



COVID Safe Guidelines For Education Courses

**Guidelines for Face-to-Face Education Courses and
Workshops during COVID-19 Restrictions**

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General Course Logistics & Information

- A maximum of **20 participants, plus the presenter and any assistants**, can attend a course *unless the venue requires a lesser number*.
- Refunds will be made available to those participants who are required to exclude themselves due to illness, not feeling well or any other COVID-related reasons.
- All registrations and payments will be completed online prior to attendance at the course. There strictly no "walk-ins" or payments on the day.
- No casual visitors are able attend on the day. Only people directly involved in the course may attend.
- All participants and personnel attending a course are encouraged to subscribe to the Government's COVID-19 tracing app.

Course Coordinator Responsibilities

- Ensure promotional information, registration forms and pre-course information includes COVID safe information regarding:
 - COVID safety-related refunds
 - Circumstances that exclude participants
 - Conditions of entry
 - ringing of own water bottle, lunch, snacks, sunscreen, personal hand sanitiser, gloves
 - Links to LANSW COVID Safety information on the website
- Ensure that LANSW COVID-Safety procedures are upheld.
- Obtain and implement the venue's COVID-related conditions of entry and COVID Safety Plans.
- Ensure presenter/s receive COVID-related safety information and training prior to a course.
- Ensure participants receive pre-course information regarding their responsibilities, COVID Safety, items to bring, etc.
- Ensure the supply of enough equipment to prevent the need for sharing.
- Arrange that disinfectant and relevant cleaning materials are available for cleaning.
- Arrange a box of disposable gloves is available for participants on the day.
- Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at a course, and notify Safe Work on 131050

Host Centre Responsibilities

- Help to obtain and implement the course venue's COVID-related conditions of entry and COVID Safety Plans
- Help to ensure the availability of hand sanitiser at the venue entry and all locations throughout the day
- Ensure bathrooms are well-stocked with hand soap and paper towels or hand dryers.
- Clean any frequently touched areas and surfaces several times during the day.
- Ensure that disinfectant and relevant cleaning materials are available for cleaning.
- Assist with the posting of COVID-related safety signage.

Presenter Responsibilities

- Be familiar with relevant [LANSW COVID Safety protocols](#)
- Complete the COVID-19 Infection Control Training <https://covid-19training.gov.au/login>
- Include statements and reminders at the beginning of the day and throughout the course about:
 - Hand hygiene
 - Social distancing
 - Avoiding sharing equipment
 - Remaining vigilant
 - Excluding self from course and leaving venue if feeling unwell.
- Organise activities to promote physical distancing (i.e. 1.5m between people) E.g. Use every second lane for track events; use ground markers to separate and space participants for field events.
- Role model good COVID safety practices and uphold LANSW COVID-related policies and guidelines
- Offer the use of gloves for participants.
- Undertake post-course cleaning of LANSW equipment used during the course.

Participant Responsibilities

- Participants must exclude themselves from attendance if they:
 - Are ill, feeling unwell or are presenting with any of the common COVID symptoms.
 - Have been in direct or indirect contact with anyone presenting with [common COVID symptoms](#).
 - Are awaiting the results of a COVID test
 - Have attended any case locations listed on [NSW Health website](#).
- On the day of the course participants must:
 - Enter venue no earlier than 15 mins prior to start time.
 - Remain within the course venue for the duration for the course.
 - Leave course asap and within 15 mins of course conclusion.
 - Respect social distancing protocols by remembering to keep 1.5m from others.
 - Wash or sanitise their hands before starting to handle equipment.
 - Leave the course if at any time begin to feel unwell
 - Support all efforts to follow LANSW COVID Safety protocol
- Participants are required to bring their own:
 - Lunch, snacks, drink bottles, sunscreen
 - Personal hand sanitiser, gloves and/or mask (optional)
- Following attendance at the course, participants should notify LANSW if tested COVID-positive within 14 days of the course.

Further Reading and Resources

Go to: <https://lansw.com.au/covid-19/>