



COVID-19

Student Guidelines for online learning Mode

This document must be used in conjunction with training plan of the course, MVC Policy and procedures, SRTO15 Standards, ESOS National code 2018

Daman Rana

Table of Contents

Message from CEO	3
Updates 29 March 2020.....	4
Principles for the initiation and prioritisation of alternate working locations.....	5
What is social distancing?.....	5
MVC Critical response team	6
Student & staff support.....	6
MVC Campus & personal hygiene	7
World Health Organisation (WHO) recommendations.....	7
Official coronavirus (COVID-19) info and advice	7
Study/Working remotely	8
Adjusted Class timetable	8
Frequently Asked Questions Re:COVID-19 and my MVC studies.....	9

Message from CEO

Dear Students,

The State Government has stepped up measures to protect South Australians during the coronavirus pandemic by introducing heavy on-the-spot fines for individuals and businesses flouting directions from the Police Commissioner under the Emergency Management Act. Premier Steven Marshall said that from today individuals failing to self-isolate as required they will be hit with a \$1000 fine and businesses flouting laws to control the pandemic will cop a \$5000 fine. [Read More Updates here](#)

As we all know, current medical advice to control the spread of COVID-19 is centred around reducing person to person interaction.

Accordingly, we have taken the precautionary decision to request MVC's staff and students to move to remote work and study online. All Theory component of your training has been brought forward and practicals have been suspended until further notice, this can be reviewed earlier if any other advice is available from Australian Health Authorities.

Thank you very much for the participation in Change of mode Online survey we had a great feedback and based on this feedback MVC Staff and students had trial online sessions and had fantastic attendance and participation. Well done to you all for your commitment and participation to commence/complete the study using online mode.

In circumstances where online delivery cannot be achieved and course cannot be done in given timelines, due to financial hardships or lack of computer equipment/ internet issues, if requested by student we will defer student's course until later in the year. Deferment process cancels students' current CoE and a new CoE will need to be generated. This will be done on case by case basis. If you need assistance, please contact administration and student support staff on info@mvc.edu.au

We are now requesting that all students/staff who have completed online session, initiate their online learning arrangements and follow weekly class schedules to attend online classes.

These online training arrangements will remain in place until further notice.

Essential access to dedicated online education delivery facilities will be provided from Level 2 west 50 Grenfell street Adelaide(campus), to enable staff to continue to prepare and deliver their online content in cases where they are unable to do so from home.

In certain circumstances, some staff/students may be deemed essential for the delivery of necessary services, supports, training or other activities required for business continuity on campus.

Some essential student support facilities for scanning, printing, access to Wi-Fi on campus will still be accessible to students, but with modified working and access arrangements in place. Floor marking has been done to maintain social distancing. Please use social distancing protocols while on campus for your and others wellbeing.

In summary, MVC is OPEN and students are Not on term break. However, we are encouraging all students/staff who have not been deemed essential to an on-campus requirement, to study/work from home wherever possible with effect from Tuesday 31st March until further notice.

Stay safe

Daman Rana

Updates 29 March 2020

To date there are no confirmed cases at MVC. To protect everyone at MVC I would like to offer the following guidelines:

1. If any of you are feeling unwell with cough and/or flu like symptoms, do not come into college.
2. Provide communicate to MVC via email info@mvc.edu.au
3. Attendance cannot be given if you are not in online training.
4. A note will be made in your student file for reason of non-attendance.
5. Students will not be penalised or reported in this period. Non attendance in online class will impact course completion and course duration and student visa may need to be extended.
6. Students will require the assessments to be completed online an extension for submission will be given please speak to you trainer online.
7. College may have minimum staff if staff members are sick or they might be on Annual leave to protect exposing staff from ongoing health risks, this may cause delays in processing student requests/class timetables.
8. Work placements will be cancelled on host employers request. Alternative arrangements maybe required and new training plan will be issued. This may impact CoE extensions and late course completions.
9. If you have been living or in contact with anyone who has the virus, you must self-isolate for at least 14 days.
10. At college or at home, use hand wash to wash your hands before you start training/work activity, during and after coughing or sneezing into hands.
11. When coughing or sneezing, cover your mouth with a flexed elbow or tissue.
12. If you develop even a mild cough or low-grade fever (a temperature of 37.3 C or more) you should stay at home and self-isolate. This means avoiding close contact with other people, including family members.
13. Trainers/admin staff must report to critical response team and isolate students/staff Even if someone only have mild symptoms, person identified must stay away from training/work and other public areas. Masking symptoms with paracetamol or ibuprofen does not make COVID-19 less contagious to others.
14. If suspected you may have COVID-19, phone your healthcare provider or the local public health department and tell them your symptoms (your symptoms may not be severe enough to warrant a hospital visit, but you will still be infecting others by doing so).
15. If you have recently travelled overseas, you must have yourself medically cleared of the corona virus before you return to training/work.
16. If you have been in close contact with friends or relatives who have travelled here from overseas, please ensure that those friends or relatives have been cleared of having the virus before returning to training/work. This matter is a very serious one, and we all need to take a pro-active and responsible approach to stop the enormous damage that this virus will cause if it enters within MVC.

