

# 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:

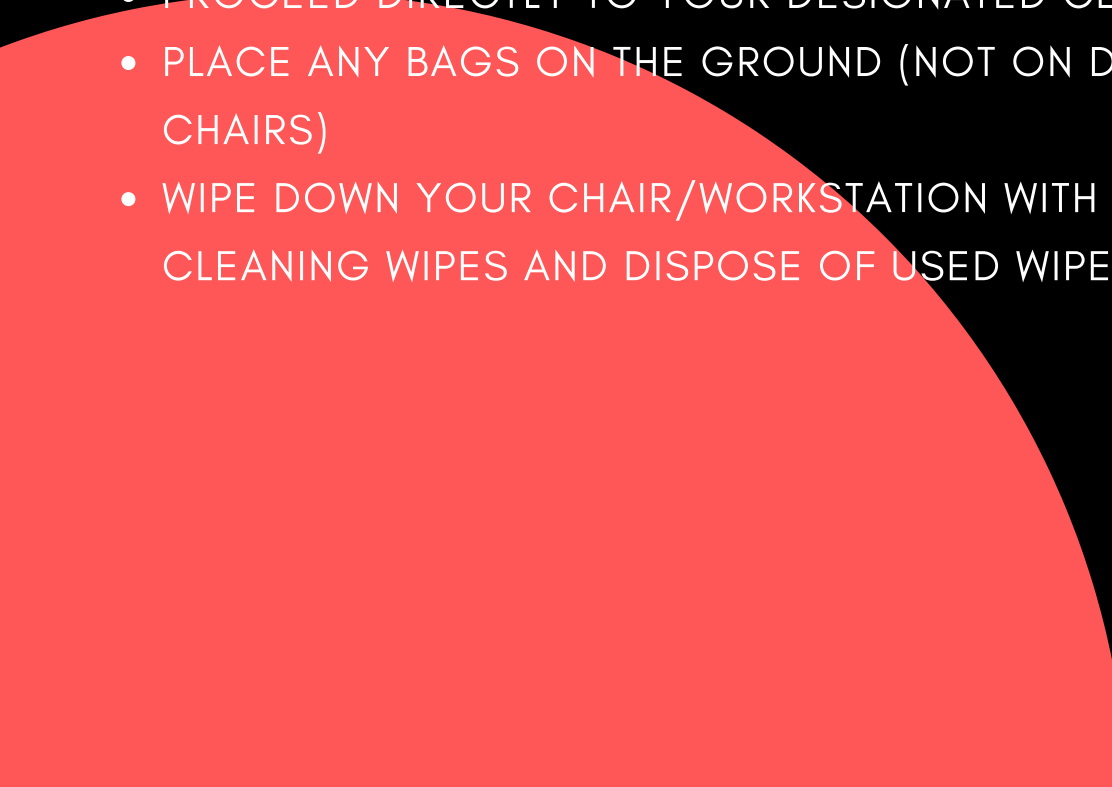
- ALL STAFF & STUDENTS (AGED OVER 16 YEARS) ARE REQUIRED TO BE FULLY VACCINATED OR HAVE A MEDICAL EXEMPTION. PROOF OF VACCINATION/EXEMPTION WILL BE REQUIRED UPON ARRIVAL/CHECK-IN
  - ALL STAFF & STUDENTS ARE REQUIRED TO WEAR A FACE MASK UNLESS A MEDICAL EXEMPTION APPLIES (DISPOSABLE FACE MASKS ARE AVAILABLE AT RECEPTION)
  - ENHANCED & REGULAR CLEANING OF FREQUENTLY TOUCHED SURFACES
  - INSTALLATION OF LOTS OF HAND SANITISER POINTS
  - PROVISION OF A 'TOUCH FREE' HAND WASHING STATION
  - 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...**

