

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.

D. Student checklist

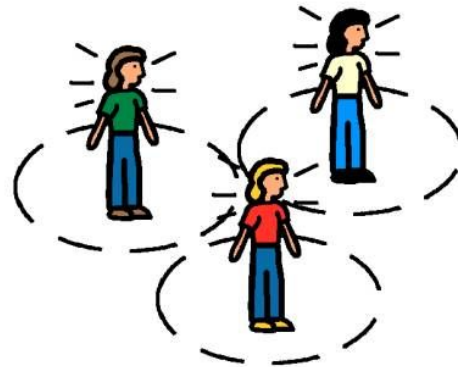
- D.1. Students who are unwell are advised not to attend class and contact the CMTO to make other arrangements
- D.2. Students are aware how they can obtain the CMTO policies and procedures or the host station policies and procedures
- D.3. Students are able to enquire about the CMTO or stations COVID-19 training kit

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.



Vaccination Status

In Australia the requirement for students and trainers to be vaccinated to attend face-to-face training and on-the-job practical assessments differs from state to state.

The CMTO Trainer and Station Training Coordinator must ensure they are aware of all state-based regulations and ensure they have discussed strategies and requirements with the CMTO Training Managers before training commences.

In those states where vaccination is not mandatory, trainers and students are strongly encouraged to receive their Covid 19 vaccination prior to training commencing.

In those states where vaccination is mandatory for students, their vaccination proof or medical exemption must be checked by the trainer prior to training commencing. Students must follow any check-in or documentation procedures mandated by the relevant State Government.

In those states where vaccination is mandatory for trainers, their vaccination proof is required to be sent to CMTO prior to the training commencing and securely stored.

Vaccination survey

In those states where vaccination is not mandatory for face-to-face training, the CMTO has an electronic vaccination survey form that can be sent to students and trainers and to be completed anonymously. This survey will assist the CMTO in determining whether the course should proceed face-to-face or be conducted online.

The CMTO Training Manager will determine the best method of delivery following consultation with the Trainer and Station Training Coordinator.

Mask wearing

CMTO strongly encourages mask wearing for trainers and students in those states where mask wearing is not compulsory.

In those states where mask wearing is compulsory masks must be worn by trainers and students on the premises unless there is a medical exemption, whilst eating and

drinking or there is a requirement for clear enunciation of words.

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.

- Ensure that the site where the training is being conducted from has a COVID Safety Plan and that QR Code or other appropriate check-in facilities are in place
- 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
- All trainers, students and other staff are strongly encouraged to check the latest Covid Safe information in their state to ensure that they are complying with the latest Covid Safe rules.

Procedure for entering the training area

- All trainers, students and other staff or volunteers must check-in according to site procedure.
- For states that have a mask mandate, masks must be worn by students and trainers when entering the premises, unless the student trainer has a medical exemption.
- 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
- Where possible the trainer is encouraged to stagger break times with students

Procedure for exiting training area

- Individuals leaving the training area must wash their hands before exiting
- All trainers, students and other staff or volunteers must check-out according to site procedure. 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/ reviewed:

Item	Send Date	Received/Reviewed
Station Training Coordinator Checklist		
Information on reimbursement for cleaning supplies		
Information on physical distancing and hygiene requirements		
COVID-19 packs		
Checked current state-based Covid 19 restrictions		
The current Covid safe plan lodged with your state government if applicable?		
Where applicable the training coordinator could consider improvements to ventilation in training area		

CMTO Trainer

Have you sent/received/ reviewed:

Item	Send Date	Received/Reviewed
POLPRO 45 Pandemics and Epidemics		
Document 79 Guidelines for returning to the workplace		
Student Information Email		
COVID-19 packs		
CMTO Trainer Checklist		
Cleaning Report		
Possibility of staggered break times		
Possibility of improving the ventilation of training area		
Compliance Report		
Trainer Report		
Trainer Feedback		
Trainer Timesheet		

Checked current state-based Covid 19 restrictions		
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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
- If you are undertaking training in a state where masks are compulsory, masks are required to be worn on the premises unless eating or drinking or unless you have a medical exemption. In all other states masks are strongly encouraged.
- If you are undertaking training in a state where Covid 19 vaccination is compulsory, proof of vaccination is required unless you have a medical exemption. In all other states vaccination is highly recommended and is strongly encouraged for all participants.
- 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
- The training venue has a COVID Safety Plan in place and the facilities to check-in using a QR Code or other appropriate check-in procedure.
- 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
- Where possible, additional ventilation will be provided, together with opportunities to be outdoors for breaks and tasks where practical.
- The CMTO or host stations will supply additional items in the training kit and that may include: masks, rapid antigen tests, microphone socks etc. Please check with CMTO prior to commencing training as to what is included.

