

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