



COVID 19 safety plan

Centre for Environmental Training is committed to providing a safe workplace for staff and course participants. This COVID safe plan presents physical distancing, hygiene and cleaning measures, and record keeping in place to protect the wellbeing of staff and participants on Centre for Environmental Training courses.

CET will continue to monitor the COVID 19 situation and will respond to any changes in Government regulations or advice from NSW Health. CET will be alert for any local outbreaks of COVID 19.

Physical Distancing

Public course venues will be expected to meet NSW Health recommended physical distancing requirements.

In-house course clients need to confirm that suitable COVID controls are in place and that the venue is set up with suitable social distancing.

Where courses are held in other States than NSW any additional State Government and Health requirements must be met.

Any site specific information about course COVID 19 safety arrangements will be provided to course participants with the registration information. COVID safety expectations will be covered at the start of each course.

Participants are asked not to attend a course if they are unwell, are waiting for the results of a COVID 19 test or have been told by NSW Health or other State Health Department to physically isolate. Course registration can be transferred for the same course to another person from the same organisation at no cost, or to a later course, in which case a 10% administration charge will be made.

CET staff will follow physical distancing measures when travelling to and from a course venue. The risk of different modes of transport will be considered in course planning. When travelling by car, if two staff members need to travel together in a vehicle, the air conditioner will be used on the external air setting rather than recirculating air. Masks and gloves are available for staff travelling by public transport. Course participants are asked to take the same level of care when travelling to a course.

Hygiene and cleaning

CET staff and course participants are reminded to practice good hygiene, to cough and sneeze into their elbow and wash their hands frequently.

Participants will be told of the location of handwashing facilities at the start of the course.

Hand sanitiser will be made available in the course venue.

Courses will be designed to minimise sharing of equipment. Where equipment has to be shared, items will be cleaned between users, or PPE will be provided as appropriate.

Record keeping for contact tracing

CET maintains a record of course participant contact details.

Course participants are encouraged to download and use the COVIDsafe app.

CET will cooperate with NSW Health or any other State Health Department if contacted in relation to a positive case of COVID-19 at a course venue.



Centre for Environmental Training

This COVID safe plan has been presented to all CET staff and will be given to any sessional staff involved in courses.

Revision history:

150620 Original: BM Whitehead

160620 Revised and updated: JH Whitehead