

# ForkTime

ABN 74 108 788 843

Registered RTO ID: 91583

5 / 21 Groves MULGRAVE NSW 2756

Ph. 45779577

[www.forktime.com.au](http://www.forktime.com.au)

We are still open –

## Coronavirus (COVID-19)

ForkTime training is committed to providing safety and wellbeing of our students and staff; we are updating on our precautions we are implementing regarding the novel coronavirus (COVID-19) situation.

The Australian Government has placed certain restrictions on gatherings and businesses. Currently these restrictions do not apply to education institutions.

The Government has stressed that the measures of practising good hygiene and keeping a physical distance between individuals are in place to fight this virus.

We will continually be monitoring the COVID-19 situation and will follow guidance from Australian Government, World Health Organisation (WHO) and the Australian medical authorities so we can continue to support our students and staff as needed during this unprecedented time.

See below our control measures we have in place to ensure your safety. These measures will be updated as the situation develops and based on guidance from our regulators and State and Federal Governments. If you have any concerns please feel free to contact us on [greg@forktime.com.au](mailto:greg@forktime.com.au) Ph: 0245779577

### **GOOD HYGIENCE**

Our staff and Students will be required to wash their hands frequently for at least 20 seconds using soap and water. We will be promoting the washing of hands and general good hygiene. All amenities are now sign posted thanks to my daughter.

Tables and chairs are being wiped with disinfectant during and at the end of each class. We are increasing cleaning, particularly, toilets, common areas, door handles and equipment. We have suspended the use of ceramic coffee cups and have replaced them with single-use disposable cups.

We have implemented additional cleaning practices after we use the forklifts, and other equipment.

### **SOCIAL DISTANCING**

Our staff are practicing social distancing methods including minimising unnecessary physical contact with students, maintaining distances of at least 1.5m and preventing students changing desks during their training with us. All training is conducted from our warehouse, our training room at this stage are not in use desks are adequately separated.

### **REDUCED CLASS SIZES**

ForkTime training has always practice small class sizes to ensure our students get the best possible learning outcomes. Classes are being capped at numbers that allow us to practice social distancing. We have ample space in our warehouse to enable students to spread out.

### **RESCHEDULING YOUR CLASS - NO FEES**

Under the current climate students with any concerns or change of mind can reschedule or request a full refund, If the course is cancelled, we will also guarantee 100% refund Please contact us on (02) 45779577 or email [greg@forktime.com.au](mailto:greg@forktime.com.au)

### **ANY STUDENT THAT IS UNWELL**

Any student or staff who is unwell will be required to self-isolate, must not attend class and must be sent home. The students are encouraged to spray and wipe down parts of equipment that can be disinfected before and after they have used equipment.

Greg Saville  
Savsply Trading as ForkTime RT091583  
Dip WHS  
Safework RT0800151