



At HPA Training, the safety and wellbeing of our students, sub-contractors and staff is our first priority so we would like to update you on the precautions we are implementing regarding the Coronavirus (COVID-19) situation.

HPA Training is closely monitoring advice received from the Work Health Organisation (WHO) as well as the Australian Department of Health. As a result we have adopted the following control measures in order to minimise the risk of infection:

- All students must fill out the declaration form at course commencement to declare they are not unwell, have followed the regulations and recommendations regarding the self-isolation provided by the Department of Health and they haven't knowingly been in contact with anyone that has had a confirmed diagnosis of COVID-19.
- All students and staff are advised not to come to training / work if they are feeling unwell
- Students are encouraged to spray and wipe down parts of equipment that can be disinfected before and after they have used equipment (with the disinfectant/or bleach spray and paper towels provided)
- Soap/hand sanitisers are available at our office and training facility and trainers will advise all students through the induction procedure regarding handwashing, hand sanitising, coughing, sneezing and personal hygiene
- Small class sizes with the layout of desks 1.5 metres apart
- Trainers will remind all students to wash and sanitise their hands regularly throughout the day
- Practice social distancing
- Students are encouraged to bring their own PPE and pens
- Tables and chairs will be wiped with disinfectant at the end of each day/class
- Trainers will try and leave classroom doors open to limit amount of contact with door handles

We appreciate that this is an unsettling time and want to assure you that we are here to help limit the impact of COVID-19 on your operations. We work hard to deliver the service you have come to expect and are committed to ensuring business continuity through this time.