

	QIBA Critical Incidents Policy – COVID-19 Specific		
	Policy Scope:	This Policy applies QIBA wide.	
	Accountability:	Compliance and Risk Manager	
	Last Date of Review:	21.03.2022	Reviewed:
QIBA Pty Ltd ABN: 35 071 667 108 RTO: 5304 CRICOS Provider No: 01515J			

This Policy meets the **requirements of Standard 6.8 of the National Code 2018**, *“The registered provider must have and implement a documented policy and process for managing critical incidents that could affect the student’s ability to undertake or complete a course, such as but not be limited to incidents that may cause physical or psychological harm”*.

Overview

QIBA is committed to managing critical incidents or potential critical incidents to ensure the safety of all staff, trainers, and students. In the event of a critical incident, the appropriate infrastructure and procedures will be in place to ensure the provision of all necessary support services.

Definition of a Critical Incident

A critical incident is a traumatic event or the threat of a traumatic event that occurs either within Australia or within the student’s home country and which causes extreme stress, fear, illness or injury. The incidents termed critical are very diverse but include such events as:

Within Australia

- Missing student
- Fire/storm/natural disaster
- Assault/shooting
- Domestic violence, sexual assault, drug or alcohol abuse
- Pandemic

Home Country

- Missing relatives especially parents or siblings
- Natural disaster
- Political change
- Acts of war or other conflict
- Religious persecution
- Pandemic

This list is not designed to limit the definition but to show that these events are of major impact and consequence.

Critical Incident – COVID19 Specific

QIBA COVID-19 Vaccination Policy

To ensure we are protecting the health and safety of our community, QIBA requires all staff, students, teachers, and contractors to be fully vaccinated against COVID-19 prior to our return to campus during 2022.

****Special arrangements will apply to those who hold a valid medical exemption.***

*Special arrangements will include:

- Evidence of a negative PCR Test Result within 72 hours or RAT within 48 hours of attending class. RAT to include photo ID and date.
- No apparent signs or symptoms of the infection.
- Wearing a mask on campus at all times.

1. Presenting with symptoms

All staff, students and trainers presenting with random flu symptoms (PY/VET/ELICOS) are to self-isolate.

QIBA cannot allow access to the campus if a staff member, student, trainer, or visitor has flu symptoms.

- If a staff member, student, trainer, or visitor arrives at the campus with symptoms, they will be asked to leave the campus for the time being.
- QIBA recommend the person attends a local facility to be tested for the COVID-19 virus or seek medical advice from a GP.
- The person at risk is to remain self-isolated until they have been given the all-clear from pathology. After negative test results have been received, the person may return to the campus.
- If the person tests positive to the virus they are required to isolate for a minimum of 7 full days. It is no longer a requirement to test again before ending your isolation period in NSW, ACT, TAS, and QLD. Links are provided below detailing the isolation requirements per state.
- Students are required to notify QIBA of a positive result via the website www.qiba.edu.au (this portal is not yet live but will be by the 01 April 2022).
- Staff and contractors are required to notify QIBA of a positive test result via the website www.qiba.edu.au (this portal is not yet live but will be by the 01 April 2022).
- Evidence will be required for any staff member or student taking personal leave due to the virus, in the form of a medical certificate or positive test results.
- Staff are asked to refer to the HR and Administration Manual for more information pertaining to testing positive and isolation periods.

2. Testing positive

If your rapid antigen or PCR test returns a positive result you must isolate at home.

If you took a PCR test your local health department will contact you.

If you took a rapid antigen test you must let health authorities know.

Follow your local health advice to register as a COVID-19 positive case:

- [Australian Capital Territory](#)
- [New South Wales](#)
- [Queensland](#)
- [Tasmania](#)

Follow guidance on [what to do if you test positive for COVID-19](#) .

3. Testing negative

If your rapid antigen or PCR test returns a negative result you do not need to continue isolation.

