

Advice No.1

As we all continue to navigate this time, it is widely known the situation in regards to Coronavirus (COVID-19) is constantly changing. ATEC is committed to taking a responsible approach to maintaining the health and well-being of all ATEC staff, students and the wider community.

ATEC is constantly monitoring the impact that COVID-19 is having, and are adhering to all Federal and State government advice and restrictions as they are implemented.

While ATEC is continuing services at this time, modifications will be made in delivery practices as necessary to meet both our legal and social obligations. Any changes to our operations will be advised in this forum and we thank all of our stakeholders for your patience and support through this period.

In the meantime, acting on advice from both World and National Health authorities, see: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public> and <https://www.healthdirect.gov.au/coronavirus>, and to assist in minimizing risk to our staff and clients, at each of ATEC sites, we have reduced class sizes at all sites to adhere to the current social distancing requirements and are adjusting classrooms as that requirement changes. Shared public areas including toilets and lunchrooms provide sanitization instructions and material.

We have also increased sanitization advice and activities both in classrooms and in shared public areas (including toilets), and provide the following to assist control the spread of this virus.

PROTECTING YOURSELF AND OTHERS: Advice/directives in regard to overseas travel are available here: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-advice-for-travellers>

- Wash and dry your hands often, using soap and water over your whole hand - ideally rubbing hands and around fingers for 15-20 seconds for maximum results.
- Germs can spread through hand contact so refrain from shaking hands or any form of personal contact with others
- Avoid touching your eyes nose mouth and eyes as much as possible. If you do need to touch any part of your face – ensure you wash your hands before and after doing so.
- When coughing or sneezing, use the inside of your elbow or a tissue, remembering to throw the tissue away immediately into an enclosed or secure bin (and not into your pocket), then wash your hands
- Keep your distance – social distancing recommends maintaining at least 1 to 1.5 metres (two large steps) from others, particularly from those that are unwell with a fever and/or coughing or sneezing
- If you have even a mild respiratory issue or just cold or flu, stay home and recover before going back to work or to training.
- If you have a cough, fever and/or difficulty breathing, seek medical attention. Contact your doctor's surgery before attending work to ensure either a medical clearance or COVID-19 testing as appropriate. You can also contact Healthdirect on 1800 022 222 for advice
- If you are in direct contact with ATEC staff or sites and either you, or anyone you have been in direct contact with shows symptoms of or has tested positive to COVID19, please contact ATEC immediately. Shared public areas including toilets and lunchrooms provide sanitization instructions and material.
- If you do need further information or assistance, please contact ATEC on 1300112832 or on email via humanresources@atec.asn.au