

COVID-19 Policy

Face to Face Workshops

To minimise the COVID-19 risk, and for the protection of all participants and our trainers, we ask that your organisation follows the social distancing and hygiene guidelines for face to face workshops as follows.

BEFORE the training you will

- Make sure all participants complete and return the COVID-19 health questionnaire 24 hrs prior.
- Provide information on COVID-19 and the measures that are taken to make the training safe for participants.
- Advise the participants in advance that if they have any symptoms or feel unwell, they should not attend.
- Make sure all participants provide you with their contact details: mobile telephone number, email and address. State clearly that their details will only be shared with local public health authorities if any participant becomes ill with COVID-19. If they will not agree to this they **cannot** attend the training.
- Provide us with a response plan in case someone at the meeting becomes ill with symptoms of COVID-19 (dry cough, fever, malaise).

**This plan should include at least:*

- who to contact?
- an identified area where someone who is feeling unwell or has symptoms can be safely isolated
- a plan for how they can be safely transferred from there to a health facility
- what to do if a participant tests positive for COVID-19 just after the training

DURING the training we will

- Provide information on COVID-19 and the measures that are taken to make this safe for participants.
- Encourage no hugging, handshaking or touching each other.
- Encourage hand washing on arrival as well as regular hand-washing and/or use of an alcohol rub by all participants.



- Encourage participants to cover their face with the bend of their elbow or a tissue if they need to cough or sneeze.
- If anyone starts to feel unwell, follow your COVID-19 response plan.

DURING the training you will

- Supply tissues and closed bins to dispose of them in.
- Supply alcohol-based hand rub at the venue.
- Arrange seats so that participants are at least 1.5 meters apart.
- Supply disposable coffee cups or advise BYO.

AFTER the training we will

- Let you know if the trainer has within 14 days, isolated as a suspected COVID-19 case.

AFTER the training you will

- Retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.
- Let all participants and the trainer know if someone at the training has within 14 days, isolated as a suspected COVID-19 case.

We also encourage everyone to download the COVIDSafe app



If you have any questions you can contact :

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