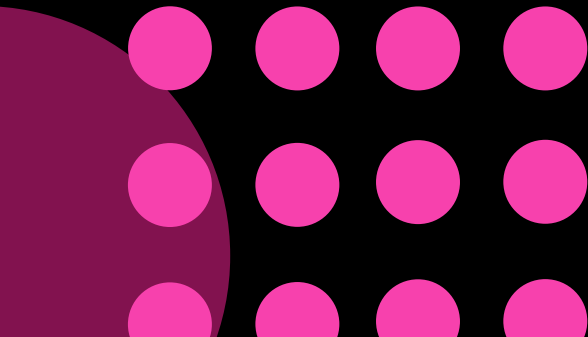
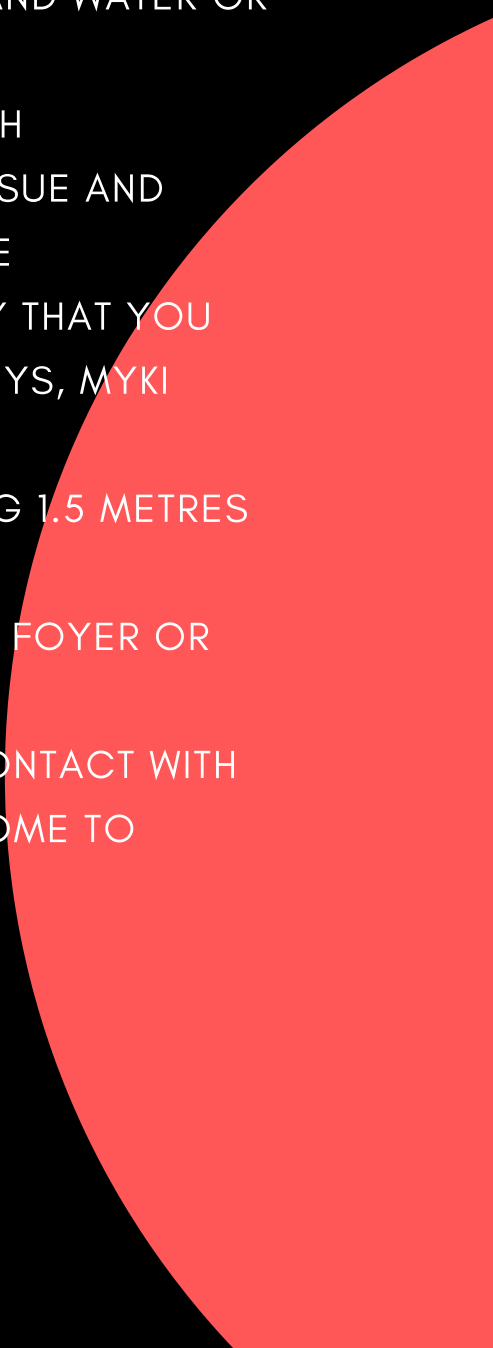
WE ASK THAT YOU PLEASE PLAY YOUR PART TO KEEP YOURSELF AND OTHERS SAFE WHILST YOU'RE ATTENDING YOUR CLASSES WITH SJ.

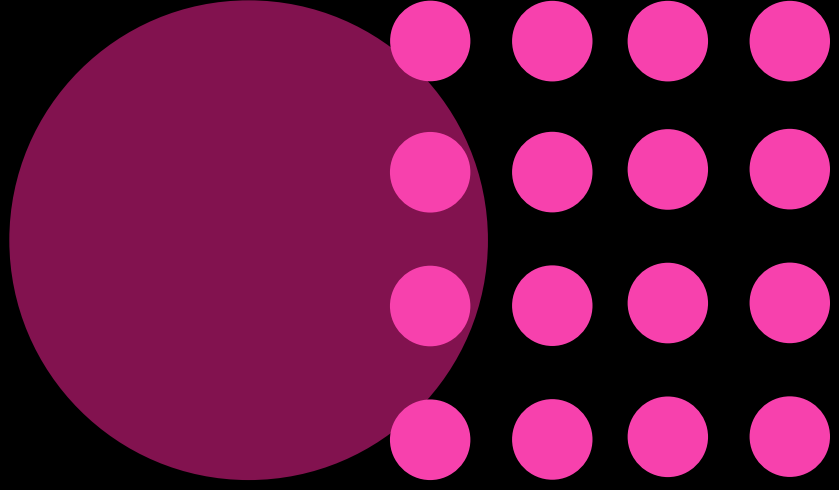
### **UPON YOUR ARRIVAL AT SJ:**

- USE THE HAND SANITISER PROVIDED
  - USE YOUR MOBILE PHONE TO 'CHECK-IN' USING OUR SERVICE VICTORIA QR CODE
  - SHOW OUR TEAM MEMBERS EVIDENCE OF YOUR VACCINATION
  - 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 BEEN IN CLOSE CONTACT WITH SOMEONE WHO HAS COVID; 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!

