

Trainwest and Coronavirus COVID-19 Guidelines



Important information to be aware of whilst you are in the Trainwest building

- » Your temperature will be taken each morning upon arrival
- » You will be asked to log in using the SafeWA app each day. You will find the QR code at front desk reception and in each training room
- » You will be asked to use hand sanitiser every time you enter the building and a class room
- » You will be seated at least 1.5 metres apart whilst in the training room
- » Breaks will be staggered to minimise the amount of people using the kitchen facilities
- » We ask you take your break outside if weather allows. If not Trainwest will suggest other areas of the building to take your break.



Please be assured that Trainwest has created a culture of infection control implementing the following:

- » Increasing the cleaning frequency of all bathrooms
- » Implementing the use of ISO bactericidal wipes to clean high traffic hygienic spaces
- » Continuing to use industry-grade sanitiser to wipe down all surfaces including classroom tables as part of our daily scheduled cleaning
- » Performing daily checks to ensure that hand foams soap, paper towels and toilet paper is regularly stocked in bathrooms
- » Providing hand sanitiser units at front desk reception, kitchen area and all training rooms
- » Providing disposable gloves and single use items such as biscuits and disposable cups
- » Placing posters in all bathrooms that encourage good hygienic practices
- » Windows/doors will be left open where practicable and air conditioning will be adjusted to increase airflow
- » Actively encourage sick students and staff to stay home
- » We will continue to monitor the situation closely and provide you with updates as appropriate



Take personal action to reduce exposures and stay healthy

Take the following steps to reduce your exposure and chances of getting ill with COVID-19:

- » Wash your hands as per the guidelines placed in each bathroom
- » Avoid touching your eyes, nose, and mouth with unwashed hands
- » Cover your nose and mouth with a tissue when you cough or sneeze, throw soiled tissues in the bin and clean your hands with soap and water or sanitiser. If you don't have a tissue, cover your sneeze or cough with your elbow.
- » Clean and disinfect frequently touched surfaces each day such as your computer, pens and USBs. Disinfectant wipes will be available in each training room
- » Do not share pens, computers or USBs.

Thank you for your support and understanding; we are confident we can take on this challenge together.

The Directors of Trainwest