

## COVID-19 policy

This policy outlines the requirements to undertake face-to-face training with TaxEd in the current COVID-19 environment, for both in-house and public training sessions. The purpose of this policy is to facilitate TaxEd's compliance with current Government regulations and to ensure the safety of all clients and trainers

### Glossary

COVID-19 is a respiratory illness caused by a new virus. Symptoms include fever, coughing, a sore throat and shortness of breath. The virus can spread from person to person. Currently there is no treatment for COVID-19.

### Social Distancing

Measures to stop or slow the spread of infectious diseases such as COVID-19 and includes (but is not limited to):

- ☐ Keeping 1.5 metres away from others wherever possible;
- ☐ Avoiding physical greetings such as handshakes, hugs and kisses;
- ☐ Avoiding touching high-contact surfaces;
- ☐ Practicing good hand, cough and sneeze hygiene.

## **Government regulations**

This document complies with all Federal and state government regulations as at the time of publication. It is acknowledged, however, that government regulations and guidelines relating to COVID-19 are constantly evolving. All clients and staff are required to make themselves aware of the latest requirements as detailed on relevant state government websites:

Australian Capital Territory <http://www.act.gov.au/>

New South Wales <http://nsw.gov.au/>

Northern Territory <http://nt.gov.au/>

Queensland <http://qld.gov.au/>

South Australia <http://sa.gov.au/>

Tasmania <http://tas.gov.au/>

Victoria <http://vic.gov.au/>

Western Australia <http://wa.gov.au/>

## **TaxEd's responsibilities**

For public training sessions where the venue is organised by TaxEd, TaxEd is responsible for providing as safe an environment as possible, minimising the risk of COVID-19 transmission.

TaxEd will only partner with venues who undertake to follow relevant government guidelines, and in the event of cancellation due to COVID restrictions, we will provide our clients with full refunds for the event.

TaxEd trainers commit to promote and monitor social distancing. Trainers will inform and remind clients of the importance of social distancing, which includes maintaining 1.5 metre distance between people and no physical contact such as handshakes, hugs and kisses.

## **Client responsibilities**

**Clients attending TaxEd training, whether in-house or public training sessions, are requested to:**

- **Refer to the COVID-19 Self-Assessment Checklist at the end of this document;**
- **If there has been recent contact with a confirmed case of COVID-19, they are not to attend;**
- **Continuously monitor themselves for symptoms and remove themselves from training if they have any symptoms or feels unwell;**
- **Supply their own hand sanitiser and professionally manufactured face mask/s for personal use if they wish.**

**Where the client is providing the training venue (in-house training), the client undertakes that:**

- **They are compliant with relevant state government requirements and guidelines for social distancing and hygiene;**
- **The venue/training room, equipment and adjoining facilities are cleaned before and after the training session within reason;**
- **Chairs will be separated to allow for social distancing;**
- **Numbers of people in the training room must be contained to within current government guidelines.**

**By attending our sessions, you confirm the following:**

- **You have not had close or casual contact with a person who has been confirmed to have COVID19 within the last 14 days;**
- **You have considered your health risk (if any) of COVID-19 and are making an independent decision to attend;**
- **You acknowledge the risk of COVID-19 transmission associated with attending a gathering;**
- **You acknowledge that you are required to inform the trainer if you become unwell during a training session.**

## **COVID-19 Self-assessment checklist**

**People with COVID-19 may experience the following symptoms:**

- **Fever**
- **Coughing**
- **Sore throat**
- **Shortness of breath**
- **Runny nose**
- **Headache**
- **Muscle or joint pains**
- **Nausea**
- **Diarrhoea**
- **Vomiting**
- **Loss of sense of smell**
- **Altered sense of taste**
- **Loss of appetite**
- **Fatigue**

**If you suffer from any of the above symptoms, please do not attend training and seek medical advice.**