

## COVID Safety Checklist for ACFA Workplace Training

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Student Name/s: \_\_\_\_\_

### Training and Assessment Option for remainder of 2021

I would like to Opt-in for Face-to-Face Training Visit

I would like to continue online training and assessment visits

Please tick the following questions to provide confirmation of your organisation's COVID Safe measures:

	Yes	No
Our organisation has an up-to-date Covid Safe Plan		
Do you ensure any unwell staff members do not attend the workplace?		
Do you ensure your staff follow physical distancing and follow the 1 per 4 square metre directive?		
Do you ensure staff follow good hand hygiene practices, including hand sanitising?		
Do you have open spaces with minimal people congestion to enable Covid-safe training visit?		
Do you enforce QR check-ins for all staff and visitors?		
Do you have measures in place to ensure ventilation? For example, opening windows and doors and reducing recirculation of air.		

### Covid-19 Vaccination

ACFA will only request to sight your staff's vaccination digital certificate.

ACFA will not keep record, collate, or share your vaccination records without prior consent.

Please be assured, your training and assessment services will not be disadvantaged due to your vaccination status. Prior to December 1, your training and assessment will continue to be delivered online. After December 1, ACFA's staff will deliver face-to-face training to vaccinated and unvaccinated students, however our staff must wear masks when training unvaccinated students/supervisors.

ACFA is following the NSW Health advice.

Please provide information below on your training supervisor and apprentice/s vaccination status.

Is the Training Supervisor double vaccinated?	Yes	No	Prefer not to say
Is your apprentice/s double vaccinated?	Yes	No	Prefer not to say

Comments: (Optional)

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**Declaration:** By signing this form, I confirm the information provided on this checklist is true and correct.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return completed form prior to training session to: [training@acfa.net.au](mailto:training@acfa.net.au)

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If you have any questions or concerns with this COVID Safety Checklist, please feel free to contact ACFA's Training Manager Kristy Cole at [kcole@acfa.net.au](mailto:kcole@acfa.net.au) or 02 4340 2000