

At SETS Enterprises, we are dedicated to taking every precautionary and preventative measure to keep our personnel, students and customers safe. We are reviewing these measures against official government and health advice daily and ensuring we implement safeguards that meet the **Australian Government COVID-19 Guidelines**.

SETS will continue to operate training courses, supply personnel and equipment with the following precautionary and preventative measures in place:

GENERAL MEASURES

Reinforcing basic hygiene. We require that all trainees, visitors and staff at SETS centres and on-site follow the Department of Health guidance regarding personal hygiene behaviours such as handwashing and the frequent use of hand sanitisers, the daily cleaning of workstations, protective coughing/sneezing techniques and disposing of tissues hygienically.

Discouraging travel. All employees are to refrain from any non-essential travel until further notice.

Self-Isolation. All SETS employees who are returning, or have recently returned from any international travel after 16th March

are required to follow the self-isolation requirements under the **Australian Government COVID-19 Guidelines**. Any SETS employee who has been in direct contact with a confirmed case of COVID-19 is not permitted to enter any SETS or client premises and must monitor their health for 14 days in self-isolation under the **Australian Government COVID-19 Guidelines**.

General Sickness. Any employee who exhibits flu-like systems is not permitted to enter any SETS or client premises until they obtain medical clearance that they are fit for work.

TRAINING COURSES

Cancellation policy. We understand this crisis is affecting people attending courses, and we are offering flexible cancellation and rescheduling of courses on a case by case basis. If you need to talk to us about your upcoming course, you can [call](#) or send us an [email](#).

Self-Declaration. All students and visitors to SETS are required to complete a health self-declaration at the time of booking and then again on arrival to declare any recent travel, close contact with a COVID-19 diagnosed person, and flu-like symptoms. Anyone that answers yes and is considered to be a risk will not be permitted to attend our training centres or to complete training.

Temperature Assessment. On arrival at SETS courses, all students will have their temperature assessed with a contactless thermometer. Anyone presenting an abnormal body temperature is not able to proceed on the course, we will discuss the options with the student if the situation presents.

Reduced participants. We will reduce the number of students booked for each course to ensure we meet the social distancing practices as per the **Australian Government COVID-19 Guidelines**.

Visual aids. We have posters around our office and training areas and trainers will be reinforcing reminders during courses about the importance of hand washing and stopping the spread of the virus.

Hygiene products. Hand sanitiser and antibacterial wipes are available throughout our office and training centres.

Additional Cleaning and Disinfection. Cleaning is to be conducted immediately after all training sessions, as well as daily and weekly, to ensure the reduction of risk to participants and staff.

We also ask for your support in keeping our venues clean and safe and encourage you and all of our clients and employees to:

- Always practice good hygiene and wash your hands frequently
- Practice safe distancing as much as practicable

We are working vigilantly as a team to ensure these precautions are carried out and will continue to review and update regularly throughout this time of crisis.

If you have any questions or concerns, please contact myself or Kevin Broadbent on [08 9240 5191](tel:0892405191).

Michael Burdett
GENERAL MANAGER