



## ***Esitrain Scheduled 'Face to Face' training to recommence***

Due to COVID-19, Esitrain was forced to suspend its delivery of 'Face to Face' training from the 17<sup>th</sup> of March 2020.

It is proposed that from Monday the 20<sup>th</sup> of July 2020, Esitrain will reactivate the 'Scheduled' training sessions for its 'Face to Face' training on the [Esitrain website](#). This is dependent on any changes to the Queensland Government COVID-19 mitigation strategy.

The training sessions will be delivered with strict adherence to the COVID-19 health guidelines to prevent the potential spread of the virus. The class sizes have been reduced to a maximum of 4 participants. It is expected that all participants visiting any of the Esitrain training centres have met all the [Health Self-Assessment requirements](#) as stipulated by the Queensland Government.

In addition, each trainee attending a training course at Esitrain **MUST** complete an EQL Health Screening Form (copy of the form is included below) and return it to Esitrain Administration prior to the commencement of the training.

Esitrain has maintained the delivery of 'Online' training during the COVID-19 restrictions and there will be no interruption to the delivery of this training.

## ***Improvements to the Esitrain Website:***

### ***New 'Credit Card Payment option' on the Esitrain Website***

A new Credit Card payment option is in process of being installed on the Esitrain website.

This feature will enable customers to pay for their requested training at the same time as when they nominate for their required training courses.

This will greatly speed up the time it takes for a customer to gain access to their requested training, especially if they have requested 'Online' training.

Proposed to be implemented by August 2020.

### ***'Training Refresher' Information***

Training Refresher period information has now been added to all of the courses, under the 'Summary' heading, that are advertised on the Esitrain Website.

## **Esitrain Contacts**

For all training enquiries:

- Esitrain webpage: [www.esitrain.com.au](http://www.esitrain.com.au)
- Esitrain Administration: [admin@esitrain.com.au](mailto:admin@esitrain.com.au)
- Course Bookings: [bookings@esitrain.com.au](mailto:bookings@esitrain.com.au)
- Phone: (07) 3664 5700 (*Option 1 – Course Bookings, Option 2 – Administration*)
- Esitrain Business Manager: [Stewartmacdonald@esitrain.com.au](mailto:Stewartmacdonald@esitrain.com.au)



# Visitor Questionnaire - Health Screening Form

Dear Sir/Madam

To reduce the risk of exposure to our staff and visitors of novel coronavirus (COVID-19) in our workplace, we are conducting a simple screening questionnaire. Whilst not compulsory, it is a condition of entry to our site.

Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

Visitor's name:

Visitors contact number:

Mobile:

EQL point of contact:

EQL point of contact number:

Meeting venue/level/department to be visited:

## SELF-DECLARATION BY VISITOR

1 Do you have the following symptom(s)? Please tick the relevant box(es).

- Fever     Cough     Fatigue     Sore Throat     Shortness of breath

2 Have you been in close contact with either of the following in the past 14 days:

- a confirmed novel coronavirus (COVID-19) patient; and/or
- someone isolated/tested (ie. not a confirmed case).

Yes     No

3 Have you returned from overseas in the past 14 days?

Yes     No

If yes, please indicate the country(s) visited: \_\_\_\_\_

Signature (visitor): \_\_\_\_\_ Date: \_\_\_\_\_

### Assessor:

- (a) If one (1) symptom and affirmative answers to question 2 or 3 then access is denied.
- (b) If more than one (1) symptom, access is refused - Invite the person to contact their doctor and advise meeting host.

If you have any queries, please direct them to your EQL point of contact in the first instance.



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## Appendix to the Visitor Questionnaire

A list of countries and regions which are considered by Communicable Disease Network Australia (CDNA) to pose a risk of transmission to travellers arriving in Australia is available here:

<https://www1.health.gov.au/internet/main/publishing.nsf/Content/ohp-covid-19-countries.htm>

The CDNA is a joint initiative of the National Health and Medical Research Council and Australian Health Ministers' Advisory Council.

### Definition of "close contact":

According to available information, the virus that causes the COVID-19 illness is transmitted by small droplets from an ill person, in particular during close contact. This includes for example:

- people who have shared the same living space as an ill person when that person showed symptoms;
- people who have had direct face-to-face contact, at a distance of less than 1 metre from the ill person, when the person coughed, sneezed or during a discussion;
- people who have had intimate relations with the ill person;
- work colleagues having shared the same work space with the ill person; and
- people who were sat next to the patient on an aircraft or train, or people who have been in a confined space with the patient.