

Guidelines for Returning to Training and Workplaces

A staged approach must be taken to protect all participants in the process of returning to face-to-face delivery of courses and onsite work. All reasonable and practicable precautions must be taken to ensure that the safety of all participants is maintained and monitored, and that the risk of community transmission is as low as possible.

Responsibilities & Documentation:

A. CMTO Training Manager Checklist

A.1. **CMTO Training Manager** must provide the Station Training Coordinator and the CMTO Trainer with the correct information and paperwork to safely deliver training, prior to the commencement of the training, using the CMTO Training Manager Checklist.

B. Station Training Coordinator Checklist

B.1. **Station Training Coordinators** must conduct a thorough review of their training area(s) prior to the arrival of the CMTO Trainer and students using the Station Training Coordinator Checklist.

B.2. **Station Training Coordinators** must complete the attached Station Training Coordinator Checklist and return to the CMTO Training Manager.

C. Trainer Checklist

C.1. **CMTO Trainers** - must conduct a thorough review of their training area(s) using the Trainer Checklist

C.2. **CMTO Trainers** return their completed Trainer Checklist to the CMTO along with their Trainer Report after delivery of each face-to-face training session.

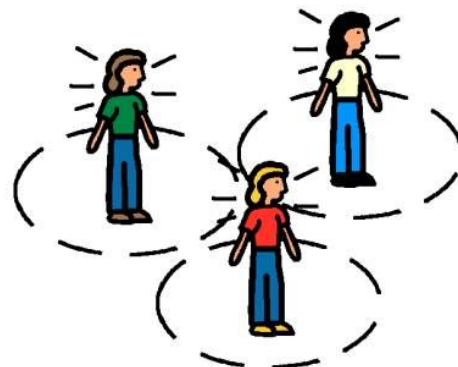
C.3. **The CMTO** will reimburse trainers and stations to purchase and provide appropriate supplies and equipment to ensure that they can adhere to these guidelines.

Strategies:

Physical distancing

All individuals are to keep 1.5m away from each other, and each person should have 4 square metres of space around them.

This will affect the number of students you can have in the training room. As a rule, you should have 1.5m between students sitting at desks.



Setup of learning and workspaces

Prior to the commencement of training, an assessment must be conducted by the **Station Training Coordinator** on the following items.

These items then must be checked and signed off on by the **CMTO Trainer** to ensure all bases have been covered.

- Identify common contact points/surfaces people interact with (e.g. door handles, desks, keyboards, mice, headphones, microphones, buttons on studio panel/ CD player, kitchen areas)
- Calculate the number of people you can have in an enclosed space at any one time. One person per 4 square metres (1.5m distance apart)
- Access to cleaning supplies (e.g. liquid hand soaps, disinfectants, cleaning rags, paper towels etc) Trainers and stations can be reimbursed for the purchase of these supplies by the CMTO prior to the training session.
- Put up signs to remind people of good hygiene practices (particularly in the bathroom)
- Where possible, provide hand washing facilities or hand sanitiser at entry and exit points

Procedure for entering the training area

- Before starting any scheduled training or work, surfaces must be cleaned with hot soapy water or disinfectant and marked as cleaned on a cleaning checklist
- Upon entering the training area, all individuals must wash their hands with warm soapy water for at least 30 seconds
- All individuals must keep a physical distance of 1.5 metres with at least 4m² distance around each person
- All participants are to be briefed on safety practices by the Station Coordinator or the CMTO Trainer

Procedure for the duration of training

- Shared equipment must be disinfected before and after each use by participants.
- After handling equipment, participants should be encouraged to wash their hands

Procedure for exiting training area

- Individuals leaving the training area must wash their hands before exiting
- A thorough clean of all surfaces interacted with must be conducted and signed off on by the CMTO Trainer
- The CMTO Trainer cleaning checklist should be completed at the end of the day to ensure that all common surfaces have been cleaned. This is signed off by the CMTO Trainer and provided to the Station Training Coordinator and CMTO Training Manager in your trainer report.

A. CMTO Training Manager Checklist

Prior to the commencement of training, please ensure you have provided the Station Training Coordinator and the CMTO Trainer with the correct information and paperwork to safely deliver training. Please fill out the checklists below:

Station Training Coordinator

Have you sent/received:

Item	Send Date	Received
Station Training Coordinator Checklist		
Information on reimbursement for cleaning supplies		
Information on physical distancing and hygiene requirements		
COVID-19 packs		

CMTO Trainer

Have you sent/received:

Item	Send Date	Received
POLPRO 45 Pandemics and Epidemics		
Student Information Email		
COVID-19 packs		
CMTO Trainer Checklist		
Cleaning Report		
Compliance Report		
Trainer Report		
Trainer Feedback		
Trainer Timesheet		

Student Information Email Template

Hi NAME,

Thank you so much for your interest in participating in COURSE NAME at STATION NAME. The course delivery date has been set for the DATE.

The CMTO are committed to ensuring that your training is conducted in a safe learning environment. We are taking the following safety measures to ensure that all participants are protected:

- The number of participants has been adjusted to adhere to physical distancing recommendations
- Cleaning supplies have been provided to your trainer and station
- Hand soaps and sanitisers have been provided to your station
- Adequate signage on hygiene, correct handwashing technique and social distancing measures have been placed around the training area
- Your CMTO Trainer will give you a safety briefing at the start of your training session to run you through protocols and safety measures
- All shared equipment will be disinfected between each use by participants
- CMTO Trainers will provide each student with their own pop filter
- The training area will be thoroughly cleaned prior to and after your course

All participants are required to bring their own:

- Pens / Pencils / Stationery
- Notebook
- Lunch / snacks
- Cutlery
- Water bottle

Please DO NOT attend if you are presenting with flu-like symptoms such as:

- fever
- shortness of breath
- cough
- sore throat

If you are feeling unwell, please inform your Station Coordinator or CMTO Trainer that you will not be in attendance via email or text. **Your CMTO Trainer reserves the right to send you home if you display flu-like symptoms on arrival.**

You can find more information in the **FAQ document** attached with this email.

