

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 Public Health directions and adapt to the strengthening or relaxing of ACT Public Health directions as required.

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 and December 2021/January 2022 outbreaks.

Policy

Face-to-face training

- Face-to-face training will only occur when permitted to do so in accordance with the current ACT Public Health Directions
- ACT Public Health Directions on restrictions can be found [here](#) and [here](#)

Face masks

- Face masks are required to be worn when required by ACT Public Health Directions
- Learners are required to bring their own face masks
- ACT Public Health Directions on face masks can be found [here](#)

Recording of all access to the building

- Learners attending classes or tutorials are recorded on the roll books. Contact details are readily available. It is preferred that learners also scan into the Check In CBR App
- Visitors to the building are required to scan into the Check In CBR App
- ACT Public Health Directions on the Check In CBR App 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 Public Health Directions on social distancing can be found [here](#)
- WorkSafe ACT advice on social distancing can be found [here](#)

Quarantine measures

- Stakeholders are not to attend the college and will be asked to return home if they are sick or 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 ACT Public Health Directions in place
- ACT Public Health Directions on quarantine information 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
- ACT Public Health Directions on practising good hygiene can be found [here](#)

Version control

Version	Date of release	Author	Authorised by	Reason for change
V1.0	31/03/2020	Ben Murphy	Ben Murphy	Stakeholder consultation & proposal Training & Assessment amidst COVID-19
V1.1	15/04/2020	Ben Murphy	Ben Murphy	Consultation report Training & Assessment amidst COVID-19
V1.2	19/05/2020	Ben Murphy	Ben Murphy	Easing COVID-19 restrictions term dates & policy
V2.0	20/09/2021	Ben Murphy	Ben Murphy	Update due to August 2021 ACT outbreak
V2.1	10/01/2022	Ben Murphy	Ben Murphy	Update due to December 2021/January 2022 ACT outbreak