Principles for the initiation and prioritisation of alternate working locations

As part of Meridian Vocational collage (MVC) response to the COVID-19 pandemic, the following prioritisation schedule has been developed to support staff who may have a requirement to work from home or at an alternative location.

This prioritisation is based on the following principles:

- The MVC is taking all necessary actions to limit the risk of transmission of COVID-19 among its staff, students.
- The health and wellbeing of all staff and students is our highest priority, while also recognising the specific needs of those members of the community who may be particularly vulnerable to the impact of contracting COVID-19.
- The MVC is progressively moving its teaching and learning activities online to minimise the number of students on campus by maximising our online delivery capacity and capability. Staff engaged in the support of teaching and learning will remain on campus during this teaching transition and where their presence best supports staff and students during online delivery.
- All essential services will be maintained, in some cases by staff either working from home or alternate locations to reduce the critical mass of people interacting on campus or to provide mechanisms for social distancing within work teams.
- Some essential services will require staff to remain on campus.
- At all times, social distancing will be practiced.
- Staff who do work from home will need to ensure they have appropriately considered the infrastructure, digital access and WHS requirements necessary to effectively carry out their duties from home. It will be vital that staff can access tele or videoconferencing solutions to ensure they can connect with their students, colleagues, team members.
- The MVC will ensure that staff are communicated with regularly, irrespective of their work location and that support for their ongoing development and personal wellbeing continues to be a priority.

What is social distancing?

Social distancing refers to a range of strategies to stop or slow the spread of infectious diseases. It means less contact between people with the aim of reducing the potential for transmission.

Social distancing in the workplace includes:

- Attempting to keep a distance of at least 1.5 metres between themselves and other people where possible
- Avoiding crowds and mass gatherings where it is difficult to keep the appropriate distance away from others
- Avoiding shaking hands, hugging, or kissing other people
- Exercising good hand washing and sneeze/cough hygiene and use of hand sanitizers
- Avoiding congregating in kitchen or other areas where people socialise
- Cancelling or deferring non-essential meetings, gatherings, events workshops, training sessions
- Avoiding small gatherings in enclosed spaces, for example resources room (Shana's desk area)
- Holding meetings via zoom, video conferencing or phone call. If a face-to-face meeting is unavoidable, minimise the meeting time, choose a large meeting room and sit at least 1.5m away from each other. Consider holding meetings in the open air.

MVC staff are required to exercise the above social distancing strategies within the workplace.

MVC Critical response team

To keep everyone at college safe –MVC's Critical response team will continue to respond progressively. The following summarises activities across a range of areas, including

- Student and staff support
- Isolation advice
- Travel restrictions
- Closure and reopening of college
- Online training resources and support

MVC Critical response team members

- Sapna Rana – Director MVC, Qualified Registered Nurse
- Pawandeep kaur – RTO Manager/student support officer
- Shana Dunn – Program Manager
- Sunny Dimber – Trainer and assessor
- Anthony Julianto – Trainer and assessor

Main responsibilities

To Help address uncertainty and respond to questions asked

To take measure and decisions to control spread of COVID-19

Student & staff support

Students are being provided with regular advice on alternative options, including delayed enrolment and online training and assessment delivery by MVC. Individual case management will be provided to all students impacted by the travel ban or self-isolation requirements.

If you are a student and have any questions or concerns about how this advice may impact your attendance or course progress, you can email us at info@mvc.edu.au

As an inclusive community, we are aware of additional challenges such as fear from misinformation, and media reports of racism linked to the virus. MVC have Developed staff/student code of conduct information about respectful behaviour and responding to unacceptable behaviours across MVC.

