

Management Commitment

The Director and Business Manager are committed to the safety and health of our staff, students, and other related clients.

Consultation

All directions chosen toward Covid 19 safety procedures are discussed and agreed upon internally and with our clients.

These directions and safety procedures will be delivered to our students and related clients by email and in person at face to face training events. Feedback on improvements from students or related employers/clients will be carefully considered and where possible implemented in consultation with our employers/clients and students.

Safe work procedures

Persons and staff attending Conquest Communications offices for meetings or training events will be asked to comply with Federal and State Covid 19 regulations or advice.

This includes:

1. Personal Hygiene, hand washing regularly.
2. Social distancing, 1.5m as advised by Government.
3. Confirming to Conquest Communications that they do not have any type of bacterial or viral infection.
 - a. A cold, runny nose and or sneezing. (excepting hay fever or related sinus issues, please wear a mask)
 - b. A sore throat and or coughing
 - c. A fever
 - d. Influenza
 - e. Covid 19
4. Agreement that if any of the bacterial or viral conditions are apparent they will immediately remove themselves from contact with other persons, from the training event and seek medical testing for Covid 19.
5. Agreement that after testing has been completed they immediately inform Conquest Communications giving permission to inform all other persons who where in the vicinity of the person who removed themselves.

Students attending face to face training

Trainers and students are to observe hygiene measures and social distancing.

1. Hand washing prior to the commencement of training is mandatory. (Hand sanitiser will be provided)
2. Hand washing after utilising any event premises facilities is mandatory.
3. Students and trainers are to maintain 1.5m segregation while completing training tasks. ^{*7 excepted}
4. Open Cabling (ICTCBL237) training will be limited to 6 students.
5. Remaining courses shall be limited to 8 students if the event facility is large enough to segregate students.
6. Alternatively numbers of students may be limited to suit the event premises capacity.
7. * The trainer will need to demonstrate some tasks requiring non physical contact, personal attention to a student for a training task. This will be limited in time and at a distance of half a meter, one to one as required.
8. Students are not required to utilise masks but, if they wish to, that is their choice, accepted without prejudice.
9. Students are not required to utilise gloves but, if they wish to, that is their choice, accepted without prejudice.
10. If students prefer to use masks and gloves they will be required to provide their own PPE.

Any students or employers/clients wishing to extend or obviate our guidelines should contact Trevor or Garry to facilitate an agreement prior to an event commencing. We wish to work within your company guidelines as well. 07 41596950.

Conquest Communications is not to be held responsible for any Covid 19 infections due to a contamination at a training event.

By signing this document you agree to abide by the recommendations set out herein.

Name	Signature	Date
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