

COVID-19 Policy and Procedure

AIWT remains committed to ensuring minimal disruption to students' training and continues to implement policies and plans to safely deliver student training.

As we transition to opening our borders, and with the latest advice by the Australian Government and the WA Health Department, AIWT has implemented the following policy for the safety and well-being of our Students, Staff and the wider Community.

General Hygiene

All students and staff are encouraged to practice good hygiene:

- Wash your hands with soap and water regularly
- Maintain a healthy physical distance from others
- Cough and sneeze into your elbow
- Avoid touching your eyes, nose and mouth
- Stay informed
- Wear face masks when required

AIWT will make readily available hand sanitisers around the campus. Face masks are also available to students upon request.

All staff are required to be vaccinated as outlined in the WA Department of Health mandate.

Learning and Teaching

In the event that face-to-face classes are unable to be delivered, virtual classrooms will be organised for all students. Each student will be advised of their Training schedules and links to their virtual classrooms will be emailed. Additional one-on-one support is available for each student that requires assistance.

All learning materials are available on Moodle and students are expected to submit their assessments as per deadlines.

Where practical observation is required, or if work placement is not possible, trainers will organise for students to return to campus to complete their tasks.

All staff and students returning to campus must ensure physical distancing, hygiene and cleaning measures are met. AIWT strongly advises those attending campus to:

- Follow the Government's physical distancing guidelines
- Stay home if you are feeling unwell
- Practice regular handwashing and coughing or sneezing hygiene
- Wear a face mask if available
- For more information, visit the WA Department of Health website

If you have tested positive for Covid-19, have been identified as a close contact or have been to any exposure sites, please follow the instructions issued by the WA Health Department. You will also need to notify Student Services immediately at studentservices@aiwt.edu.au.

AUSTRALIAN INSTITUTE OF WORKPLACE TRAINING

City Campus: Ground Floor, 823 Wellington Street, West Perth WA 6005

Tel: +61 8 9249 9688 | **Email:** info@aiwt.edu.au | **Web:** www.aiwt.edu.au | RTO CODE 51174 CRICOS CODE 02645B



AIWT will continue to monitor the latest Government directions and will advise our community of any further changes.

Working from Home

AIWT will support staff who are at risk or unable to work from the campus due to health reasons, to work from home.

If you have tested positive for Covid-19, have been identified as a close contact or have been to any exposure sites, please follow the instructions issued by the WA Health Department. You will also need to notify the Chief Executive Officer (CEO) at yvonne.yeo@aiwt.edu.au.

Health Advice

Any staff or student developing flu-like symptoms, or have any medical concerns should immediately seek medical attention. Do not enter the campus until you have received clearance from the appropriate authorities or the CEO.

AIWT may instruct staff or students to leave the campus if they feel unwell. AIWT may also request for a Medical Certificate confirming that the staff or student is well enough to attend work or classes.

Travel

All intra-state and international travel for staff and students are strictly restricted and limited to crucial or essential reasons only.

Cleaning

AIWT will engage additional cleaning services to ensure the campus is regularly cleaned and sanitised when necessary.

Mental Health

Students are advised to approach Student Services if they are experiencing mental health issues or distress. Students will be directed to counsellors who will be able to assist them. Additional assistance may be available through StudyPerth, of which AIWT is a member.

Staff are advised to approach Human Resources if they are experiencing mental health issues or distress. Staff will be directed to counsellors who will be able to assist them.

Financial Distress

Students are advised to approach the Accounts Department if they are struggling financially. Where possible, AIWT will make arrangement or payment plans to assist students with their fees. Additional financial assistance may be available through StudyPerth, of which AIWT is a member.

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