

KEEPING YOU SAFE WHILST YOU STUDY

FOR STUDENTS ATTENDING FACE-TO-FACE CLASSES

WELCOME

FIRST THINGS FIRST, SUZAN JOHNSTON AUSTRALIA (SJ) ARE THRILLED TO GIVE YOU A BIG WELCOME!

OVERVIEW

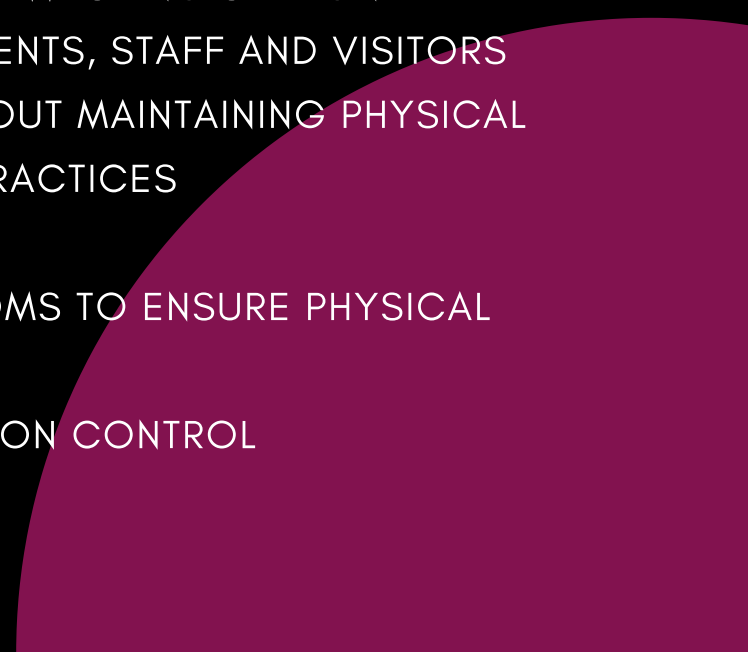
SJ'S HIGHEST PRIORITY IS TO SAFEGUARD THE HEALTH AND WELL-BEING OF OUR STAFF AND OUR STUDENTS DURING THE COVID-19 PANDEMIC. THIS DOCUMENT OUTLINES OUR COVID SAFE GUIDELINES TO HELP LIMIT THE SPREAD OF COVID-19. FOLLOWING THESE GUIDELINES WILL HELP ENSURE THAT EVERYONE REMAINS SAFE DURING THEIR SJ EXPERIENCE.



BACKGROUND

WE HAVE BEEN VERY BUSY BEHIND THE SCENES TO ENSURE THAT WE ARE COMPLIANT WITH ALL RELEVANT GUIDELINES AND RUNNING OUR TRAINING SERVICES TO THE HIGHEST SAFETY STANDARDS.

SOME THINGS WE'VE IMPLEMENTED INCLUDE:

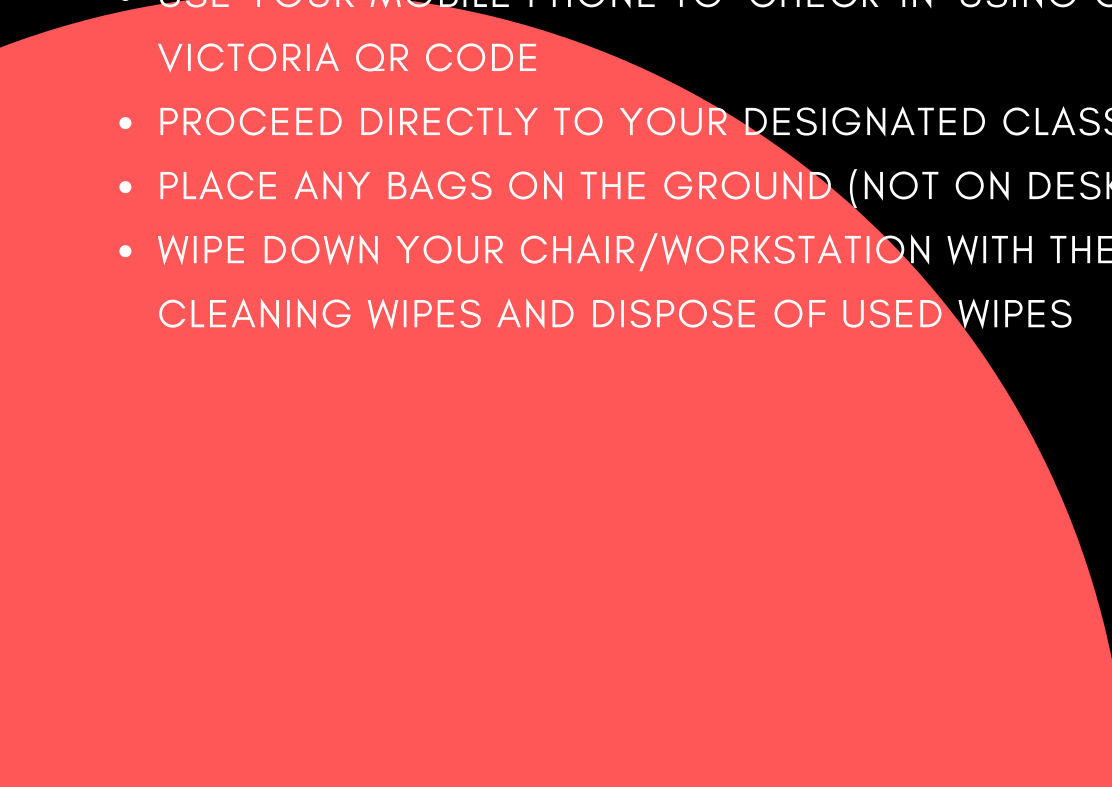
- ALL STAFF & STUDENTS ARE REQUIRED TO WEAR A FACE MASK (DISPOSABLE FACE MASKS AVAILABLE AT RECEPTION)
 - ENHANCED & REGULAR CLEANING OF FREQUENTLY TOUCHED SURFACES
 - INSTALLATION OF LOTS OF HAND SANITISER POINTS
 - PROVISION OF A 'TOUCH FREE' HAND WASHING STATION
 - TEMPERATURE TESTING OF ALL STUDENTS, STAFF AND VISITORS
 - SIGNAGE TO REMIND EVERYONE ABOUT MAINTAINING PHYSICAL DISTANCING AND GOOD HYGIENE PRACTICES
 - REDUCED CLASS SIZES
 - LABELED SEATING WITHIN CLASSROOMS TO ENSURE PHYSICAL DISTANCING
 - TRAINING ALL EMPLOYEES IN INFECTION CONTROL
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THERE ARE A FEW THINGS WE NEED FROM YOU...