SIGN OFF

B. Station Training Coordinator Checklist

Name:

Date:

(To be completed and sent to the CMTO Training Manager by the Station Training Coordinator prior to commencement of face-to-face training)

Physical Distancing Calculator

To calculate the maximum number of individuals your training space can hold safely (including the trainer), you must measure your training space in m²

If you do not know the area of your training space(s), you can calculate the m² by measuring the area of your training space [HOW TO GUIDE HERE](#).

Once you know the m², you can use the formula below.

Formula:

Training Space Area in m² ÷ 4 = maximum number of individuals

**E.g. 50m² ÷ 4
= 12.5
= 12 Individuals maximum in the training room.
Always ROUND DOWN.**

Training Space	Training Space Area (In m ²)	Max. no of individuals (4m ² each)

Common Contact Points/Surfaces

Item	No. of items
Computer Keyboards	
Computer Mice	
Desk Surfaces	
Door Handles	
Handrails	
Headphones	
Kitchen area	
Lights and power switches	
Phones	
Radio Panel(s)	
Taps in kitchen/bathroom	
Chairs	
Microphones	
Pop Filters	
Playback consoles (CD players etc)	
Other (specify)	

Cleaning Supplies

Please list the cleaning items available to use for sanitisation prior to and after training has taken place.

Item	
Detergent	
Disinfectant	
Antiseptic	
Cleaning cloths	
Paper towels	
Covered bins	
Hand soap	
Hand sanitiser (alcohol based)	
Other	

Signage – Good Hygiene Practices

Please print off and place good hygiene practice signs in clearly visible areas around your station / training room. Current Posters for Covid-19 can be found via the link below

[Posters – Good Hygiene Practices – Australian Government Department of Health](#)

Area	Yes/No
Communal Areas (kitchen)	
Bathroom	
Training areas	
Entry/Exit Points	

NOTES

DO NOT use aerosolised disinfectants on microphones and pop shields! Not only does it not work, you risk damaging your equipment.

Clean your technical equipment using antiseptic. Antiseptics will not do damage to hardware, whereas disinfectants contain chemical compounds that are not suitable for use on hardware. Pure Isopropyl alcohol is a good antiseptic. Methylated spirits are also effective but may leave a residue on equipment if too much is used.

For more information on cleaning technical equipment, Read the [Technorama Station Cleanliness Article](#).

Use of Shared Equipment / Surfaces

When using shared equipment, the equipment must be cleaned/disinfected between each use by participants. Pop filters **should not be shared** between participants.

Shared surfaces must be cleaned/disinfected between each use by participants. Where possible, try to avoid common contact points. E.g. leave doors open to avoid using door handles.

C. CMTO Trainer Checklist

Trainer Name:

Date:

Step 1: Have these areas been cleaned:

Item	On Entry Y / N / NA	On Exit Y / N / NA
Computer Keyboards		
Computer Mice		
Desk Surfaces		
Door Handles		
Handrails		
Headphones		
Kitchen area		
Lights and power switches		
Phones		
Radio Panel(s) faders and buttons		
Buttons on playback consoles (CD players etc)		
Taps in kitchen/bathroom		
The underneath area of chairs (where people grab to move their chairs)		
Microphones		
Pop Filters		

Step 2: Compliance Report

Compliance Item	Yes/No	Reason (if applicable)
Did you send all participants the Student Information email and FAQ prior to the session?		
Was there adequate signage on good hygiene practice in the training area and communal facilities?		
Were adequate cleaning supplies available to appropriately clean and disinfect the training area?		
Were hand cleaning/sanitisation stations set up and easily accessible during your training?		
Were all training areas set up to implement safe physical distancing measures?		
Were all shared surfaces and equipment cleaned before and after each use by a participant? E.g. Panel, zoom recorder etc.		

Signed: _____

FAQ

Q. What is the difference between cleaning and disinfecting?

- **Cleaning** means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water.
- **Disinfecting** means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. If using a store-bought disinfectant, choose one that has antiviral activity, meaning it can kill viruses. This should be written on its label.

Q. Should everybody wear a face mask when they come into the station/office?

Wearing a mask can help protect yourself and others if you are in an area where there is an opportunity for community transmission to occur. For example, in places where physical distancing is not possible (e.g. a small studio or training room). While a mask can be used as an extra precaution, you must continue to stay at home if you are feeling unwell.

Wearing a mask is not enough to prevent transmission on its own. The most effective way to protect yourself and others against COVID-19 is to frequently and thoroughly wash your hands, cover your coughs and sneezes, and maintain a distance of at least 1.5 metres from others.

Please refer to the Australian Government Department of Health link [HERE](#) for State/Territory/Region specific advice on mask usage.

Q. Should everybody wear gloves when they are in the station/training room?

The short answer is no.

The use of gloves when not indicated represents a waste of resources and does not contribute to a reduction of cross-transmission. It may also result in missed opportunities for hand hygiene. Gloves do not provide complete protection against hand contamination. Thorough hand washing after interacting with surfaces is the best method for reducing risk of transmission.

Q. I am an immunocompromised/high risk category individual, is it safe for me to return to the station/training?

At this stage, for your own safety it is best to continue working/studying remotely.

References

- Australian Government - Department of Health. (2020, May 11). *Coronavirus (COVID-19) campaign resources*. Retrieved from <https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources#posters>
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