

COVID-19 PROTOCOLS AND ADVICE FOR THE RETURN OF VET DSS PROGRAMS TO THE WIMMERA CAMPUS

Dear VET Co-ordinator, Students and Parents,

To enable students to again return to campus for their VET programs, the following information is crucial to enable a smooth transition back to face-to-face VET teaching during the COVID-19 pandemic and associated government restrictions. Federation TAFE is committed to providing a safe environment for all students and staff and is taking guidance from the Department of Education and Training (DET) and the Victorian Chief Health Officer.

The following arrangements have been put in place at our Wimmera Campus (Horsham):

- Students are **NOT** to attend at Federation University if they are unwell. If students arrive unwell they will be immediately isolated from all others, cared for and their school contacted to discuss a suitable pick-up by a family member/guardian.
- As per current government requirements all students will be required to wear a mask when leaving home and this is to remain in place until they return home at the end of the day (the only exception to this rule is when someone is eating or drinking).
- If a student becomes unwell whilst attending at VET, the student will be immediately isolated, cared for and their school contacted to determine a course of action to enable the student to be picked-up by a family member/guardian.
- If you are travelling to Horsham on the bus you must not visit any food outlets when you arrive but make your way directly to campus.
- Upon arrival students will need to queue outside the building closest to where their class is located and wait until their VET teacher/Federation University staff member arrives. Students will then be asked to sign in, use hand sanitiser and health screening questions will be asked and recorded on a health check document for COVID-19 tracing purposes. Temperature checks will also be undertaken in line with DET guidelines. The DET flyer and procedures for temperature checks will be located at the entry locations to assist with these checks.
- Hand sanitiser stations are located at all building entrances, and at the entrance to classrooms and workshops, as well as throughout other areas of the campus, and students are expected to sanitise and wash their hands frequently whilst in attendance.
- Students will need to bring their **OWN** pen for use during the day.
- A maximum number of people will be permitted in each classroom or workshop area in accordance with the 4m²/person regulation – the maximum number of people allowed in each area is advised on the door.
- Staff and students are expected to abide by the 1.5m social distancing regulation **AT ALL TIMES**. This includes during breaks and at lunchtime.

- Additional to our standard cleaning schedule, high touch areas such as door handles will be sanitised throughout the day by our cleaners. Students will be required to fully sanitise their equipment in the workshop environment when instructed by their teacher.
- Appropriate personal protective equipment (PPE) will be supplied and will not be allowed to be shared between students. In the case of PPE that is made to be re-used, such as safety glasses, the PPE will be sanitised by the student who has used it before use by another student,
- COVID-19 posters are on display throughout the campus to remind staff and students of cough and sneeze etiquette and to wash hands properly.
- The Wimmera campus café located **WILL NOT BE OPEN** and students will need to bring their own lunch and snacks for the whole day with them. Please note that students will **not be** allowed to leave campus under any circumstances for food options during breaks and including at lunchtime.
- Students will also need to bring their own water bottle and/or preferred drinks for consumption throughout the day.
- The student lounge will be restricted in the numbers of students in that space at any one time so breaks will need to be staggered with other classes on campus that day.
- No food or drinks should be shared with another student/s whilst on campus.
- Takeaway food vendors **WILL NOT BE ALLOWED ON CAMPUS** to deliver food options for students or staff.

We trust that all students will follow the necessary instructions and commit to COVID-19 risk minimisation whilst attending at Federation University. All students need to be working with Federation University to ensure that we can maintain and adhere to these COVID-19 requirements so that we can continue with their VET programs in the usual face-to-face delivery format. If you have any other concerns or comments please feel free to contact me k.boulton@federation.edu.au

Yours sincerely,

Kim Boulton
Federation TAFE VETDSS Liaison Officer – Wimmera Campus