



AUSTRALIAN LIFESAVING
ACADEMY
NEW SOUTH WALES

SURF LIFE SAVING
NEW SOUTH WALES



COVID-19 Information Pack

COVID-19, Training and what we are doing to protect you.



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COVID-19 Information Pack

Effective 16 August 2021

Everyone has the right to a healthy and safe training environment. As COVID-19 restrictions are evolving, our staff will continue to adapt and promote safe training practices, consistent with advice from health authorities, to ensure training environments are ready for the physical distancing and exemplary hygiene measures that will be an important part of the transition – and unforeseeable future.

Recognising that the COVID-19 pandemic is a public health emergency that requires a uniquely focused approach to training and assessment, and decisive actions founded on expert health advice, Surf Life Saving NSW (SLSNSW) has brought together the following information as a guide to help manage the hazards with face to face training and education activities, such as CPR and First Aid training.

Given the high number of rapid changes that occur during the time of COVID-19 pandemic, the guidance within this document is effective as of the date indicated above.

Notifications

Everyone has a duty of care to notify their workplaces and others, as well as self-isolate themselves, if they have had recent exposure to or show signs and symptoms of COVID-19.

When do you need to notify?

- a. If you have any of the following symptoms you **MUST NOT** attend any form of training:
 - i. Fever
 - ii. Respiratory symptoms such as coughing, sore throat and shortness of breath
 - iii. Other symptoms can include runny nose, headache, muscle or joint pains, nausea, diarrhoea, vomiting, loss of sense of smell, altered sense of taste, loss of appetite and fatigue.
- b. If you have tested positive for COVID-19 you **MUST NOT** attend any form of training until you have been given a medical clearance.
- c. If you have been in close contact with someone who has tested positive for coronavirus you should also stay at home (self-quarantine) and **NOT** attend any form of training for 14 days after last contact with infected individuals.
- d. If you are diagnosed with a confirmed case of coronavirus within 14 days after attending any form of training, you must contact SLSNSW immediately on 02 9471 8000.
- e. If you have travelled overseas in the 14 days prior to any of your training dates, you **MUST NOT** attend any form of training.
- f. The Australian Department of Health recommends using the [Healthdirect Coronavirus \(COVID-19\) Symptom Checker](#) to answer questions about symptoms to see if you or someone needs to seek medical help or get tested.



Physical Distancing

Everyone has a responsibility to maintain physical distancing measures to prevent the spread of COVID-19 to themselves and others.

- a. During training, participants should **stay at least 1.5 metres away from each other** where possible.
- b. Entries and exits to the training venue should minimise physical contact in consideration with:
 - If practical, have separate entry and exit points to the venue
 - Stagger entry and exit timings to manage the flow of participants to the venue, including use of common areas (elevator, lobby, etc)
- c. Measure the square footage of a room or designated training space and calculate its safe capacity by allocating one person per **4 square meters**.
- d. For all onsite training requirements, workplaces are responsible for ensuring there is ample space in the room between people, for example by ensuring desks/workstations are adequately separated (4 square metres).
- e. Participants should not shake hands or exchange physical greetings.
- f. Where 1.5m physical distancing is not possible, make all efforts to greatly reduce the time spent within close proximity to another person.

Face Masks

To protect the people of NSW from the evolving COVID-19 outbreak, SLSNSW requires **ALL participants attending training to wear a face mask/ fitted face covering**.

Face mask/ fitted face covering means a mask or other covering that: (a) fits securely around the face, and (b) is designed or made to be worn over the nose and mouth to provide the wearer with protection against infection.

The following people are not required to wear masks:

- Children aged 12 or under, and
- Persons who have a physical or mental illness, condition or disability that makes wearing a mask unsuitable, for example, a skin condition, an intellectual disability, autism, or trauma.

Proof of exemption for not wearing a mask

- If a participant cannot wear a face mask because of a disability, physical or mental health illness or condition, the participant must carry either:
 - a medical certificate or letter signed by a registered health practitioner (such as a doctor) or a registered NDIS provider or
 - a statutory declaration.

Please note, the trainer may deny entry to any participants who refuse to provide individual face mask exemption evidence.

