

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 and Peel Regions was became effective from 24 April 2021 till 26 April 2021 after a man tests positive coronavirus (a case of hotel community transmission in WA) from overseas travellers in one of the quarantine hotels in CBD called Mercure Hotel. In addition to this, three more people tested positive because one of the security guard tested positive in Pan Pacific Hotel, while performing his duties on the same floor of the hotel where a man from USA arrived and tested positive on 01st of May 2021. One of the people among them (Security Guard's housemate) is our student at PCBT and attended PCBT Northbridge Kitchen Facility on Tuesday (27 April 2021) and Wednesday (28 April 2021). During this time-period, PCBT decided to temporarily suspend all the kitchen training and went for online training through "Zoom" with multiple classes as far as practicable and notify all the stakeholders including staff and students for their safety and wellbeing.

However, on 06 May 2021, WA state Govt. announced to ease a few restrictions from 08 May 2021 where masks are no longer to wear in the venues less than 1,000 of total audience. Therefore, PCBT is not adhered to instruct its staff and students to wear masks as it is not necessary under current health advice from WA Govt. As you are aware, PCBT decided to resume face-to-face & all kitchen classes from **10 May 2021** but the management would highly encourage and recommend to keep wearing masks as a precautionary exercise to complete this incubation time-period of 14 days (for the virus traces which tested one of our student positive on 01 May 2021) till 14 May 2021.

During this time-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 not Mandatory but highly RECOMMENDED (For Staff and Students both)

As wearing masks is not mandatory from WA current health advice for venues less than 1,000 patrons. PCBT management highly recommending for our students and staff to exercise the same (wearing masks) at least till 14

May 2021 to allow the completion of incubation period (For the virus traces tested positive one of our student on 01 May 2021).

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 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, which will be applicable to only visitors, contractors etc. PCBT students and staff do not need to scan this barcode.