



Policy current as at 5th August 2020

What is the purpose of this plan?

We take the welfare and wellbeing of our students and staff seriously. This policy outlines our strict procedures for managing the safety of both students and staff during the COVID-19 pandemic.

Government directives and the law

This policy represents our approach to dealing with the COVID-19 pandemic. However, this policy is in all respects subject to any overriding Government directive or law. For example, if the Government mandates that you must remain at home, or that our campus must close, then such directive overrides this plan.

What specific measures are we implementing and monitoring in our business?

To promote the health and safety of all our students and staff we are:

- Delivering our training via zoom to limit face to face contact
- Providing electronic assessments for students to submit via email
- Providing adequate facilities for you to practice good hygiene. This includes hand sanitiser, soap, disinfectant spray, tissues, gloves and face masks
- Required to minimise the use of air conditioning and heating and use only as required.
- Require both students and staff to sanitise upon entry to our training campus
- Limiting the number of students attending the practical training room to 4 at any one time
- Requiring students and staff to wear face masks upon entry and continue to wear face masks and gloves when training in the practical training room and maintain a safe working distance of 1.5 metres at all times
- Required to sanitised after each use all machinery used in the practical training room
- Required to sanitised all areas where human contact has taken place, this includes door handles, benchtops and any other equipment or furniture that may have had human contact or presence
- Sign in and out of the sign in book located at the front desk as you enter and leave the premises
- Requesting that all staff and students frequently visit our website www.ahqt.com.au for all relevant information relating to this Policy
- Ensuring that you are informed about work health and safety issues relevant to this outbreak as required
- Integrating all work health and safety issues into all of our decision making
- Continue to manage and monitor all work health and safety issues
- Taking any health concerns raised by you seriously.



What specific measures do we expect you to take?

While carrying out your training or attending any of our campuses you must:

- Follow all aspects of this policy
- Take reasonable care is taken to ensure your own health and safety, and that of others
- Not place others at risk or jeopardise the safety of others by any act or omission by coming to any of our campuses while unwell
- Follow any safety procedures or protocols that we implement from time to time
- Cooperate with us to meet our statutory work health and safety obligations
- Observe social distancing at all time
- Avoid unnecessary time in public places or travel by public transport
- Not attend any of our campuses if you feel unwell or if you believe you may have come into contact with someone who is unwell
- Not attend any of our campuses if you have travelled within the past month, or if you have come into contact with someone who has travelled during that time
- Regularly take steps to clean up or wipe down any surfaces that you have used
- Practice cough etiquette (keep away from other people, cover coughs and sneezes with disposable tissues or clothing)
- Wash your hands thoroughly and regularly.

How to travel to and from our campus.

If you are required to attend any of our campuses, we urge you to travel to and from by means of private transport to limit the potential of contracting COVID-19.

If you are unable to travel to and from the any of our campuses by means of private transport, please always use appropriate social distancing and hygiene practices.

How to practice 'social distancing'

Whilst at our any of our campuses, you will be required to follow social distancing rules. Such steps include:

- Distancing yourself from others who may be required to attend
- If you are working near others, ensuring that you are at least 1.5 metres away (preferably at opposite ends of the rooms where possible)
- Do Not shake hands to greet others
- Promoting good hand, sneeze, and cough hygiene
- Using hand sanitiser and washing your hands frequently
- Regularly cleaning and disinfecting surfaces
- Opening windows and avoiding the use of air conditioning
- Limiting food handling and sharing of food
- Avoiding non-essential travel.

Hand sanitiser and hand-washing liquid are readily available for your use throughout our any of our campuses.



When must you wash your hands?

We urge you to wash your hands as frequently as possible. Some key times to wash your hands throughout the day include:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, and monitors
- Before touching your eyes, nose, or mouth, because that is how the germs enter our bodies
- Before, during, and after preparing food
- Before eating food
- Before and after treating a cut or wound
- After using the toilet
- After blowing your nose, coughing, or sneezing; and
- After touching garbage.

How should you wash your hands?

Washing your hands is one of the most effective ways to prevent the spread of germs. Clean hands can stop germs spreading from one person to another. You must ensure that you wash your hands properly. This can be done by following the following protocol:

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands between your fingers, and under your nails
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice
- Rinse your hands well under clean, running water
- Dry your hands using a clean towel or air dry them.

What if I am diagnosed with COVID-19?

If you are diagnosed with COVID-19, you must

- Immediately inform us via email or a telephone
- **Not attend any of our campuses** under any circumstances; and
- Follow the advice of your medical practitioner.

Should you attend any of our campuses if you think that you may be have COVID-19?

If you think that you may have symptoms of coronavirus, you should immediately do the following:

- Inform us via email or a telephone
- **Do Not attend the any of our campuses** under any circumstances; and
- Immediately seek medical advice.



What should I do if I start to feel sick whilst on Campus?

If you are feeling unwell while on campus, you must immediately notify your trainer or an Australian Healthcare Qualifications & Training representative. If we form a reasonable view that you are unwell, you will be directed to go home.

Who can you discuss this policy with?

You can discuss this policy with any of the Australian Healthcare Qualifications & Training representatives or email info@ahqt.com.au