A person may remove a mask if they are:

- eating or drinking,
- communicating with another person who is deaf or hard of hearing,
- asked to remove their mask to confirm their identity.

Training Capacity and Scheduling of Training

Everyone has a responsibility to meet training capacity measures of 1 person per 4 metres of space to prevent the spread of COVID-19 to themselves and others.

Classroom capacity

- Classroom capacity needs to be determined as per the **4m2 rule**. Refer to the [Training Room or Area Set-Up](#) section of this document for more information and examples of training space considerations
- SLSNSW's face to face training has been limited to a **maximum of 10 participants (excluding the trainer)**.

Scheduling training

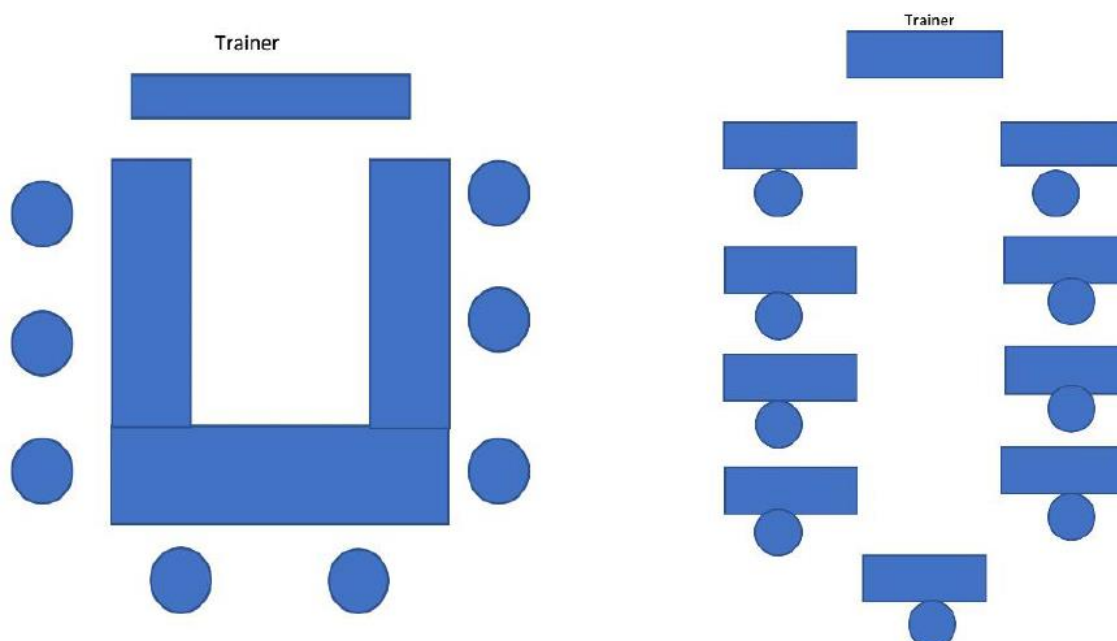
- If the number of participants that require face to face training will not meet the social distancing requirements, then you should **book as many sessions as needed to adhere to the social distancing and maximum number of participants requirements**.

Training Room or Area Set-Up

A Training Room or Area should be set-up to promote physical distancing and meet capacity measures of 1 person per 4 metres of space to prevent the spread of COVID-19.

- A training room or area set up should be different for the theory component and practical components
- A training room should have 2 entry or exit points where possible to allow for a single direction of pedestrian traffic flow and reduce the risk of people gathering at one access point
- If and where possible, mark areas for entry and exits, and the direction of pedestrian traffic to avoid gatherings and promote physical distancing
- Participants should be seated 1.5-2 metres away from each other to minimise physical contact, once they enter the room they must remain in the room if attending a short course to prevent potential cross contamination during training
- Signage should be displayed at training room or designated area and venue entries and exits.
- Training rooms or areas are best to be arranged in classroom style where possible—use the U Shape setup or individual desk setting to enable clear observation and ensuring adequate distancing between everyone. See the two example room configurations in this document that are recommended yet not mandatory
- Participants should stay in the same groups of participants and the same area where possible during all training during a training event to minimise contact with multiple people.

