

COVID-19 Risk Management Plan QRME

A novel (new) strain of coronavirus which originated in Hubei Province, China in 2019 can cause a respiratory disease called COVID-19.

COVID-19 spreads from person to person in a similar way to the flu:

- from close contact with an infected person
- from touching objects or surfaces contaminated by the sneeze or cough of an infected person and then touching your eyes, nose or mouth.

COVID-19 can cause symptoms similar to the flu, including fever, cough, sore throat, tiredness or shortness of breath.

Most people who are infected experience mild to moderate symptoms from which they fully recover. However, some people develop more serious illness with pneumonia and other complications. People at increased risk of serious illness include the elderly and those with chronic medical conditions (e.g. diabetes, heart and lung disease) or a weakened immune system.

It is important to remember that most people who become ill with respiratory symptoms at work are likely suffering from a cold, the flu or other respiratory illness – not COVID-19.

Self-quarantine

Workers and others cannot go to work and must self-quarantine for 14 days if they have:

- recently travelled to an overseas destination considered [high risk by Queensland Health](#)
- been in close contact with a confirmed case of COVID-19.

Workers who need to self-quarantine should notify their employer and stay away from work. They should seek immediate medical attention if they become ill during the quarantine period and call ahead of arriving and mention their travel or contact history.

Employers should make appropriate arrangements so that workers who need to self-quarantine stay away from work. Where possible, the worker should be provided with flexible work arrangements such as working from home.

Preventing the spread of infection at work

Simple hygiene practices, similar to those used to protect against the flu, can help prevent the spread of COVID-19 and other respiratory infections.

- Wash your hands frequently with soap and water or use an alcohol-based hand sanitiser.
- Cover your nose and mouth with a tissue or flexed elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands or apply hand sanitiser.
- Avoid close contact with anyone who has cold or flu-like symptoms.
- Stay home if you are unwell.

QRME actions

- Provide hand washing facilities - clean, properly stocked and in good working order in all accommodation and training facilities.
- Provide alcohol-based hand sanitiser, tissues and cleaning supplies.
- Promote good hygiene practices, e.g. display posters on [handwashing](#) and [respiratory hygiene](#).
- Keep the workplace clean and hygienic. Regularly cleaning high-touch surfaces such as door handles and workstations helps prevent contamination.
- Increase cleaning schedules in student accommodation and training rooms where possible.
- No international travel - Visit the [Smartraveller](#) website before arranging business travel to destinations with cases of COVID-19. Workers who become sick while travelling or after returning from affected areas should seek immediate medical advice and notify Kay or myself.
- If you have booked travel in the next few months don't cancel yet – 21 days prior to travel will you contact either Kay or myself and we will discuss.
- Our insurance company has Covid19 as “known” and if you become ill with Covid19 while overseas you won't be covered by our insurance.
- If someone is sick with a respiratory illness to stay home until they are recovered.
- If someone become ill with respiratory symptoms at work, isolate them by placing them in a room or an area away from others.
- Arrange for the person to be sent home and advise them to seek medical advice. If they are very unwell, call an ambulance.
- If you or a student is confirmed to have COVID-19, contact Kay B or myself for advice.
- Inform co-workers about possible exposure to COVID-19 but maintain confidentiality. Advise colleagues and students to seek immediate medical advice if they develop symptoms or are concerned about their health.
- If a student living in the accommodation has a respiratory illness, advise student: 1m range, hand and tissue hygiene, to self-isolate as much as possible, schedule separate kitchen time, allocate 1 bathroom and toilet to that student.

Personal protective equipment

PPE should be worn by:

- People with suspected or confirmed COVID-19 as advised by their doctor or Queensland Health.
- People with close contact with suspected or confirmed cases of COVID-19 (e.g. healthcare workers). PPE guidance for specific industries is available at www.health.gov.au.

Surgical masks can help prevent the spread of disease from infected people to others but are not currently recommended for healthy members of the public to prevent COVID-19.

QRME Risk Management Plan

Griffith University - In the first instance we will be guided by Griffith University instructions and protocols. Griffith University will provide advice on any changes to clinical placement activity.

GPrEP will continue via webinars. The OSCE weekend will be cancelled.

RTO will continue as arranged and may continue via webinars.

ALS, BLS will continue with small groups.

Actions Griffith University program

QRME to distribute posters on CoVid19 to all training sites.

Local staff instructed via email to monitor students and report any viral type illnesses to CEO and GU

QRME will issue advice to our staff at all our training sites via GoToMeeting if GU issues instructions

Meetings will be scheduled daily as required

Training hubs will be postponed and rescheduled as required

Accommodation

- students on short placement to return home if directed
- Students who have no alternative accommodation will stay
- PPE provided at entrance, distance, monitoring of symptoms by staff daily
- Students who have been tested to self-quarantine and if confirmed positive - alternative rooming arrangements will be made by QRME with support in this accommodation during this period.

Workforce

Immunocompromised staff to Work From Home, ensure WFH policies followed

If required – offices will close and WFH for staff, ensure WFH policies followed

Teams and GoToMeeting to be used to communicate during WFH closure

Clinical staff to offer deployment to hospital, PHU

Any compulsory closure will be paid leave and not taken against EL,RL.

More information

- Queensland Health: 13HEALTH (13 43 25 84)
- National Coronavirus Health Information Line: 1800 020 080
- [Queensland Health: Novel coronavirus \(COVID-19\)](#)

- [Queensland Health: Self quarantine information](#)
- [Coronavirus and Australian workplace laws](#)
- [Code of Practice: Managing the work environment and facilities](#)
- [Smartraveller website](#)
- [World Health Organisation: Getting your workplace ready for COVID-19](#)