

LEE TRAINING SOLUTIONS COVID19 Management Plan

Authority

	Title	Name	Date
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General

There is currently a global outbreak of COVID19 which is affecting many countries throughout the world.

Lee Training Solutions(LTS) primary focus is on maintaining and providing a safe and healthy work environment for all our candidates as well as the local communities we work within.

1 Symptoms

- Fever
- Dry Cough
- Sore Throat
- Shortness of Breath

COVID19 is a new illness that can affect your lungs and airways, its caused by a virus called coronavirus. It is believed that people that have underlying health conditions are at greater risk.

2 How is it spread?

The coronavirus is most likely to spread from person to person through:

- Direct close contact with a person while they are infectious
- Close contact with a person with a confirmed infection who coughs or sneezes, or
- Touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

3 LTS Plan

LTS have developed a COVID19 Coronavirus Action Plan to assist our Company manage the ongoing situation and keep all parties well informed. All LTS employees will in the first instance, follow the latest recommendations provided by the Government in relation to isolation.

4 Role of all personnel

- If you have had any recent travel and are feeling unwell, do not travel to site but contact LTS who will complete a COVID19 Checklist attached
- For the best protection of those around you, travellers should practice social distancing and avoid crowds. Social distancing means keeping a distance of 1.5m between you and other people when out and about in public. If you come into contact with animals or animal products, avoid touching your eyes, nose and mouth until you have thoroughly sanitised your hands
- Wash your hands often with soap and water, carry sanitiser with you and use it often
- Keep a distance from sick people, especially if they have a fever, cough, or difficulty breathing

- Monitor your health closely
- Do not return to work if you are feeling unwell
- Follow the Government advice/instructions.

Actions if feeling unwell whilst on site

- If you start feeling unwell, have any symptoms of flu or shortness of breath, then advise LTS immediately.

Actions if feeling unwell when off site

- Do not travel to site and contact LTS immediately.

5 Temperature Screening

LTS will adhere to all of our clients temperature testing procedures, and if required self test, and test candidates, prior to training.

6 Precautions

LTS will ensure that all staff are following the clients and government recommended protocols while moving around site. Sufficient supplies of soap and hand wash will be available to ensure staff can maintain good hand hygiene and other precautions.

7 Reporting Process

If an employee reports that they are feeling unwell the following steps will be taken:

- Onsite employees will be removed from their work area
- The employee will be asked to complete a COVID19 Checklist attached
- Notify the Client.

If the recommendation is that medical treatment shall be sought the employee shall be removed from site.

8 Isolation

After medical consultation, LTS will follow the medical advice given regarding Isolation for the employee. LTS will communicate with the client regarding the ongoing support required for the employee. LTS will maintain constant communication via phone and daily non-contact personal checks with the isolated employee to ensure any ongoing requirements are responded to.

9 Return to Work

LTS will develop a Return to Work program for the employee which will include any applicable medical treatment required.

10 Travel

All Government guidelines and directions will be followed when mobilising to site and interacting within the local community.

Social distancing is one of the preventative measures to prevent any potential spread of the virus.

SINGLE CAB (one person only)



DUAL CAB (one person per row, staggered)



10.1 Use of Light Vehicles

For the use of Light Vehicles on site, sharing of vehicles to be minimised where possible. Mandatory cleaning requirements before each use (Wiping down the steering wheel, door handles, seat belts etc. and anti-viral spray carried out by all passengers).

11 Administration & Record keeping

LTS will maintain an up to date records during the COVID-19 pandemic.

12 General Housekeeping

LTS will increase our hygiene/cleaning/disinfectant and signage across all areas to ensure that high traffic areas for bacteria are thoroughly cleaned daily and wiped over twice daily with disposable wipes.

LTS will ensure sufficient provision of rubbish bins are placed around site to accommodate for the increase in rubbish and disposal of cleaning equipment such as disposable gloves, used face masks, used cleaning cloths and disposable wipes.

LTS will maintain sufficient stock levels and provision of cleaning products.

13 Communications

LTS are currently issuing Health notices comprising of the current and relevant information provided by our clients and Government department.

With these notices we include information on understanding Close Contact and Isolation Guide, Simple steps to stop the spread and the current Government guides on close contact and social distancing.

We will continue to provide updates as they become available from the Government and the World Health Organisation.

Minimal face to face interaction / meetings with utilisation of technology such as Team Viewer / Skype / Teleconference etc.

14 Fitness for Work

Breathalysers utilising non-contact configuration will be utilised (microphone style stand) This is to reduce virus spread risk for the testers.

Personnel being tested should ensure they count into unit facing away from any individual in the immediate area.

Personnel conducting breathalyser testing will be using suitable PPE such as disposable gloves and will be required to disinfect and sterilise workstation before and after testing is conducted.

We are encouraging those that are feeling unwell (outside of the COVID19 symptoms) to refrain from attending work.


15 Management Reviews and Audits

LTS is committed to the program of self-auditing that endeavours to identify any non-compliances or opportunities for improvement to keep their workforce safe.

The overall effectiveness of this Plan is regularly assessed to ensure that its suitability, adequacy and effectiveness continue to meet our ongoing requirements and Governmental Instructions.

16 Limitation of Powers

This Plan remains active during the time of Government instruction and at the direction of LTS.

	HEALTH AND WELLBEING
	COVID 19 CHECKLIST

If a staff member or Candidate contacts you advising of recent travel internationally or they are unwell, complete this form to determine whether they can continue training.

Completed forms must be submitted to the CEO of Lee Training Solutions IMMEDIATELY.

leetraining@bigpond.com or 0409686639

CANDIDATES DETAILS	
NAME	
DATE OF BIRTH	
ROLE	
PHONE NUMBER	
ADDRESS	

CANDIDATES QUESTIONS			
FEVER	YES OR NO	COUGH	YES OR NO
SORE THROAT	YES OR NO	TIREDNESS	YES OR NO
SHORTNESS OF BREATH	YES OR NO		
If yes to the above, when did symptoms start:			
Have you travelled Internationally in the past 14 days:		YES OR NO	
Country:			
Arrival time:		Departure time:	

Have you been in contact with someone that has been diagnosed or is a suspected case of Covid 19?

YES OR NO

If candidate has answered yes to any of the questions above, precautionary measures must be put into place.