

Safe Training Delivery Requirements based on National Return to Work Safety /Public Health/ Health & Safety Protocols							
Training Demand	Who will deliver the training?	Pre-Hire Questionnaire to be completed and returned prior to commencing. (Currently drafted and with HR Resourcing Mgr for sign-off with Chief People Officer)	COVID Awareness (needs slide for classroom and a handout for all)	Social Distancing – no handshaking or other personal contact.	Hand Washing/ Hand Sanitising	Wearing of Face Masks & Safe Disposal of Same	Cleaning
New Hire Classroom (5 days).	Offer to Branch Office Clerks with BEO lead support.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? Yes/No, Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? Yes/No, Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)? Yes/No, Have you been advised by a doctor to self-isolate at this time? Yes/No, Have you been advised by a doctor to cocoon at this time? Yes/No.	Training to include the latest up to-date advice and guidance for Post Office staff on what a worker should do if they develop symptoms of COVID-19; details of how the workplace is organised to address the risk from COVID-19; an outline of the COVID-19 response plan; identification of points of contact and support for staff.	Maintained in classroom setting, with reminders each day by trainer.	On each occasion of entry and exit of room, with poster on display in room.		Room to be cleaned.
New Hire on the job (5 days).	Offer to Branch Office Clerks.			Separated by Perspex if vacant counter available or else social distancing.	As per current practice in Branch Offices.	If no vacant counter, social distance and wear mask. *	Current arrangements.
Rehire Refresher on the job (2 days).	Offer to Branch Office Clerks.			Separated by Perspex if vacant counter available or else social distancing.	As per current practice in Branch Offices.	If no vacant counter, social distance and wear mask. *	Current arrangements.
New Postmaster Classroom (5 days).	Offer to Usual Clerk or BEO.			Maintained in classroom setting, with reminders each day by trainer.	On each occasion of entry and exit of room, with poster on display in room.		Room to be cleaned.
New Postmaster on the Job (5 days).	Offer to Usual Clerk or BEO.			Separated by Perspex if vacant counter available or else social distancing.	As per current practice in Branch Offices.	If no vacant counter, social distance and wear mask. *	Current arrangements.

* If masks are recommended in these situations, the previously published guidelines for Postal Operative on safe and effective use of face masks could be issued to the trainers.