

EVOLVE COLLEGE COVID-SAFE RE-OPENING PROTOCOL - COUNSELLING

1. EVOLVE COLLEGE'S PRIORITISATION OF SAFETY

Evolve College is absolutely committed to the safety of its students, staff and any member of the public engaged with Evolve College students in relation to clinical training or practice.

Evolve College has stringent protection measures in place which include (as a brief example only) industry standard safety, hygiene management and infection control procedures/protocol. In addition, Evolve College has put in place COVID-safe specific training which all Trainers/Assessors and students of Evolve College are required to undertake as a compulsory module before they may re-commence or commence any practical work after any stage of re-opening following COVID-19 closures.

Evolve College takes all measures to protect against the transmission or spread of infection. At the same time, Evolve College recognises that implemented strict measures against the spread of Coronavirus or other antibodies means being constantly vigilant and knowing that incidents can occur in even the highest protected environment. Therefore, and out of Evolve College's exceptional level of responsibility and care, Evolve College also uses measures to support the early identification of an incident should one occur, including for example, the ability to close campuses at short notice, should regulatory requirements in that location change (e.g. if the state or territory experiences a relapse and an official shut down re-commences). For this reason, this protocol also includes a Disaster Recovery Plan.

2. STUDENT COUNSELLING PRACTICE HOURS

Students may perform Counselling practice hours as required for their course, subject to the following conditions:

- A. Compliance with state/territory requirements
 - a) All Counselling practice hours must comply with the laws, regulations and health directives or guidelines issued by the state/territory government in which the practice is undertaken.
 - b) Without limiting the foregoing, Counselling practice hours may only be undertaken if the relevant state or territory has permitted counselling as an open service.
- B. Evolve College COVID-19 Training
 - a) Before students can undertake any Counselling practice hours, they must complete Evolve College's **specific COVID-19 training** as designed and developed by Evolve College, before they may perform any practice hours whatsoever.
 - b) All COVID-19 training is undertaken via Evolve College's COVID-19 online module, made available to all students.
- C. Strict screening protocols in relation to COVID-19
 - a) The following people may not be clients for Counselling practice hours:

- a. Anyone who has any cold or flu-like symptoms, however mild those symptoms are
 - b. Anyone who has been in contact with a person diagnosed with COVID-19, and has been directed to isolate for a period of time specified by the State/Territory government
 - c. Anyone who has travelled overseas and has been directed to quarantine/isolate for a period of time specified by the State/Territory government (unless a quarantine exemption applies under Australian Commonwealth or State/Territory government regulation)
 - d. Anyone who is required by government regulations to self-isolate for any reason whatsoever
- b) The student may not conduct any Counselling practice hours if they fall into any of the above categories as listed in a).
- D. Additional screening protocols
- a) As an additional safety protocol, the following people may not be clients for Counselling practice hours:
 - a. Anyone in a high risk/vulnerable category (e.g. aged persons over 65 or anyone with a compromised immune system, lung condition or who is otherwise suffering any condition that may mean they are vulnerable to health risk).
 - b) The student may not conduct any Counselling practice hours if they fall into any of the above categories as listed in a). However, note that a student who otherwise falls into this category may elect to seek to obtain from a registered medical practitioner a written medical opinion and clearance to undertake Counselling practice hours and provide such written medical opinion and clearance to Evolve College. In such a case, the Evolve College Team may deem the medical approval sufficient for the student to practise in accordance with the remainder of this protocol and, if so, the Evolve College Team will communicate this to the student by email.
- E. Strict hygiene and infection control protocol
- a) All practice must be in accordance with Evolve College's **stringent hygiene and infection control protocol, designed specifically for COVID-19**, incorporating a **one touch policy**, for each and every piece of equipment and surface, so that **any surface must be hygienically cleaned if it is touched once**. For example, if any door handle is touched once, it must be hygienically cleaned to Evolve College's specified standards. The same applies to **any other equipment or surface whatsoever**.
 - b) Students and clients must maintain a 1.5m social distancing environment at all times, without exception. It is the student's responsibility to enforce this.
 - c) The student practitioner is not required to wear a mask during practice hours, as long as all other requirements of this protocol are met.
 - d) The above protocol is as set out in the mandatory COVID-19 training for Evolve College Trainers/Assessors and students.
 - e) All students must follow the protocol at all times.
- F. What to do if a student is unwell
- a) If a student is unwell and has serious symptoms, they should call an ambulance on 000. Serious symptoms would include where there is shortness of breath, difficulty breathing, or chest pressure or pain.

- b) If a student is unwell, but they do not have serious symptoms, they should follow all government requirements and recommendations, including as to testing. For information on what you need to know about the Coronavirus (COVID-19) and the government's Symptoms Checker, please click here:
<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19>

G. Usual Counselling practice hours protocols and requirements

- a) All usual requirements in relation to Counselling practice hours must be met as per Evolve College documentation.

3. ON-CAMPUS ATTENDANCE

Opening of Evolve College campuses shall be undertaken in accordance with all relevant state and territory legislation and regulations. Please note that the opening of campuses is **subject to change** dependent on state and territory announcements of regulatory restrictions from time to time. This protocol will be updated accordingly if any changes to the regulatory environment are made by government, and a revised protocol will be published in the EvolveHub.