Examples of how a classroom can be re-configured:



Hygiene and Cleaning

Coronaviruses, such as COVID-19, can survive on surfaces for a few hours or up to several days depending on the temperature, humidity and type of surface. Keep yourself and others safe by taking good hygiene measures and cleaning frequently.

Cough etiquette

- a. Cough into a bent elbow if coughing while not wearing a face mask.
- b. Remove yourself immediately from any form of training environment if you start coughing as a dry cough is a common symptom associated with COVID-19 (see Notifications section of this document)

Training room

- a. Clean and disinfect all tables and surfaces prior to training commencement
- b. Have gloves available for people to use during training
- c. Thoroughly cleaning all surfaces

Hand Washing

- a. Avoid sharing equipment where possible to reduce the frequency of washing hands (and equipment)
- b. Each person to follow personal hygiene requirements. This includes washing their hands for at least 20 seconds with soap and water or use an alcohol-based sanitiser with at least 60% alcohol prior to commencing their practical assessment

Writing and paperwork

- a. Avoid sharing writing tools such as pens and pencils
- b. Participants should use their own pens to complete any paperwork
- c. Participants to clean hands prior to writing on, completing and submitting paperwork
- d. Should any writing tools need to be shared, they should be disinfected between users.

CPR and First Aid - Training and Assessment

CPR and First Aid training and assessment is a high-risk activity during the era of COVID-19 while also remaining valuable lifesaving training during unprecedented times.

Adaptation to training component for HLTAID001 - Provide cardiopulmonary resuscitation (CPR) Training (Mouth to mouth component):

- a. On the 15 April 2020, The Australian Industry and Skills Committee (AISC) announced a formal change to the delivery of CPR training
- b. All participants will still be trained and assessed in mouth to mouth ventilations for the provision of cardiopulmonary resuscitation, but SLSNSW will be modifying the technique to ensure risk minimisation
- c. For the period of the COVID-19 pandemic, **SLSNSW must not allow participants to breathe directly into a manikin**
- d. Participants are to perform mouth to mouth ventilations/recue breaths to the side of the manikin without direct contact, rather than into the manikin
- e. Participants should take a breath and place their widely open mouth beside the manikin mouth (without contact) and blow to demonstrate inflating the lungs with a volume to achieve chest rise
- f. Clearing the airway, positioning the head, and pinching the nose must all be carried out as normal
- g. There are assessment requirements of the Training Package that require participants to be in closer contact (i.e. demonstrating recovery rolls and administration of an adrenaline autoinjector). For these assessments:
 - i. Wash hands prior to commencing practical assessment as per personal hygiene requirements.
 - ii. Immediately following these assessment requirements all participants will need to wash their hands thoroughly and equipment will be wiped down with alcohol wipes.
 - iii. Avoid physical contact with other people.
- h. All participants should always wear gloves while participating in training activities, including when utilising or handling first aid and resuscitation equipment, e.g., defibrillators, bag-valve masks.
- i. Emergency care and First aid skills, including a primary and secondary assessment and the use of an AED, should be demonstrated on a manikin or the member themselves where possible.
- j. New bandages for each course or wash bandages between every course

- k. Videos will be shown where possible, instead of providing live practical demonstrations, to eliminate the need for cleaning and to avoid physical contact



Control Measures

All efforts should be taken to prevent viral spread. Below are some examples of safety control measures that can be included during training.

- The practicing of resuscitation techniques should be done using manikins and protective equipment, but only if the equipment can be properly cleaned and disinfected, and hand hygiene is observed before and after training
- Thorough cleaning and disinfection of training equipment between usage, as well as hand-hygiene before and after training.
- It is recommended that participants in vulnerable groups (eg. older people, people with compromised immune systems etc) avoid training that requires contact for their own safety.

Relevant Links

Listed below are useful resources and links:

- [NSW Government - COVID-19 rules and restrictions in NSW](#)
- [Safe Work Australia website for COVID-19 information for workplaces](#)
- [Australian Skills Quality Authority for FAQ on COVID-19 compliances for face to face training](#)
- [Fair Work Australia for COVID-19 and Australian workplace laws](#)

Contact Us



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