Australian Government ComCare – Coronavirus (COVID-19)</a></li> <li><a href="#">Safe Work Australia – National guide for safe workplaces COVID-19</a></li> <li><a href="#">The National Coronavirus Health Information Line</a></li> <li><a href="#">International travel advice from the Department of Foreign Affairs</a></li> <li><a href="#">Australian Government Department of Education, Skills, and Employment – Covid 19</a></li> </ul>
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<b>PinPoint DocID</b>	IHM-CRMP2

**Change history**

<b>Version Control</b>	Version 1	
<b>Change Summary</b>	Date	Short description of the change, including version number, changes, who considered, approved, etc.
	27/07/2021	A new Procedure