If you are feeling anxious or distressed about the current situation our student support officers (SSO)

- Pawandeep KAUR
- Inderdeep KALSI

SSO are available to help and support. Please email us at info@mvc.edu.au

Travel restrictions & self-isolation

The latest travel information is available on the Department of Foreign Affairs and Trade [Smartraveller website](#). Any person who has had close contact with a person with confirmed coronavirus, regardless as to where the contact occurred, must undertake self-isolation for a period of 14 days.

MVC will continue to communicate with all our students locally and overseas, in relation to this matter.

If you have any questions or are concerned about how this advice may impact you, please contact info@mvc.edu.au

MVC Campus & personal hygiene

MVC has implemented a number of prevention strategies, including increased cleaning in College, displaying correct hand-hygiene, COVID-19 advice posters throughout the college.

Floor markings to guide maintain social distancing.

MVC have established a response plan in the event that anyone presents with symptoms of the condition. If anyone, student or staff, has concerns about the health status of another person at MVC they should contact MVC Critical response team who will arrange first aid assistance and follow appropriate procedures.

World Health Organisation (WHO) recommendations

The World Health Organization (WHO) has recommendations on how to reduce the transmission of illnesses, including coronavirus:

- Wash your hands regularly with soap and water
- Cover your mouth and nose with a flexed elbow or tissue when coughing or sneezing, dispose of used tissues in the bin and wash your hands afterwards
- Avoid close contact with anyone who has a fever or cough.

If you or anyone you know is feeling unwell, as always, please see a doctor and don't come to College.

Official coronavirus (COVID-19) info and advice

Leading authorities have compiled a range of resources to keep us informed about coronavirus:

Health advice:

- South Australia : [SA Health](#)
- Government Coronavirus (COVID-19) hotline [1800 675 398](#)
- Coronavirus information in languages other than English: [131 450](#)
- [Australia: Department of Health](#)
- International: [World Health Organization](#).
- Education advice: [Department of Education](#)

Some useful tips

- It is reasonable to be concerned because most of us have probably never experienced anything like this before
- While reporting an illness, In your explanation provide facts and keep it positive and calm. Be assured that right now the risk of getting the coronavirus is low and if contracted most people only get cold-like symptoms and then they are immune.
- Understand the importance of handwashing and how to do it properly, take responsibility to protect others from coughs and sneezing.
- Understand student/staff code of conduct, that no-one should be ostracised or bullied because they have been associated with the virus
- Do not make it a one-time conversation. Keep checking in to see if anyone need reassurance or if they have any new questions
- If you have particular concerns about coronavirus, please contact the College on 0432421482

Study/Working remotely

As MVC responds to the current COVID 19 pandemic with alternative work arrangements and changes to our usual ways of working, we have created this guide to support team members in performing their role and ensuring we stay connected.

This guide includes **Learning videos**, articles from multiple sources:

Tip: click on tabs located on right hand side of the videos to watch all sections of the video

- [Working remotely](#): this short video provides tips of how to structure your day and how to use technology to build connections
- [Staying connected](#) with zoom meeting
- Use [google classroom](#)
- Use [didasko learning resources](#)
- Attend [virtual meetings](#)
- [Time management](#) :working from home
- [Proven strategies](#) for better remote work
- [Value of working remotely](#)
- [Working well with your boss/trainer: when you work remotely](#)
- Working from home and [working with remote team/class](#)

Please note that until further notice all face to face practicals have been postponed.

If there's something specific you're looking for please email daman@mvc.edu.au

Adjusted Class timetable

Timetable has been adjusted for delivery of theory component of the course student is enrolled in, refer to your class timetable

Key Contacts at MVC

TITLE	NAME	EMAIL
Student support officer	Pawandeep KAUR	info@mvc.edu.au
	Inderdeep KASLSI	inder@mvc.edu.au

We wish you all the best with your learning journey and are here whenever you need support.

Kind Regards,

Student Support Team
Meridian Vocational College
0432 421 482
info@mvc.edu.au
www.mvc.edu.au

Frequently Asked Questions Re:COVID-19 and my MVC studies

What if I present with symptoms?

