

COVID Guest Protocols & Procedures

As the Australian Shiatsu College recommences teaching, training and clinic activities at its principal location in Evans St Brunswick, the following processes and procedures are to be implemented to minimise the risk of COVID 19 transmission and infection for staff, students, guests and visitors to the College building.

The college has made available online its [COVID Building Cleaning Protocols](#).

Key Principles

- Physical Distancing
- Hand Hygiene
- Coughing/sneezing hygiene
- If sick, stay home
- Leave no mess!

Personal

All visitors to the college (including staff, students, venue hirers, clients, workshop organisers/presenters, workshop attendees must adhere to the above key principles.

- All visitors are required to record their attendance at the college utilising either the QR scan code provided at the front door or on the sign in sheet**
- Physical distancing: all persons who are within the building must maintain the protocols of physical distancing i.e 1.5 metres between individuals (unless undertaking shiatsu or similar health work practices)
- For workshops & classes, an occupancy of 1 person per 4 square metres is to be maintained:
 - White room - max 22 pax
 - Yellow room - max 11 pax
 - Open space - max 31 pax
 - Kitchen - 18 pax
 - Kitchen table - max 8 pax
- You are required to stay at home if you develop signs and symptoms of COVID19 (fever, dry cough, fatigue, sore throat, loss of smell)
- If you develop these symptoms whilst attending the College, you must notify the teacher/facilitator/workshop organiser and the College, and go home. Please seek medical advice.
- Wash your hands with soap and water (30 seconds min) or an alcohol-based hand sanitiser upon entering the building, before and after eating, before and after any form of body work, after using the bathroom, after coughing or sneezing.
- Hand sanitiser will be available at reception and in the kitchen
- Avoid touching face, nose and eyes

- i) Coughing/sneezing protocol - use a disposable tissue to cough or sneeze into, or your elbow if a tissue is not available. Dispose of the used tissue as soon as possible in a closed lidded bin and wash your hands.
- j) Wearing a face mask is currently compulsory in Victoria. For those who have a medical exemption from doing so will be required to sign a form to that effect

Building

- a) Venue hire requirements will be accommodated according to the social distancing parameters outlined above
- b) Each room is signed with maximum number of occupants allowed at one time
- c) The building is subject to a regular cleaning protocol, which includes cleaning of high traffic hard surfaces on a daily basis, and a regular twice weekly deeper clean
- d) All visitors to the building must clean their hands immediately after entering the building by either washing hands with soap and water (30 seconds min) or an alcohol-based hand sanitiser
- e) Hand sanitiser will be available in the kitchen and at reception
- f) All visitors must ensure safe physical distancing protocols of 1.5 metres between individuals are met, unless undertaking shiatsu or similar health work practices