

## 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. If your temperature is above the WA Health recommended temperature of 37.5°, you will be asked to sit outside and be retested a short time later. If your temperature is within the acceptable limits and you feel well, you are welcome to enter the training centre. If your temperature does not reduce, we will encourage you to reschedule your training and to return at a later date
- » You will be asked to register using the SafeWA app each day. You will find the QR code at front desk reception and in each training room. Alternatively, a hard copy attendance sheet is available.
- » You will be asked to use hand sanitiser each time you enter the building and training room
- » You will be seated with spacing according to the latest government directions and requirements eg. two square metre rule
- » 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 required by state mandate, you may be requested to show proof of vaccination to enter Trainwest. If this is introduced, this will be communicated to you prior to your attendance



### 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 antibacterial wipes to clean high traffic hygienic spaces
- » Continuing to use medical-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 for your use
- » Supplying single use and individually packaged items such as biscuits, coffee and sugar
- » Placing posters in all bathrooms that encourage good hygienic practices
- » Windows and doors will be left open where practicable and air conditioning will be adjusted to increase airflow
- » Air purifiers are in place where available to support air circulation and cleanliness
- » Trainwest 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 or transmitting 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

Thank you for your understanding and commitment to keeping us all safe.