



# QLD CAMPUS COVID-19 PLAN

# ENVIRONMENT

## Classroom set up:

- Students spaced apart where possible in the classroom
- Tables, chairs and keyboards wiped down/sanitized at the completion of each training course.

## Reception:

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

## Kitchen/Lunch room:

- Reduce number of tables in Hospitality (2m gap between tables)
- Reduce chairs to a single chair per table.
- Replenishing of disposable cups from dispensers (water and coffee)
- Removal of communal eating utensils and mugs

Stagger lunch breaks to ensure minimal interactions between classes/ demand on catering venue and elevators.

## 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 sanitiser regularly
- Periodic cleaning for elevator buttons (staff)
- Periodic cleaning of hospitality area (staff)
- Daily clean by building maintenance

## Classroom Management

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

## Kitchen/Lunch room:

- Lunch room benches wiped following each break (benches and tables wiped)
- Until further notice, no lunches will be served onsite. Lunches will be organised at local venues

## Hand sanitizer locations:

- Hand sanitizer, and sanitizer wipes available in each room, hospitality and offices spaces
- At entrance and Reception desk
- Lunch room
- Near coffee/water machines

# ENTRY REQUIREMENTS

Sign in process:

- Student & Temp check on entry to ensure it is within tolerance. Follow thermometer guidelines for check and re-check of temp.
- Those who fail temp check will be sent home.
- Trainer checked each Day like students
- Students are asked and confirm they have not come into contact with any confirmed cases of COVID-19 in the last 14 days, and not have travelled overseas in the last 14 days.
- Welcomed and led to their respective room and shown kitchen. Advised student they may get a drink then proceed to wait in their class room.

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 of training.

Lifts sign update to show 2 per lift.

Have building management site poster replicated on level 8.

# COMPLIANCE

Posters and health advice visible in campus.

- To be hung in reception, training room and kitchen area.

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

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

# IMPORTANT

**MASKS:** Masks required on campus as mandated by the State Government

**Check In:** All students, staff, trainers and visitors required to use the QLD Government Check In App every time they enter campus (eg. Including after lunch)