



18 March 2020

Dear parent/guardian,

We understand that the novel coronavirus (COVID-19) is on your minds as it permeates the news and daily conversations. The safety and wellbeing of our entire community continue to be our first priority in the wake of the ever-evolving situation around COVID-19.

We are monitoring the spread of the virus, particularly in Queensland, and are aware that the situation is changing rapidly. Because of this, the Australian Industry Trade College (AITC) has established a taskforce to monitor the situation, make informed decisions, and develop contingency plans to address a host of potential scenarios and impacts across our South East Queensland campuses.

[Click here](#) to view a short video update. Please also ensure you read this letter thoroughly.

Going forward

Modeled on Singapore's approach, the official advice is that **AITC campuses remain open** unless there is a directive by the Australian Government or there is a confirmed positive case amongst an active member of the campus community.

Cleaners are disinfecting all surfaces as part of their daily clean at all campuses (including all doors and handles). The AITC has also distributed best practices for appropriate hygiene and preventive measures that everyone can employ to prevent the spread of viral illness on campus.

Organised work experience and school-based apprenticeships or traineeships can continue with employers, providing young people do not show any [symptoms of COVID-19](#). Should employers advise a young person to stay at home, they should contact their Industry Consultant. The College will make contact with your young person's employer and we encourage young people to do the same. Please ensure they keep their Industry Consultant informed throughout. **Do not plan or book work experience for Term 2 until further notice.**

Should you choose to self-isolate your young person, the College must have it in writing from the parent/guardian (not the young person) for absence purposes.

Term 1 will end on Friday 27 March for all young people. Staff will use the final week of term (30 March to 3 April) to prepare for the possibility of alternative learning delivery.

The College will communicate with parents twice a week at the very minimum to ensure our community remains informed. We have also created an [AITC Coronavirus Response web page](#) to centralise communications, policies and guidance from the College and relevant authorities. This web page will be updated regularly so please check back often for current news and instructions.

What if the school is closed?

In the event of a closure, learning modules and resources will be delivered via the platforms BKSB and Schoology, and will predominantly be self-led by the young person. Young people are familiar with



these learning platforms, which the College will use as online learning tools. A learning schedule and planned support will be provided by AITC staff at that time.

You will require WIFI (internet) for this learning. If you are able to stream Netflix or YouTube videos at home, then your bandwidth will be more than adequate. Please email your campus and let us know if this is not your current situation at home, to make alternative arrangements.

During this unprecedented situation, our community will need to show courage, hard work and be mindful of safety while we all adapt to this approach.

The AITC will follow the advice and directions of Queensland Health on the management of any cases of the coronavirus (COVID-19). Should the Federal or State Government direct the campus to close, parents will be alerted via email and SMS (as per Parent Details in Parent Lounge), and young people will be alerted via their school email address. All communications will direct you to the AITC Coronavirus Response web page as a single source of truth.

Taking precautions

It is timely for families to consider their own family and care arrangements should a campus closure be necessary. Please ensure:

- your email address and mobile phone number is up to date (check Parent Details in Parent Lounge);
- your young person has a BKSB and Schoology login (if not, please contact your campus);
- your young person takes all necessary items home each day;
- your family [washes their hands](#) frequently with soap and water, before and after eating, and after going to the toilet;
- you keep your young person home if they present with a fever, cough, sore throat, fatigue or shortness of breath and seek medical attention.

Easter is a popular time of year to travel for many AITC community members. The Department of Foreign Affairs and Trade has upgraded its [travel warnings](#) - please refer to this advice and reconsider any non-essential travel.

We are keenly focussed on ensuring the continuity of the AITC program. We will continue to update the community as new information becomes available and local decisions are made.

Thank you for your continued support.

Yours sincerely,

Mark Hands
CEO