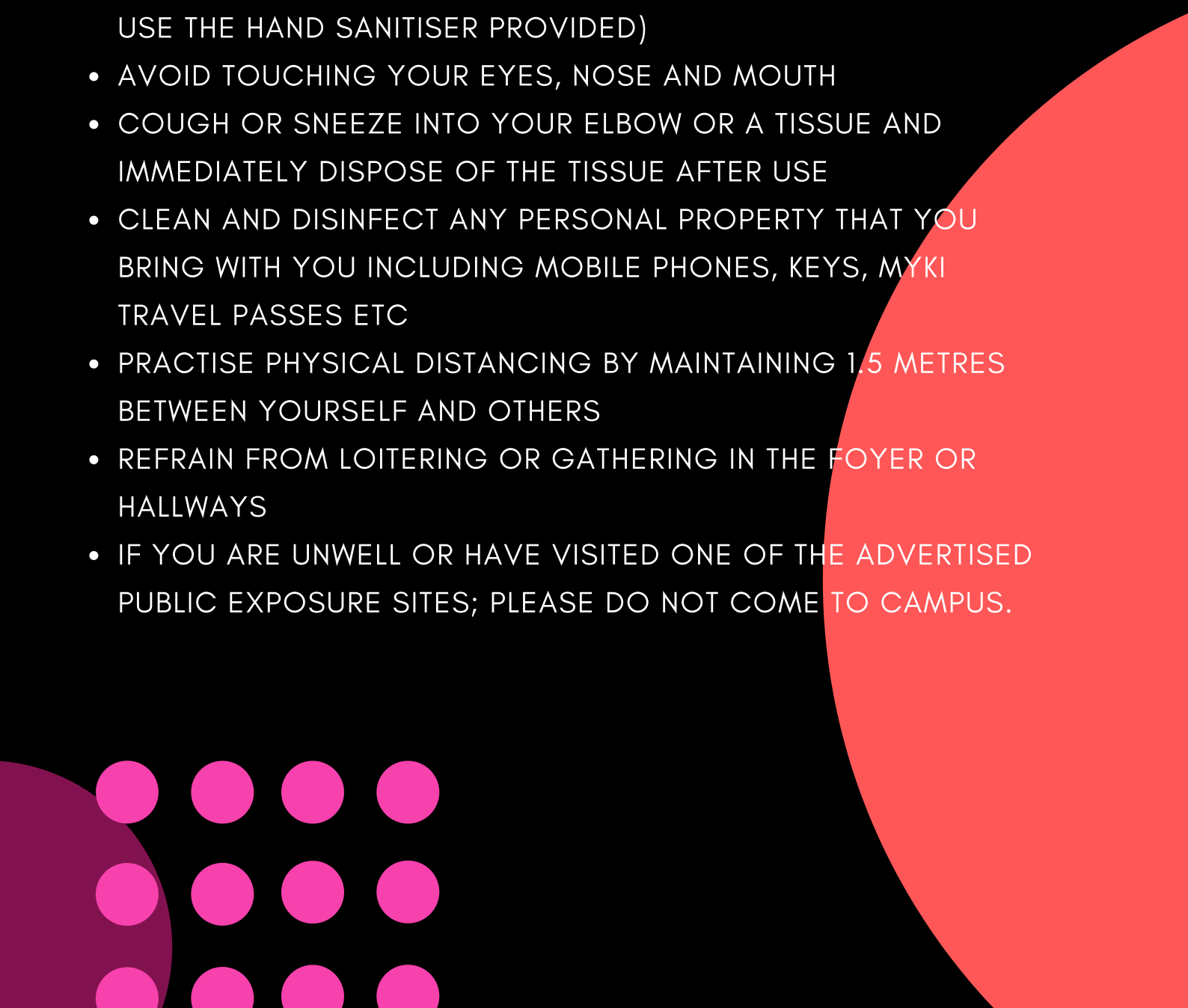
WE ASK THAT YOU PLEASE PLAY YOUR PART TO KEEP YOURSELF AND OTHERS SAFE WHILST YOU'RE ATTENDING YOUR CLASSES WITH SJ.

