



HEALTH ALERT



Covid-19 Policy

18 March 2020

These are unusual times that we are all trying to work through, and Shift is doing the best it can in terms of keeping updated, undertaking training workshops on virus management and implementing safety measures in order to keep staff and students safe.

This pandemic is causing fear, anxiety and tensions within the community and all staff Shift need to act professional and in a sympathetic manner - we all have families and some of those families are at risk which concerns us all.

Do the nature of the virus Covid-19, I have implemented some safety measures that all trainers and staff must adhere to.

1. Explain to students that Shift has implemented safety measures to combat the spread of covid-19.
2. All persons (trainers, students, contractors) coming onto site will have their temperature taken daily via a digital thermometer. Any persons who record a reading over 38 degree will be asked to leave and seek immediate medical attention. No training will be conducted, and a thorough decontamination of the premises will be undertaken. Persons who refuse to be tested will be escorted of the premises.
3. At the end of each lesson all trainers are to disinfect the interior of the cabin using the disinfectant spray and paper towels that will be kept in each vehicle. Please ensure that you thoroughly spray and wipe the steering wheel, gear lever, door handles, doors and dash etc.
4. After the practical test whilst at TMR, disinfect the truck prior to the drive back to base as described above.
5. Dispose of paper towels in the bin immediately after use.
6. Do not shake the hands – we're not being rude – just safe.
7. All students upon arrival to be offered to the use of disposable gloves, hand washing facilities, sanitizer gel and a seat cover prior to their lesson.
8. Trainers have the option to put on temporary seat covers after a practical driving test for the drive back to base.
9. When conditions permit, open windows to let fresh air in vehicles.
10. When in TMR keep a distance of 1.5 metres from all persons. wait outside with the truck for the examiner to arrive. We recommended touching as minimal surfaces as possible.
11. If you experience any symptoms of Covid-19, please inform the CEO immediately and measures will be put in place including the recommendation of seeking medical advice and you self-isolating for a 2-week period.

Shift would ask all persons to follow these measures in order to keep everyone safe and to ensure that we are taking Covid-19 seriously.

Other measures / advice:

- Reception staff at Shift are to disinfect the counter and all areas where staff / students may have contact including the bathrooms, kitchen, doors, front counter and training room hourly.
- All pens will be removed from the premises and students will be issued a pen – do not share pens.
- All staff to wash hands frequently with soap & water and / or use an alcohol-based hand rub.
- Practice respiratory hygiene when coughing and sneezing, cover mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands as per above.
- Avoid touching eyes, nose and mouth with your hands as you can transfer the virus from surfaces to yourself.
- No shaking hands or touching another person/s. This includes any joking or mucking about.
- In class training numbers will be kept to minimum – with a minimum 1.5 metre distance between students.
- Any students or trainer who displays any symptom of Covid-19 will not be able to continue or start training and be sent home.
- Please respect each other's personal space and other persons feelings on Covid-19.

Any changes that will have an impact on Shift will be communicated to all Staff via email.

If any staff member or students' needs to address any issues or has any ideas on how we can improve, feel free to come and discuss these with the CEO.

As per our usual cancellation policy, we are unable to issue a refund to students if they cancel within 24 hours' notice, however due to Covid-19 concerns we will reschedule your booking to another time.

Good luck and stay safe.

Student advice:

Please postpone your booking for minimum 14 days and seek medical advice if **you**:

- are currently unwell (fever, cough, shortness of breath, sore throat, fatigue);
- develop symptoms; and
- have been in close contact with a person known to have COVID-19 or live in or have recently travelled from an area with ongoing spread of COVID-19.

NOTE: Call ahead before you go to a doctor's office or emergency room. Tell them about your recent travel and your symptoms.

More information on Covid-19 can be found at:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

Like the rest of the community, the staff at Shift are working hard at this time to keep working and provide a safe, healthy and productive environment for everyone. Your participation in the above safety measures is greatly appreciated.

Stu Gluyas

CEO
Shift Training P/L