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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

Please check the latest COVID-19 rules which apply to the state to which you are undertaking your training prior to class attendance.

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)	
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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?		
Did you review and follow the current Covid-19 restrictions in the state where the training is taking place?		
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?		
In those states where compulsory QR check in is in place, was the mandate being adhered to?		
In those states where a mask mandate was in place was the mandate being adhered to?		

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: _____

D. CMTO Student checklist

Item	Yes/No	Reason (if applicable)
I know how to ask for the latest CMTO Covid-19 policies and procedures		
If I am unwell, I know the contact at CMTO to make alternate training arrangements		
I can access the CMTO sanitizers and other cleaning products in class		
I have checked the latest COVID19 restrictions in my state prior to attending class		
I know who to contact at CMTO to have access to the host station COVID-19 policy		
I know how to access supplies in class such as masks etc in the CMTO station training kit.		

Signed: _____

Frequently asked questions

Q: Do all trainers, students and staff need to be double or triple vaccinated

It is strongly recommended that everyone involved in CMTO training is double vaccinated. Some states have differing rules, so it is best that you check directly with your respective state governments health website. There may be a mandatory vaccination requirement in the venue in which the training is being undertaken, where similar rules around providing proof of vaccination before entry may also be in place.

Q. I am an immunocompromised/high risk category individual, or I live with an immunocompromised household member(s), is it safe for me to return to the station/training?

At this stage, for your own safety and the safety of your household members it is best to continue working/studying remotely.

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

In those states where there is a mask mandate wearing a mask is required for all training undertaken indoors unless you have a medical exemption.

In those states where there is not a mask mandate, wearing of masks by the trainers and staff is strongly encouraged.

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. Please also frequently and thoroughly wash your hands, cover your mouth when coughing and sneezing, and maintain a distance of at least 1.5 metres from others (or more depending on the current restrictions in your state).

Please refer to the Australian Government Department of Health link [HERE](#) for State/Territory/Region specific advice on mask usage or please see below links to further information.

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. 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. Are Covid-19 laws the same in every state?

Covid rules are state based and ever changing. Please check your state-based rules prior to attending face to face training. The host stations should also have Covid-19 policies and procedures in place. Below are policies and procedures in relation to CMTO. You can also check with your host station with regards to their Covid-19 policies and procedures.

Q. What are the CMTO Policies, procedures, forms, and documents around Covid-19?

- Form 7 Host station agreement
- POLPRO 45 Epidemics and pandemics
- DOC 79 Guidelines for safe return to training and workplaces
- DOC 78b risk management framework
- Form 31 Incident report form

Q. What will be contained in the CMTO Covid safe training kit?

The CMTO will supply a Covid safe training kit prior to attending class. Please check with CMTO prior to attending class as to what is included.

The kit may include cleaning supplies, masks, microphone socks, rapid antigen tests, hand sanitiser and alcohol-based wipes.

Q. What if I have questions, concerns or recommendations in relation to the Covid safety practices of the CMTO training?

Please email: info@cmtto.org.au with any questions or comments that you have.

Q. I am a student and feeling ill. Should I still attend training?

Please do not attend training if unwell. Please contact the CMTO on 9318 9626 to make alternative arrangements.

Works Cited

- 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>
- Safe Work Australia. (2020, May 08). *Safe Work Australia*. Retrieved from www.safeworkaustralia.gov.au: <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>
- Technorama. (2020, May 11). *99.9% FATAL TO GERMS; 100% FATAL TO MICROPHONES!* Retrieved from Technorama: <https://technorama.org.au/?p=3521>
- Technorama. (2020, May 11). *PANTYHOSE POPFILTERS AND COVID-19: NOT SO GOOD*. Retrieved from Technorama: <https://technorama.org.au/?p=3571>
- World Health Organisation. (2020, May 08). *World Health Organisation*. Retrieved from World Health Organisation - Covid-19 Response: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

Further Information

<https://www.nsw.gov.au/covid-19/stay-safe/rules>

<https://www.coronavirus.vic.gov.au/coronavirus-covidsafe-settings>

<https://www.health.gov.au/health-alerts/covid-19>

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>

<https://www.covid19.act.gov.au/restrictions/current-restrictions>

<https://www.coronavirus.tas.gov.au/families-community/current-restrictions>

<https://www.covid-19.sa.gov.au/restrictions-and-responsibilities/activities-and-gatherings/current-activity-restrictions>

<https://coronavirus.nt.gov.au/stay-safe/slow-spread/current-restrictions#:~:text=You%20are%20no%20longer%20required,hospitals%20and%20health%20care%20facilities>

<https://www.wa.gov.au/government/covid-19-coronavirus/covid-19-coronavirus-what-you-can-and-cant-do>