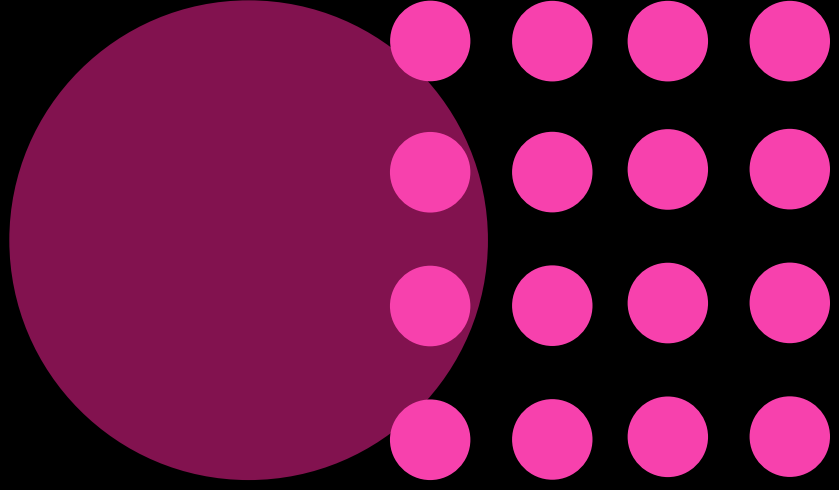
UPON YOUR ARRIVAL AT SJ:

- DISPOSE OF ANY FACE MASK USED IN PUBLIC TRANSPORT
 - APPLY A FRESH/CLEAN FACE MASK
 - USE THE HAND SANITISER PROVIDED
 - PRESENT TO RECEPTION STAFF FOR TEMPERATURE TESTING
 - USE YOUR MOBILE PHONE TO 'CHECK-IN' USING OUR SERVICE VICTORIA QR CODE
 - PROCEED DIRECTLY TO YOUR DESIGNATED CLASSROOM
 - PLACE ANY BAGS ON THE GROUND (NOT ON DESKS OR CHAIRS)
 - WIPE DOWN YOUR CHAIR/WORKSTATION WITH THE PROVIDED CLEANING WIPES AND DISPOSE OF USED WIPES
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OTHER THINGS YOU CAN DO TO KEEP YOU AND OTHERS SAFE...

- PRACTISE GOOD HAND HYGIENE (FREQUENTLY WASH YOUR HANDS FOR AT LEAST 20 SECONDS WITH SOAP AND WATER OR USE THE HAND SANITISER PROVIDED)
 - AVOID TOUCHING YOUR EYES, NOSE AND MOUTH
 - COUGH OR SNEEZE INTO YOUR ELBOW OR A TISSUE AND IMMEDIATELY DISPOSE OF THE TISSUE AFTER USE
 - CLEAN AND DISINFECT ANY PERSONAL PROPERTY THAT YOU BRING WITH YOU INCLUDING MOBILE PHONES, KEYS, MYKI TRAVEL PASSES ETC
 - PRACTISE PHYSICAL DISTANCING BY MAINTAINING 1.5 METRES BETWEEN YOURSELF AND OTHERS
 - REFRAIN FROM LOITERING OR GATHERING IN THE FOYER OR HALLWAYS
 - IF YOU ARE UNWELL OR HAVE VISITED ONE OF THE ADVERTISED PUBLIC EXPOSURE SITES; PLEASE DO NOT COME TO CAMPUS.
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BUT MOST IMPORTANTLY...

FROM ALL OF US AT SJ, WE CAN'T WAIT TO WELCOME YOU!

WE ARE SO EXCITED TO HAVE OUR TRAINING CENTRE
BUBBLING WITH STUDENTS & EXCITEMENT AGAIN, AND OUR
TEAM DOING WHAT WE LOVE THE MOST - TRAINING YOU!

