

COVID 19 Safety Plan

Western Australia - Perth Campus



ENVIRONMENT



Classroom Set Up

Tables, chairs and keyboards wiped down/sanitized at the completion of each training course.



Reception

- WASafeapp QR code
- Reception desk wiped down following sign in completion daily.
- Stickers on the floor at reception to signal social distancing recommendations.
- Hand sanitizer
- Digital sign in process (via email)



For more information:

www.ddls.com.au/news/ddls-open-for-business/

ENVIRONMENT



Catering

- Water/Tea/Coffee and individual snacks provided on campus
- Ice creams/drinks/biscuits
- Hand sanitizer to be positioned near these locations.
- Disposable cups



HYGIENE



- Daily cleaning and sanitizing will be completed by corporate cleaners
- Staff are to maintain a clean desk policy and wipe desks/keyboards etc. regularly during the day
- Branch Coordinators to have a cleaning regime created to ensure coffee/tea stations are wiped and sanitized regularly during the day and maintain clean reception and sign in areas.
- Staff and students to wash hands and use sanitizer regularly
- Periodic cleaning for elevator buttons (staff)
- Periodic cleaning of hospitality area (staff)
- Daily clean by building maintenance



HYGIENE



Classroom Management

- Trainers to wipe door handles to the training room.
- Room sanitizer kit provided per room



HYGIENE



Kitchen/Lunch Room

- Lunch room benches wiped following each break (benches and tables wiped)
- Lunches are organised with local venue



ENTRY REQUIREMENTS



Sign in process:

- Upon arrival check-in with via the QR Code with the Safe WA app, or manual check in form provided
- Welcomed and led to their respective room and shown kitchen. Advised student they may get a drink then proceed to wait in their classroom.

Deliveries going beyond front counter follow the normal sign in process.
Stickers on the floor to signal social distancing and waiting queue.

Pre-package stationary supplied to students (paper/pen).

- As part of trainer notify them if they do not wish to use it, don't open it.
- If they do take it with them as it will otherwise be discarded at the end



COMPLIANCE



Posters and health advice visible in campus.

- In reception, hospitality area and toilets.

Trainers to confirm at the start of each day that everyone is healthy.

If someone demonstrates signs of illness report immediately to senior manager on campus.



TEMPLATE



Use this if you need to create more slides:

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CONTACT INFORMATION

OUR OFFICE LOCATION

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce libero orci, blandit nec pretium et, accumsan eget eros.

CONTACT US



Level 24, 477 Pitt St, Sydney,
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WORKING HOURS

Monday - Friday	00am - 00pm
Saturday	00am - 00pm
Sunday	Closed

Thank you!

John Appleseed

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