

30.03.2020

COVID-19 STAFF UPDATE

Effective from today, the Australian Government has placed certain restrictions on gatherings and businesses.

Currently, these restrictions **DO NOT APPLY TO EDUCATION INSTITUTES** – this includes ATEC as an RTO.

Based on the current advice received from the Australian Government Department of Education, Skills and Employment, ATEC business will continue, following and adhering to the current guidelines:-

CLASSROOM ATTENDANCE

- Screen all students attending and entering any ATEC buildings to ensure they do not present with any cold like symptoms, have not been in contact with anyone who has returned from overseas or is in self-isolation. If so, they are not to enter the building and are to be sent home or back to work. You must advise your Supervisor or Manager if this occurs.
- Classes should continue as usual, unless the Australian Government, Department of Health or Chief of Medical Officer advises otherwise. This will be monitored daily and staff will be advised immediately.
- Continue with class sizes that ensure distancing requirements of 2m square are upheld. Open workshop practical areas are to maintain 1.5 distancing as much as possible.
- Continue to ask students to regularly wash their hands with soap and water and use hand sanitiser.
- Continue to ask students to regularly wipe down their desks with sanitiser wipes or spray, provided by ATEC.
- Student lunchroom will remain closed for students to sit in, with tea and coffee making facilities still accessible

ON JOB VISITS – CASE MANAGEMENT

- Case management visits have been suspended with phone consults taking place.

GROUP TRAINING

- Pastoral care visits are only to be conducted where required, with social distancing maintained.

LEARNER SUPPORT SERVICES

- All learner support services should be conducted over the phone with visits in place only under extreme circumstances, maintaining social distancing. No in-home visits to be conducted.

FACILITIES

All staff are asked to maintain social distancing. All facilities will be thoroughly cleaned each night. Staff are asked to continue to use sanitised wipes or spray for all common touch surfaces inclusive of bench tops, door handles and light switches.

SHOULD YOU WISH TO DISCUSS YOUR PERSONAL WORKING ENVIRONMENT OR SITUATION, PLEASE CONTACT YOUR SUPERVISOR / MANAGER OR HR.

EVERYONE'S ASSISTANCE WITH MAINTAINING THESE MEASURES IS GREATLY APPRECIATED.