

## Purpose

Perth College of Business and Technology (PCBT) is committed to provide a safe and healthy environment to its community including students, trainers, staff, contractors, cleaners, suppliers. Currently, PCBT is offering range of support to their students to engage them successfully through 'Virtual Classrooms' in their enrolled courses by re-scheduling timetables and options of blended delivery adjustments in line with ASQA standards to meet all the required obligations to provide quality and effective training and assessment through virtual classrooms, provided COVID-19 restrictions in place.

The purpose of this document is to provide clear and actionable guidance for safe operations through the prevention, early detection and control of COVID-19 across all PCBT facilities and campuses.

## Compliance

This policy & procedure aligns with WA Department of Health.

This policy & procedure aligns with advice of the Australian Health Protection Principal Committee (AHPPC).

This policy & procedure aligns with re-opening of premises under directions of the Emergency Management Act 2005.

PCBT follows the advice from its regulator 'The Australian Skills Quality Authority (ASQA)' regarding flexible training and assessment options under current circumstances as far as reasonably practicable.

## Procedures for PCBT Trade Training Centre (Tiling Campus)

**187 Colin Place, West Perth 6005 WA**

### Physical & Social Distancing

PCBT is exercising '1 person per 4 square metres or 20 people' in the classroom and other areas of the workshop as far as reasonably practicable. The capacity of the classroom is utilised at a half rate of the total students. Maximum 20 students will be allowed each day to the whole facility with further breakdown of numbers into classroom and the various bays at the premises for training and assessment purposes to maintain and allow 1.5m distance between the students as far as reasonably practicable. Students are advised and instructed not to stay in groups while on short breaks and as well as their meal breaks. Erecting awareness posters across the premises emphasising on of social distancing.

### Hygiene

PCBT aim to focus on hygiene standards where hand washing stations provided at the facility, added to this PCBT further provided soap, hot water, paper towel and hand-sanitisers to its community. Erecting awareness posters across the premises about hand wash and hand rub techniques etc. Team of professional cleaners are contracted to clean and sanitise (disinfecting) the whole facility including frequently touched surfaces every second day of the week. Workshop tools are sanitised by the trainer at the end of the business day.

### **Staff and Students Training and Education**

PCBT believe on the importance of the training if delivered and assessed efficiently and effectively. In this effort, PCBT consistently communicate all the relevant awareness with their staff and students through emails and facebook including all the latest government official's advice plus any training and support recommended in this matter of time. PCBT counsellor 'Malisa Klicke' plays a vital role at this point of time to support and engage with the students to provide necessary counselling where required at [counsellor@pcbt.wa.edu.au](mailto:counsellor@pcbt.wa.edu.au).

### **Response Planning**

- ✓ PCBT maintain attendance records through electronically of each student attending the facility for the day, this may be required to contact tracing if there could have been an exposure case.
- ✓ In case of such event, all the students must report to their trainer 'Wayne Aspden' and the same forwarded the concern to PCBT management 'Ryan Rahimi – Deputy Principal' who is available 24/7 (contactable at 0420 329 380 and email: [admissions@pcbt.wa.edu.au](mailto:admissions@pcbt.wa.edu.au)) to take necessary steps to notify the state public health unit by contacting the COVID-19 Public Hotline 24/7 on 1800 020 080 and follow the advice of health professionals.
- ✓ PCBT management will take necessary proactive and reactive measures for example risk assessments and re-evaluate if there is a concern about the risk of staff or student being exposed to the virus at the premises.

### **Procedures for PCBT Main Campus 110 Brown St, East Perth 6004 WA**

PCBT is currently delivering and assessing all other courses to their students through 'Virtual Classrooms' using the software ZOOM and will be assessing the future state when the new and updated information is available to review the current adjustments in place.

### **Procedures for PCBT Commercial Cookery Campus (Including Kitchen) 249 James St, Northbridge 6003 WA**

PCBT is currently delivering and assessing only knowledge (Theory) components of all the commercial cookery and hospitality courses through 'Virtual Classrooms' at their main campus. Kitchen practical assessments are pending and waiting to be assessed once further information becomes available to review and make the safety plan with instructions to follow for PCBT commercial cookery premises to its community.