

COVID-19 Safe Plan

As an organisation, we have an important role to play in helping mitigate the risks inherent in a driving lesson, or a machinery or high risk work licencing course, for contracting Covid-19 (Corona virus). We are doing all that is reasonably practicable to ensure that we can provide a safe work environment for the training to take place.

Our Guarantee

- All our Trainers and Assessors are fully vaccinated
- All our staff have been notified in writing that if they have, or knowingly come into contact with a person that has Covid-19, that they need to follow the current Qld Health Directive regarding testing requirements i.e. PCR or RAT test and the subsequent quarantine requirements
- Staff are permitted to return to work again, after compliance with quarantine timeframes and re-testing requirements laid down in the current Qld Health Directive and providing they feel well
- All our heavy vehicles have 3 seats in the cab, but we only have 2 people in them at all times (the student and either our instructor or the TMR examiner)
- We will ensure that each time you are with us for a lesson, the cab of the truck is wiped down (steering wheel, wipe the indicator, gear lever, door handle, any place that germs could hide) with appropriate disinfectant before the training commences, and that the air-conditioning is on and re-circulate is OFF
- We can also keep the windows open to keep the cab well ventilated
- Steering wheels and controls will be wiped down on the forklifts and the machinery
- Our trainers will wash their hands regularly throughout the day and in between every student
- We are using a checklist for our daily cleaning process to ensure that each area of our facility receives a thorough clean and nothing is missed
- We are also spot cleaning the “at risk” areas as identified by WHSQ i.e. eftpos machine, counter tops, phones, pens, door handles etc. regularly throughout the day

Your obligations

To minimise the risks to the livelihood of our staff and the greater community as a whole, we will be asking you the following question. If, at any time whilst you are using our training services, you answer ‘YES’ to this question, we advise you to phone us and cancel attendance of your lesson or course.

1. Are you a person diagnosed with COVID-19, or identified as a close contact who has not been given a clearance from isolation or quarantine?

If you are feeling at all unwell and present with any of the symptoms synonymous with the Corona Virus or the Flu, please let us know immediately. We advise you to follow the current Qld Health Directive and seek medical assistance if necessary. We will need to re-schedule your training until after you are well again.

When you are with us:-

- Wash your hands **before** training commences with soap and water, better than hand sanitiser
- Using a tissue and covering your mouth when you cough or sneeze
- Masks must be worn in reception, the cab of the truck and in classrooms anywhere where you are inside (unless you have a lawful reason for not wearing a face mask)
- Avoid close contact with others as much as possible such as shaking hands with your instructor and leaning on any of the Admin Team’s desk and around the tearoom when interacting with other people on site (1.5 metres distance should be exercised wherever possible)
- The floor in reception is marked out with several X’s to keep within social distancing guidelines. If the office is busy, please wait outside at the bottom of the stairs until there is space to enter
- Space yourself out on the desks in the classroom and warehouse there is plenty of space
- Don’t share pens
- We also require you to check in using the Qld QR App each time you visit our premises
- Please notify us if you see something of concern, so it can be rectified

Thank you for your assistance.