

COVID-19 Safety Protocol V2 May 2022

Blue Knot Foundation Training and Services Guidelines

The Blue Knot Foundation recognises that the COVID-19 pandemic is a public health issue, that all actions in respect of COVID-19 should be founded in expert health advice and that the following principles operate subject to the measures agreed and implemented by the Department of Health.

<https://www.healthdirect.gov.au/covid19-restriction-checker>

The Blue Knot Foundation delivers training and services around Australia. Below are some key guidelines to assist in keeping everyone safe in the return to face-to-face delivery.

Attending a venue

Each venue attended to provide a key service for the Blue Knot Foundation that being inclusive of:

- Public Training.
- Organisational in-house Training.
- And/or any other service as procured by the Blue Knot Foundation.

should have a safety protocol in place in line with government requirements and restrictions.

Blue Knot Guidelines

1. Prior to training/supervision or any other activity the facilitator and organisations involved will have copies of all relevant safety protocols and aim to adhere to those protocol. The organisation will provide a copy of their safety protocol to Blue Knot Foundation.
2. If a facilitator/supervisor attends a venue that is clearly not adhering to safety protocols the facilitator/supervisor is within their rights to leave the premises and not provide the service.
 - a. This is after communication with both the organisational contact and Blue Knot Foundation key staff.

president

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patron

Thomas Keneally AO

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Blue Knot Helpline

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- b. This may occur if the safety issues cannot be remedied in the timeframe required to safely facilitate the training session.
- c. If the facilitator is uncomfortable, they are encouraged to contact Blue Knot in the first instance to discuss their concerns.

3. Basic personal safety protocol expectations:

- a. Participants or facilitators should not attend the event/session if they are unwell or required to self-isolate. It is the organisation's/individual's responsibility to identify when they are unwell and a risk to others. It is the facilitators responsibility to identify when they are unwell and a risk to others and advise Blue Knot as soon as practicable with at least 24hrs notice,
- b. If an organisation has an outbreak or if someone tests positive to COVID-19 that has been in contact with other participants, they should contact Blue Knot Foundation to discuss options for the training's facilitation;
- c. If a facilitator has tested positive to COVID-19 they should contact Blue Knot Foundation as soon as practicable to advise they are unable to facilitate the training.

4. Basic Hygiene protocol expectations:

- a. Organisations provide hand sanitiser at multiple locations throughout the venue/room provided.
- b. For facilitators to bring own hand sanitiser for personal use
- c. Venue/organisations to make sure regular cleaning occurs with detergent/disinfectant of surfaces and equipment to be used such as monitor, phone, keyboard and mouse. This is inclusive of bathrooms.
- d. Hand washing occurs when frequenting the bathroom and before touching shared food surfaces.
- e. Venues/organisations must observe good hygiene practices when handling food for participants in the breaks. Protocol around this included in safety planning. This should be shared with the facilitator and participants at the beginning of the training day.

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5. Physical Distancing:

- a. All venues whether in house or external need to observe the physical distancing regulations as advised within the space provided for the training.
- b. If the Blue Knot Foundation books the venue, participant numbers will be adapted as necessary, to meet the distancing guidelines.
- c. When organisations are planning for training the space required for number of participants needs to be considered and communicated so Blue Knot staff can provide accurate information regarding logistics.
- d. It is important to observe physical distancing throughout the training day or supervision session inclusive of breaks as appropriate.

6. Record Keeping:

- a. If organisations are keeping name and mobile number or email address for all staff, visitors and contractors, records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.
- b. The Blue Knot Foundation will also keep a record of all participants that attend the training, this is generally for registrations and certificates, but this information will also be used for tracing purposes in relation to COVID -19. Therefore, it is important that all participants sign in and facilitators check before ending the training that all participants have signed in.

Travel – For Facilitators

7. In the instance there is air travel involved in the booking, safety protocol of the airline will need to be observed via their website.
 - a. The facilitator accepts the risk associated with public travel
 - b. In the event of travel restrictions – if an organisation has requested a specific trainer that is unable to travel due to restrictions the choice is available to change the facilitator or hold the booking until travel restrictions lift.
 - c. All of the above hygiene procedures should be observed to minimise risk.

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- d. If taking public transport, the same distancing and hygiene rules apply. If utilising public transport to attend the training or other service, it is the choice and responsibility of the participant and facilitator.

8. Accommodation

- a. Where a facilitator has travelled and needs overnight accommodation the safety protocol for this venue will need to be able to be accessed via their website.
- b. Only venues with clear safety protocol should be utilised for overnight accommodation.
- c. The Blue Knot Foundation takes no responsibility for the choice of accommodation made by the facilitator and encourages the use of venues with well documented safety protocol.
- d. If a facilitator chooses to stay with family or friends in the location of the training, it is again the responsibility of the facilitator to make good safety decisions.

The Blue Knot Foundation puts safety first and encourages good decision making and personal responsibility when facilitating a face-to-face service.

To ensure the safety of all, good communication and flexibility is required at all stages of the process.

In signing this document, the organisation and facilitator agree to take responsibility for their observance of the safety protocols as set out by both the Blue Knot Foundation and the booked venues/locations including public transport hubs.

Signed;

Signed;

Name:

Name:

Organisation:

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