

At IFAP we pride ourselves on being at the leading edge of workplace health and safety, continually setting the health and safety training benchmark for all industries. Our business is all about people and the COVID-19 virus pandemic means we need to be relentless in finding ways to reduce the risk associated with this virus to everyone involved in the business.

We have made plenty of changes and we want to let you know what you can expect when you or your personnel come to IFAP, and what we are asking of you.

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## What We Are Doing

### Extra Hygiene Measures

We have implemented enhanced cleaning and disinfectant routines at our premises. You will see additional signage at our facilities reminding everyone of social distancing and hygiene requirements. Hand sanitiser is available at numerous places in the facility.

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### Declaration and Screening

Everyone who comes to IFAP will complete a declaration prior to entry. The declaration asks:

- Your recent travel history;
- If you are experiencing any flu-like symptoms; and
- If you have been in close contact with a confirmed COVID-19 case.

Your temperature will be taken (by infrared thermometer) and results recorded on the Declaration which you will be asked to sign.

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### Social Distancing

We have cut class sizes and restricted numbers and time spent in the modules (for HUET and Lifeboat training). You will notice that the desks are more spread out in our classrooms and there is signage to show how many people can be in our:

- Reception areas;
- Meeting rooms;
- Training rooms; and
- Canteen areas.

Our trainers will give regular reminders on social distancing and hygiene. And of course, hand sanitiser is widely available.

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### Temperature Checking

After completing the three questions, each person will have their temperature checked using the Digital Infrared Thermometer Gun.

They will be advised of their temperature reading and asked to record it in the daily box on the Declaration Form.

If their temperature reading is above 37.5°C, they will be asked to leave the premises.

After completing all sections of the Declaration Form, they will be asked to place the pen in the used pens receptacle.

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We are continually working to find extra ways to make sure we are providing the safest working and learning environment possible and reducing the risk of spreading the COVID-19 virus.

## What We Ask of You

### Before Coming to IFAP

Before coming to IFAP, please carefully consider:

- Have you recently returned from overseas travel?
- Are you experiencing flu-like symptoms?
- Have you been in close contact with a confirmed case of COVID-19?

If you answered yes to any of those questions, please do not come to IFAP. Please stay home and contact your doctor for advice.

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### When You Are at IFAP

When you are at IFAP, please:

- Present at the front entrance for the screening and declaration;
  - Follow the instructions from staff and all signage;
  - Maintain good personal hygiene including regular hand-washing; and
  - Practice social distancing and treat everyone with respect.
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We are all in this together. By following good hygiene practices and respecting the requirements of what we have put in place, along with the WA Health Department initiatives we can all get through this and get the most out of the training experience –

Thank You!

Management and staff at IFAP