On campus attendance is subject to the following protocol, and thus all students are required to observe and adhere to the following when attending a campus:

- A. COVID-19 Training online
 - a) All Evolve College Trainers/Assessors and students must complete the compulsory **Evolve College COVID-19 online training module** before attending on campus. A link to the training is provided to all students for this purpose.
- B. Strict hygiene and infection control protocol
 - a) All attendance on campus is subject to the **One Touch Policy** as taught in the mandatory online COVID-19 module for all Evolve College Trainers/Assessors and students.
 - b) Students are required as part of completion of their compulsory COVID-19 online training to confirm they have read, understood and agree to abide by **this protocol** before they may attend on campus.
- C. Flexibility for students - Reasonable Adjustment:
 - a) The vast majority of Evolve College students have indicated that they wish their course duration to be unaffected by the COVID-19 shut downs to the full extent possible. Evolve College is committed to enabling students to complete as soon as practicable, within all current requirements.
 - b) Evolve College recognises that other students, albeit the minority, may be in a vulnerable or high risk 'class' of people in relation to COVID-19 (such as the student being over the age of 65, or having a compromised immune system, asthma or other lung condition, diabetes, or other condition medically indicating compromised health), or be living with someone in such a vulnerable or high risk 'class'. Such students may request flexibility and reasonable adjustment if their circumstances require it, by contacting the Evolve College team on 1300 880 885 or evolve@evolvecollege.com.
- D. Class screening
 - a) Exclusion **Categories** include anyone who:

- a. has any cold or flu-like symptoms, however mild
 - b. has been in contact with a person diagnosed with COVID-19, and has been directed to isolate for a period of time specified by the State/Territory government
 - c. has been overseas, and has been directed to quarantine/isolate for a period of time specified by the State/Territory government (unless a quarantine exemption applies under Australian Commonwealth or State/Territory government regulation)
 - d. is required by government regulations to quarantine for any reason whatsoever
- b) **Students may not come to class if they fall into any of the Exclusion Categories.**
- c) **Students are asked to advise pre-class if they fall into any of the COVID-19 Exclusion Categories.**
- E. What to do if a student is unwell
- a) If a student is unwell and has serious symptoms, they should call an ambulance on 000. Serious symptoms would include where there is shortness of breath, difficulty breathing, or chest pressure or pain.
 - b) If a student is unwell, they should follow all government requirements and recommendations, including as to testing. For information on what you need to know about the Coronavirus (COVID-19) and the government's Symptoms Checker, please click here: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19>
- F. Student traffic flow/breaks
- a) Student flow around the classroom and in the breakout area / toilets is monitored and controlled by the Trainer/Assessor, and all students must comply with all directions by the Trainer/Assessor so as to avoid congestion.
 - b) The physical distancing requirement applicable in the local area or State/Territory in which a campus is located, must be followed at all times, in terms of flow around the campus and keeping the required physical distance.

4. DISASTER RECOVERY PLAN

Evolve College has provisioned for a reinstatement of emergency conditions for any reason. Triggers for this may be external or internal, as detailed below:

- A. External triggers:
- a) If any government (local, state or federal) issues notification of a shut-down (due, for instance, to a spike in incidences), this will trigger an immediate response by Evolve College.
 - b) In the case of any mandatory shut-down as described in paragraph (a) that necessitates the closure of educational campuses, Evolve College shall:
 - a. Shut down the relevant campus(es) in accordance with government legislative/regulatory requirements;
 - b. Cause a communication to be sent, within 48 hours of any government announcement of a mandatory shut-down, to students affected and classes postponed, containing details of closure for regulatory reasons and any anticipated period of closure as per the relevant government requirements and announcements.

- c. Cause the campus to be hygienically cleaned in accordance with Evolve College hygiene management and infection control standards before on-campus resumes.
- B. Internal triggers:
 - a) Evolve College has implemented strict hygiene and infection control measures as detailed in this protocol. Evolve College recognises that implemented strict measures against the spread of Coronavirus or other antibodies means being constantly vigilant and knowing that incidents can occur in even the highest protected environment.
 - b) In the event that an incident occurs or a student is diagnosed with COVID-19, Evolve College shall:
 - a. Assess the incident within 24 hours at an Executive Team level if there has been a diagnosis of COVID-19 in a student who attended class in the period in which they were infected or suspected to be infected;
 - b. Communicate with students if the Executive Team determines, at its discretion, that a campus should be shut, which will be dependent on whether such closure is required by law or regulations. See the *Evolve College COVID-19 and Other Viruses Infection Control Plan*.
 - c. If a campus is required by government regulations to be closed, cause the campus to be hygienically cleaned in accordance with Evolve College hygiene management and infection control standards before on-campus resumes.
 - d. Follow the procedures set out in the *Evolve College COVID-19 and Other Viruses Infection Control Plan*.

5. CONCLUSION

Evolve College operates on a foundation of care and respect. By working together with our students, we can all support to keep our educational spaces safe. We thank all our staff and students for their cooperation with this protocol.