

13th May 2020



To all our valued customers,

The safety and wellbeing of yourselves and your staff is our utmost priority. The following statement outlines Safe Hire's procedures to keep everyone safe and help reduce the community spread of COVID-19 while providing training sessions under alert level 2:

- If potential trainees are showing signs of being unwell or recently arrived or returned from overseas (or been in contact with someone who has) within the last 14 days, do not attend your course, you may rebook at no cost.
- Checking in with our trainers prior to a training course to ensure they are healthy to train.
- All trainees will be required to sign in and out (this is important for contact tracing).
- We'll require a form to be completed by each trainee on arrival asking them to declare that they are not presenting to training with flu/Covid-19 symptoms, that they have not been in contact with any other person showing these symptoms in the last 14 days and that they haven't returned from overseas in the last 21 days. Any learner who presents a risk will be asked to leave and reschedule their training to a later date, at no additional cost.
- Our trainers will provide a short briefing prior to course commencement covering MOH guidelines for cleanliness, also ensuring social distancing throughout the day and during course training sessions.
- All courses will be limited to 8 attendees, each attendee will be placed well apart.
- No food or hot drinks will be provided. Attendees will need to bring/provide their own.
- Thoroughly cleaning the classroom and contact surfaces.
- Providing hand washing facilities, tissues and hand sanitiser in the classroom. It is a requirement for all learners entering and exiting the classroom to use the hand sanitiser provided.
- Prominent COVID-19 signage in the classroom.
- We will ask learners displaying any symptoms to leave and reschedule their training to a later date, at no additional cost, and when they are feeling well.

We appreciate your patience and co-operation in helping us carry out these procedures. We want to assure you that Safe Hire is focused on prioritising the wellbeing of your workers. Please don't hesitate to contact us if you have any concerns about your upcoming training, or if there are any other measures we can take to assure your worker's safety.

Thank you,

On behalf of our team at Safe Hire Limited

TEMPORARY FENCING, PORTABLE BUILDINGS, ELEVATED WORK PLATFORMS + TRAINING

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