People who think they may have been in close contact with a confirmed case of coronavirus, should also monitor their health and seek urgent medical attention. Contact a medical practitioner immediately by calling the clinic and notify MVC by sending an email at info@mvc.edu.au

What if I have recently returned from travel (within the last 14 days) or if I am living with overseas traveller/s (arrival within the last 14 days)

People who have returned from a country or outside SA should monitor their health closely. If you develop symptoms including a fever and cough you should isolate yourself immediately and urgently seek medical attention. Go to www.health.gov.au/covid19-travellers for advice from the Department of Health.

What does isolate in your home / accommodation mean?

People who need to isolate must stay at home or in their accommodation and not attend public places, including work, school, childcare or public areas of university, higher education and vocational education campuses. Only people they usually live with should stay in the home or accommodation. Do not see visitors. Where possible, get others such as friends or family, who are not required to be isolated, to get food or other necessities.

If the person in isolation must leave the home or residence, such as to seek medical care, they are instructed to wear a surgical mask if they have one.

There are severe penalties in place now to control people from spreading the virus [Read More Updates here](#)

What happens if someone in my class becomes infected with COVID-19?

COVID-19 is a notifiable illness, meaning that medical practitioners and diagnostic laboratories are required to notify SA Health of cases. In the event of a student or staff member coming into close contact with a person confirmed to have COVID-19, they will be contacted by SA Health authorities and must isolate for 14 days from the date of last contact with the confirmed case.

Whom can I speak to if I am worried or concerned?

Call a doctor or hospital and tell them the recent travel or close contact history. If they have serious symptoms such as difficulty breathing: Call 000, ask for an ambulance and notify the officers of the recent travel or close contact history. For general advice you can contact Meridian Vocational College response team on for up to date current information and any concerns you may have. You can access the team 24/7 via email info@mvc.edu.au or phone 0432 421 482.

Will my course at MVC still go ahead if the college is in lock down?

MVC will keep you informed of any formal closures, and government recommendations for closures for vocational education providers. In the case of self isolation the mode of delivery will change from face to face to online delivery. you will be provided with access to online resources to complete the theory component of your course.

Will my workplacement continue/commence as planned?

Work placements may be cancelled by the employer based on Host employer's policy. Student will be enrolled in next unit of competency/qualification to complete the enrolled course/s and work placement will continue once a suitable place is organised. This may impact course completion date/s

How can I complete assessments for my course?

With changes from face to face to online delivery, you will be allocated the unit/s in accordance to your current class schedule and have access to the powerpoint, learner guide and written assessments. All observations and practical sessions will be rescheduled once classes resume in full. Online mode is a self-managed form of delivery using Zoom meetings and google classrooms. You can review the powerpoint presentation and complete the assessment by answering the required questions anytime in accordance to the unit submission due date.

Who will be my trainer?

You will have the same trainer as assigned to your class. Your trainer will answer any questions you may have in relation to the unit and provide you with additional learning tools when required and mark and assess your online submission in accordance to the due dates. Resulting will be postponed until full completion of the unit requirements including observations. This arrangement can be varied depending upon the circumstances.

How can I contact my trainer regarding my course?

You can contact your trainer via their MVC email address or in the class whatsapp group. Your trainer will respond within business operating hours with any questions regarding your assessments.

What if I do not have online access?

You can access Didasko online learning resources via the MVC website / student log in. This can be operated and viewed on any mobile device and desktop computer. If you are having difficulties accessing the resources, we can email it directly to you. If DIDASKO is not available for your course all relevant resources will be emailed to you.

Will any changes affect my COE?

An extension may be required depending upon the duration of closure or course completion needs.

At this current stage for self isolation or government mandatory lock down will not affect students COE date. If the situation is to worsen and a long term closure of the college this may need to be reviewed. Students in non attendance will be marked as a medical absence.

Will I have to resit classes or be charged a fee?

From 16/03/2020 No charges will be made to students regarding missed attendance and or missed practical sessions. Classes will be rescheduled and managed in accordance to missed sessions from medical absences. This information will be updated on regular basis please check with your trainer if any queries or email info@mvc.edu.au.

Do I Need to pay my tuition fee?

Yes All enrolled students have been issued with a payment plan to give flexibility of payments, this payment plan must be followed. Non-payment of tuition fee will result \$200 late payment fee and further it can cause cancellation of enrolment.