

### **Actions Trainwest is taking in relation to the Coronavirus Guidelines (COVID – 19)**

Given the unfolding situation relating to Coronavirus COVID-19 in Australia and across the world, Trainwest has a duty to take all precautionary measures to protect students, visitors and staff and the wider community.

Please be assured that Trainwest has created a culture of infection control in all our training centres including the following:

- » Increasing the cleaning frequency of all bathrooms and training centres
- » Compulsory temperature checks on entry to our training centre via one entry point
- » Actively encourage sick students and staff to stay home
- » Implementing the use of industry grade disinfectant to clean high traffic hygienic spaces at least daily
- » Continuing to use industry-grade sanitiser to wipe down all surfaces including classroom tables as part of our daily scheduled cleaning.
- » Performing daily checks to ensure that hand foams soap, paper towels and toilet paper is regularly stocked in bathrooms.
- » Providing hand sanitiser units at front desk reception, kitchen area and all training rooms
- » Providing disposable gloves and single use or individually packaged items such as biscuits and disposable cups
- » Placing posters in all bathrooms that encourage good hygienic practices.
- » Windows and doors will be left open where practicable and air conditioning will be adjusted to increase airflow
- » Our kitchen area is available for tea/coffee making only with disposable cups provided, with social distancing and increased hygiene practices being enforced. No lunch will be provided to students throughout this pandemic.
- » Students are required to place their course resources on their chairs at the end of each day to support the cleaning process
- » We will continue to monitor the situation closely and provide you with updates as appropriate
- » We encourage all staff and students to download the COVIDSafe app to help keep the community safe
- » Trainwest offer remote distance learning through Skype for Business if you are unable to or do not wish to attend face to face training

### **Social Distancing**

You will be seated at least 1.5m apart whilst in the training room

- » Breaks will be staggered to minimise the amount of people using the kitchen facilities
- » We ask you take your break outside if weather allows. If not Trainwest will suggest other areas of the building to take your break.
- » There will be no unnecessary group activities

### **Take personal action to reduce exposures and stay healthy**

The most important action is to practice good hand hygiene.

- » Wash your hands as per the guidelines placed in each bathroom
- » Avoid touching your eyes, nose, and mouth with unwashed hands.
- » Cover your nose and mouth with a tissue when you cough or sneeze, throw soiled tissues in the bin and clean your hands with soap and water or sanitiser. If you don't have a tissue, cover your sneeze or cough with your elbow.
- » Clean and disinfect frequently touched surfaces each day such as your computer, pens and USBs. Disinfectant wipes will be available in each training room
- » Do not share pens, computers or USBs.

Thank you for your support and understanding; we are confident we can take on this challenge together. The Directors of Trainwest