

COVID-19 Policy

Summary:

As part of the ACT Governments response to the COVID-19 pandemic, face to face training and assessment may be prohibited or be allowed to continue with restrictions in place. Global Energy Training Solutions will meet or exceed ACT Government Health directions.

Throughout the course of the pandemic we will be required to adapt to the strengthening or relaxing of public health directions which can be found [here](#) and [here](#).

Established attendance records procedures, social distancing, quarantining when sick, surface sanitisation and promotion of personal hygiene control measures remain in place, however an increased emphasis on compliance has been actioned due to the August 2021 outbreak.

Policy:

When conducting face to face training and assessment as permitted, as well as meeting any ACT Governments directions, the minimum will be enforced across campuses:

Recording of all access to the building:

- Learners attending classes or tutorials are recorded on the roll books. Contact information is readily available
- Visitors to the building are required to scan into the Check In CBR App
 - ACT government health advice can be found [here](#) and [here](#).

Social distancing:

- Classrooms, office and common areas are limited to one person for every 4 m² and a distance of 1.5 m between each person
- Classroom and lunch room seating arrangements are positioned for a distance of 1.5 m between learners
 - ACT government health advice can be found [here](#). Worksafe ACT advice can be found [here](#).

Quarantine measures:

- Stakeholders are not to attend the college if sick and will be asked to return home if they have any respiratory, flu or fever like symptoms
- Stakeholders are to advise the college immediately if they know, or are notified, of being a close contact or casual contact and follow the ACT Public Health orders in place
 - ACT government health advice can be found [here](#).

Sanitisation:

- Surfaces are cleaned and disinfected nightly in common areas and classrooms, this includes but is not limited to tables, door handles, light switches etc. Other surfaces are cleaned weekly. Deep cleaning as required.
- Sprays and cloths are available for users in classrooms to sanitise surfaces and equipment as required
- Doors are chocked open where possible to minimise contact

Personal hygiene:

- Wash rooms x 6 at Darling St Mitchell and wash rooms x 3 at Huddart Ct Mitchell and hand sanitiser provided
- Signs and info-grams displayed in prominent areas
- Reminders from trainers to learners regarding social distancing, quarantine measures, sanitisation and increased hygiene
- Learners are required to carry and use face masks as directed by ACT Government or as required by us
- ACT government health advice can be found [here](#).

Version	Release date	Authorised by	Reason for change
1.0	31/03/2020	Ben Murphy	Stakeholder consultation & proposal Training & Assessment amidst COVID-19
1.1	15/04/2020	Ben Murphy	Consultation report Training & Assessment amidst COVID-19
1.2	19/05/2020	Ben Murphy	Easing COVID-19 restrictions term dates & policy
2.0	20/09/2021	Ben Murphy	Update due to August 2021 ACT outbreak