

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 etc. With the recent lockdown in Perth, Peel and South west Regions was became effective from 31 January till 05 February after a hotel quarantine security guard tested positive for coronavirus. During this lockdown period, PCBT decided to temporarily suspend all the scheduled training and notify all the stakeholders including staff and students for their safety and wellbeing.

However, on 04 February, WA state Govt. further introduced post-lockdown plan to observe and follow few more measures for a more COVID-safe way of life which will remain in place until 12.01 am Sunday morning, 14 February 2021 allowing for the full 14-day incubation period to run its course.

PCBT decided to resume all its training and campuses live from **06 February 2021** and is scheduled to continue face-to-face and all the practical classes (Revised Timetables will be sent out to you shortly) with all the necessary awareness and education to all our stakeholders; PCBT staff and students for post-lockdown awareness for their wellbeing and health and safety.

During this lockdown period, a deep and thorough cleaning and disinfecting has been scheduled and performed by the PCBT Cleaning Contractors of all PCBT campuses prior to your arrival into the school premises.

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 Main Campus, PCBT Commercial Cookery Campus (Including Kitchen) and PCBT Trade Training Centre

Wearing Masks are MANDATORY (For Staff and Students both)

First and foremost, you are only allowed to enter onto any PCBT campuses (training facilities) with your masks must be worn at all times, even if you are on your scheduled morning (tea) or lunch break, inside and outside of the premises until 12.01 am, Sunday 14 February. This is mandatory requirement from WA Govt. to observe and follow strictly by the departments and there will be severe penalties i.e., fines, prosecutions if you do not obey the state laws. For trainers, they are permitted to remove their mask if teaching at the front of the classroom to enable clear enunciation.

Physical & Social Distancing

PCBT is scheduling the classes with a capacity of 20 students approximately as far as reasonably practicable. The capacity of the classrooms will be allowed for training and assessment purposes to maintain and allow sufficient 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. Pasting awareness posters across the premises (classrooms, noticeboards etc) emphasising on social distancing. PCBT Trainers will be focusing on all such measures and enforce them where necessary, as they are specialist undertaking and successfully completed the learning called 'COVID-19 Hygiene' course in line with WA Department of Health.

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. Pasting 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. PCBT Trainers will be focusing on all such measures and enforce them where necessary, as they are specialist undertaking and successfully completed the learning called 'COVID-19 Hygiene' course in line with WA Department of Health.

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' will be available at this point of time to support and engage with the students to provide necessary counselling where required at counsellor@pcbt.wa.edu.au.

PCBT 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 respective trainers and student support officers and forwarded the concern to PCBT management 'Ryan Rahimi – Admissions and Marketing Manager' who is available 24/7 (contactable at 0420 329 380 and email: 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 of the factors and premises if there is a concern about the risk of staff or student being exposed to the virus at the premises.
- ✓ Contact tracing manual register & QR Code has been introduced & placed at the reception, only for visitors, contractors etc. PCBT students and staff do not need to scan this barcode.