4. Close Contact

If you are deemed a close contact, you will need to isolate immediately.

In most states, Close Contacts are advised to isolate for 7 days and get tested for COVID-19:

- on day 1 and 6; and
- immediately if symptoms develop

The definition of a close contact may vary in each state and requirements differ depending on the COVID-19 strain and if the person is vaccinated or unvaccinated.

See the definition of a **Close Contact** in your state and the Close Contact guidelines provided by your State Government below:

[ACT Government | Advice for close contacts \(COVID-19\)](#)

[NSW Government | Advise for close contacts \(COVID-19\)](#)

[Queensland Government | Advice for close contacts](#)

[Tasmanian Government | Advice for close contacts \(COVID-19\)](#)

If a QIBA student reports a positive test and has been in class, all those in the class will be notified. All are required to monitor for COVID-19 symptoms.

If a staff member or contractor tests positive and has been working from the campus, all those in contact on the day will be notified.

5. Protocol in the classroom

QIBA recommend all staff members, students, trainers, and visitors practice safe hygiene.

QIBA requirements are as follows.

1. Stay at home if unwell
2. Masks must be worn at the campus and in class. They can be taken off briefly to eat, drink, and during a presentation to the class.
3. At all times cover a cough or sneeze
4. Prior to entering the classroom all staff, students, trainers are to sanitise or wash their hands on site with soap and water.

QIBA will provide sanitiser in the classrooms and at the Student Services Hub.

6. Professional Year Program – Internship Component

Internship Host Companies

Due to COVID19, there is a possibility that a students' Internship may be impacted. One of two scenarios may take place.

If a Host Company temporarily closes for business due to COVID19:

- a. If a PYP Intern has been exposed to someone with the virus at a Host Company, the Intern will need to be tested for the virus (COVID19). The Intern must remain self-isolated until they have been given the all-clear from pathology. If the Intern tests positive, they must isolate for a minimum of seven days.
- b. The PYP Interns placement hours will be deferred until the company re-opens or until another placement is sourced (whichever comes first).

If a Host Company is not allowing outside visitors for Site Inspections and/or mid-internship visits:

- a. QIBA will use the digital platform ZOOM to perform the Site Inspections. We will arrange and send a Zoom Invitation to the Host Company, and they will use the Zoom application on a mobile device; allowing the supervisor to walk around the site showing the areas for inspection.
- b. For mid-internship visits QIBA will use the digital platform ZOOM to conduct individual interviews to monitor the progress of the Intern. Again, QIBA will arrange and send a Zoom Invitation to the Host Company and to the Intern (individually) and they will use the Zoom application on a mobile device.

7. Travel

Borders are now open, and most travel restrictions have been lifted, however due to attendance requirements it is not recommended to plan any overseas travel during your enrolment period at QIBA.

If travel is essential and you have discussed your plans with QIBA, you are advised to seek the latest advice from the Australian Government prior to making arrangements. Students must consider re-entering Australia, and the state in which they reside and are enrolled in. This will prevent any Visa and course completion issues.

Resources taken from the Australian Government, Department of Health can be accessed below, to assist with travel plans.

- Keep up to date with the [domestic travel](#), [international travel](#) and [restrictions advice](#).
- Find information about COVID-19 [in your language](#).
- International students entering Australia [International students \(australia.gov.au\)](#)

8. Supporting documentation and tools

- a. Return to Campus Guidelines https://www.qiba.edu.au/return_to_campus_plan/
- b. Website Online Portal to **Report a Positive COVID-19 Test Result** (will be live on QIBA website by 01 April 2022).

Version Control and Change History

Version Control	Date Effective	Approved By	Amendments Made
V1.0			
V1.1	13.03.2020	Admin & Risk Manager	Adapted to COVID specific
V1.2	21.03.2022	Compliance & Risk Manager	Adapted to include Return to Campus requirements to align with current regulations and to ensure the health and safety of all involved.