

Procedures Against Coronavirus (COVID-19)

As a registered training organization (RTO), we care about the health and safety of students, staff and the public. With the recent outbreak of Novel Coronavirus (COVID-19) in China and several confirmed cases in Australia, the following are the knowledge and precautionary measures applicable to all UPC students, staff and visitors.

1. What is coronavirus?

Coronaviruses can make humans and animals sick. Some coronaviruses can cause illness similar to the common cold and others can cause much more serious diseases. The virus seen in Hubei Province in China is called 'novel' because it is new. It had not been detected before this outbreak. Most of the initial infected people live in, or travelled to, Hubei Province, China.

As at 10th March, 2020, the COVID-19 outbreak has spread over 90 countries.

Country/Region	Total infected	Recovered	Deaths
China	80,757	59,928	3,136
Italy	9,172	724	463
South Korea	7,513	247	54
Iran	7,161	2,394	237
France	1,412	12	30
Spain	1,231	32	30
Germany	1,224	18	2
Other countries	5,988	750	75
Total	114,458	64,105	4,027

(Sources: <https://www.worldometers.info/coronavirus/>)

2. What are the symptoms?

Symptoms include (but are not limited to) fever, cough, sore throat, fatigue and shortness of breath.

3. Attending the college or reporting your case?

- **Close contact of a confirmed case** - If you have been informed by Public Health authorities that you are a close contact of a confirmed case of the novel coronavirus (COVID-19) and
 - ✓ ***If you have developed symptoms*** (listed above), you need to immediately contact your local Public Health unit for assessment (Call 1300 066 055). You cannot attend the college until Public Health informs you that it is safe for you to do so.
 - ✓ ***If you have not developed symptoms***, you should isolate yourself for 14 days after the date you have made contacted with the confirmed case and monitor your health closely. You should not attend the college.

- **No close contact of a confirmed case** - If you have developed symptoms but have not been informed by Public Health authorities that you have been a close contact of a confirmed case of the novel coronavirus, you are advised to contact your usual doctor.
- **Return from a high risk country within the last 14 days** - If you have returned from a high risk country or region in the last 14 days, monitor your health closely.
 - ✓ If you have any of the above symptoms, report to your usual (Family) doctor in the first instance who will liaise with the NSW Public Health Authority.
 - ✓ If you do not have any of the symptoms (Clause 2), we recommend you to stay at home, avoid contacting other people and will attend your class 14 days after your arrival in Australia.
 - ✓ High risk countries as at 10 March 2020: China, South Korea, Italy and Iran.
- **Return from overseas within 14 days** – If you have returned from overseas in the last 14 days, monitor your health closely.
 - ✓ If you have any of the above symptoms, report to your usual (Family) doctor in the first instance who will liaise with the NSW Public Health Authority.
 - ✓ If you do not have any of the symptoms, you may attend your class as normal.

4. What if I am sick now or develop symptoms within 14 days of being in a high risk country?

- **If you develop mild symptoms**
 - ✓ isolate yourself from other people
 - ✓ call a doctor or hospital and tell them you may have novel coronavirus infection
 - ✓ when you get to the doctor's clinic or hospital, tell them again that you may have novel coronavirus infection.
- **If you have serious symptoms** such as high fever and/or shortness of breath
 - ✓ call 000 and ask for an ambulance (this will work even if you don't have phone credit)
 - ✓ tell the ambulance officers that you may have novel coronavirus infection.

5. When you are at the college

The following procedures will apply.

- **Personal medical conditions**
 - ✓ We may check your body temperature when you enter the campus. If it is shown that you have high temperature, you may be requested to wear a face mask, be isolated and provide the college staff your recent travel history. We will contact a doctor for advice.
 - ✓ During the day on campus, any student, staff or visitor who shows the above symptoms may be requested to wear a face mask, be isolated and provide the college staff their recent travel history. We will contact a doctor for advice.
- **Personal hygiene**
 - ✓ All students, staff and visitors should only use disposable cups and plates instead of UPC's cups and plates until further notices.
 - ✓ Wash your hands with soap and water often, before and after eating as well as after going to the toilet
 - ✓ Avoid close contact with others (including touching, kissing, hugging and other intimate contacts)

- ✓ Cough and sneeze into your elbow.
- ✓ Notice the “Wash Your Hands” and “Cough and Sneeze” posters displayed on the Campus.
- **Common surface areas**
 - ✓ Disinfectant agents will be applied regularly to surface areas throughout the college.
 - ✓ Surface areas include kitchen sink and benches, kitchen rubbish bin, printer bench, and toilet vanity sinks and benches.

6. Contacts

- **Internal contacts:**
 - ✓ On campus – your teacher or reception desk
 - ✓ Off campus – Corporation Manager (Mr Ken So – 0490 750 839) or The President (Dr Thuy Mai-Viet – 0488 020 620)
- **Your own doctor**
- **NSW Public Health Authority** (1300 066 055)

7. Further reading and sources

- Factsheet for Students and Staff – [Information brochure](#)
- Factsheet for Administrators – [Information brochure](#)

Date	Task	Author	Approved
28/1/2020	Create the procedure	Ken So/Thuy MV	
29/1/2020	Proof Reading/ Disbursion	Shirley Chan/Hau Le	Thuy MV (29/1/20)
31/1/2020	Upgrade the conditions to attend the class	Thuy MV	Thuy MV (31/1/20)
10/3/2020	Add statistics and high risk countries	Thuy MV/Shirley Chan	Thuy MV (10/3/20)