



18 March 2020

Dear employers,

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 the Australian Industry Trade College (AITC) community, which includes you as an employer, continues 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.

Going forward

Modeled on Singapore's approach, the official advice is that AITC campuses will 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.

Organised work experience and school-based apprenticeships or traineeships can continue with employers, providing young people do not show any symptoms of COVID-19 (fever, cough, sore throat, fatigue or shortness of breath).

Should you advise a young person to stay at home, they will contact their Industry Consultant. Young people who present to work with symptoms should be told to return home immediately. Failure to do so may be regarded as a breach of obligations under workplace health and safety laws to provide a safe workplace for other employees.

Taking precautions

The AITC will follow the advice and directions of Queensland Health on the management of any cases of the coronavirus (COVID-19).

The health and wellbeing of our community is of utmost priority.

- Please ensure you take preventative measures and seek immediate medical attention should you present with symptoms;
- Wash your hands frequently with soap and water, before and after eating, and after going to the toilet;
- Practice other good health habits - get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

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

Yours sincerely,

Mark Hands
CEO