

## Response to COVID-19

The Australian Government has placed certain restrictions on gatherings and businesses. Currently, these restrictions do not apply to education institutions.

The Government has provided guidance that people should only travel to or attend an education institution if they are unable to learn remotely. Due to the practical training requirements of our courses we cannot offer learning remotely and must continue to deliver face-to-face training to cover legislative requirements.

We are committed to ensuring the health and wellbeing of our staff and visitors. We are taking all necessary precautions as recommended by the Australian and Queensland Departments of Health, to help ensure the safety of all.

### These include:

- Reduced class sizes to ensure social distancing guidelines are adhered to for both indoor and outdoor activities.
- Hand sanitiser/alcohol wipes available in each classroom.
- Increased cleaning regime of all classrooms and surfaces in public areas to ensure all areas are disinfected daily to limit the potential transfer of viral material.
- Practical facilities, including machinery are disinfected after each use. This includes steering wheel, doorknobs, controls and levers.
- All personal protective equipment used is disinfected and cleaned after each use.
- Staff will no longer shake hands with visitors to our centre to reduce the risk of potential spread of the virus. Our staff will still provide you a friendly greeting.
- If our staff are feeling unwell, they have been asked to stay home and seek medical advice. They will only return to work once they have a medical clearance to do so.
- Our staff wash their hands with soap and water regularly throughout the day.
- We will not be accepting cash payments for courses. Payment by card or EFT will be accepted.
- **All staff, students and site visitors are required to complete the health screening declaration prior to attending.**

### How you can help reduce the risk of spreading the virus:

- If you are unwell, please advise our staff and re-schedule your training. **Please do not attend training if you are unwell.**
- If you have travelled from overseas in the last 14 days, please ensure you adhere to the self-isolation guidelines. If this applies to you, we require you to re-schedule your training and not attend courses until your isolation period is complete and you have medical clearance.
- If you have come into contact with a person with confirmed COVID-19 positive test, you are required to seek medical advice and re-schedule your training.
- Practice good hygiene including washing your hands regularly with soap and water.
- Follow Department of Health Guidelines to stop the spread.
- Abide by the social distancing guidelines.

No Century team members have been diagnosed with COVID-19; knowingly been in close contact with someone diagnosed with COVID-19 or travelled within the last 14 days.

We will continue to closely monitor advice from the Australian government and relevant authorities to ensure as a business, we are minimising the spread of COVID-19.

We thank you for your support during this very challenging time.