



## Visitor Guidelines for COVID-19

Last updated 9 June 2020

While the Queensland Government have commenced easing of restrictions put in place to minimise the spread of COVID-19, it is important the AITC are well prepared and have plans in place to manage the health and safety of our workplaces. As you are aware, we have an ongoing obligation to provide a safe workplace for all our people and to ensure the safety of any visitors.

If you are intending to visit the AITC, we encourage you to contact the College to schedule your visit, to allow us to take the necessary precautions to ensure the safety of our educational community. Visits will run a little differently for now, please read the below guidelines so you know what we are doing to keep you safe, what to expect, and what will be expected of you during your time with us.

### Physical Distancing

- Physical distancing restrictions are in place in Queensland; you are required to maintain 1.5m distance at all times from adults during your visitation
- Maximum occupancy limits apply for offices and meeting rooms
- Non-contact greetings will be used for the safety of all in the community

### Hygiene

- Anyone suffering any symptoms of illness must not enter any AITC location
- Please practice good hand and respiratory hygiene measures, as per government and health advice:
  - Wash your hands with soap and water for 20 seconds, often
  - Cough or sneeze into your elbow
  - Dispose of any tissues or paper towel appropriately in bins provided
  - Hand sanitiser is available at multiple locations on campus, please feel free to use

### Cleaning

- The AITC have increased cleaning practices in line with current recommendations
  - Increased frequency of cleaning high touchpoints and common areas
  - Daily disinfecting of all surfaces
- Any meeting areas will be cleaned before and after your visit

### Visitor Requirements

- Non-essential interactions with external stakeholders are limited; if the meeting can occur by phone or video conferencing, please consider this option before planning a visit
- In-person visits must be scheduled and approved by the Campus Principal or a member of the AITC leadership team
- Only one individual or household can visit at once (please do not bring anyone along unless it is a requirement that they attend)
- Visitors must complete a 'Visitor Entry Requirements Checklist' (Appendix A) at time of entry
- Areas visited on campus will be limited
- Campus tours will be limited to 15 minutes and may need to be adapted to meet physical distancing requirements



## Visitor Entry Requirements Checklist – COVID-19

This form is to be completed by any individual entering any AITC location, other than an employee or enrolled young person of the AITC (or completed by one representative of a household)

This form must be completed immediately upon entry to the campus (and for each visit)

The AITC have the right to refuse entry, and insist that anyone with symptoms of COVID-19 leaves the premises immediately

This information is requested for the purposes of health and safety of our employees and young people, and to assist with contact tracing, should it be required. This information will be stored confidentially and securely, and will only be kept for 28 days

Please provide the requested details and answer the following questions honestly:

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile No. \_\_\_\_\_

No. of Visitors \_\_\_\_\_

In the past 14 days, have you:

1. Travelled overseas or interstate? Yes / No
2. Suffered any of the following symptoms: Yes / No
  - a. Cough or shortness of breath
  - b. Sore throat
  - c. Running nose
  - d. Temperature above 37.5 degrees Celsius
3. Been tested for COVID-19? Yes / No
4. Been in close contact with a confirmed case of COVID-19? Yes / No

If you have answered 'yes' to any of the questions above, you cannot enter the campus. If you have recently been tested for COVID-19 (within the past 3 days), but have received a negative result, you may be granted access if you can present evidence of your negative result to your campus contact.