

Education, training and research

Updated 19 April 2022



Western Health

COVID - 19

Be Safe – Be Smart – Be Kind

What is this factsheet about?

Education, training and research is an essential part of maintaining a safe and effective workforce. This factsheet outlines the authorization processes that must be followed to permit face to face education, training and research activities to proceed in a COVID Safe way. The guidance in this factsheet will be continuously reviewed and updated as the COVID-19 Pandemic evolves.

Who should read this?

Western Health employees, volunteers, students, university partners and contractors.

Education, training and research that is not permitted to be conducted face to face

Some education, training sessions and research activities are not permitted to be conducted face to face under any circumstances. These include any activities that can be provided effectively by virtual means. If the activity can be provided effectively via online/virtually then it must be provided by virtual/online means.

Face to face education and training

There are two categories for education and training that may proceed face to face. Each category has a separate approval process.

Category 1: Face to face mandatory training and essential skills based training involving less than 20 people from the same site.

Category 2: Other face to face education and training involving >20 people OR cross site travel/ OR external participants OR is not mandatory or skills based training e.g. workshop or other.

Category 1 - Education and training may be approved by the local area manager.

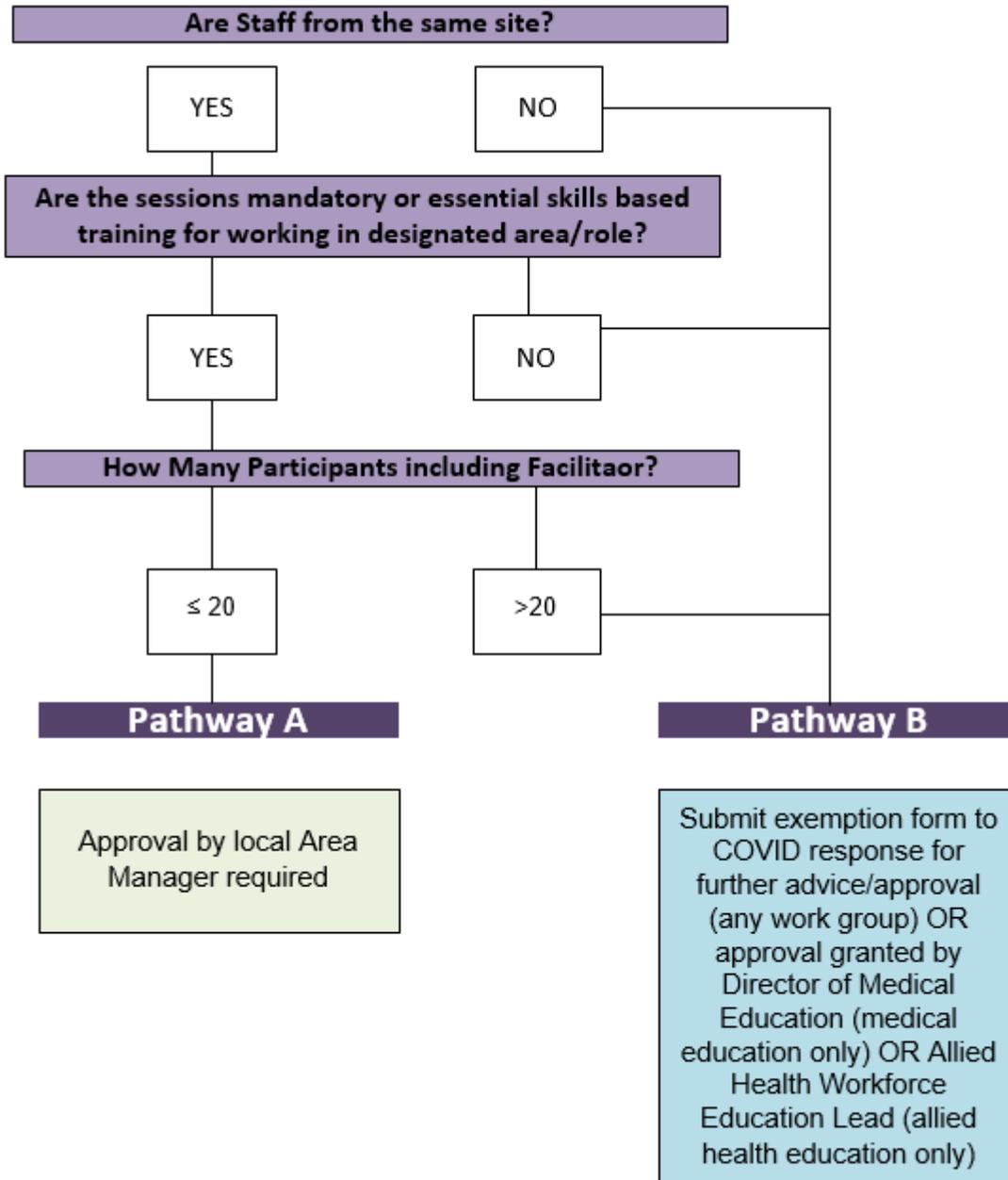
Category 2 - Any workgroup may seek an education and training exemption from the COVID Response team by completing and submitting the 'COVID-19 safe guidance exemption application' form found on the [Coronavirus microsite](#).

Approval may also be granted by the relevant workgroup education lead for training and education for the following workgroups:

- Allied Health – the Allied Health Workforce Education Lead

- Medical – the Director of Medical Education

Diagram 1: Decision tree for facilitators of education and training



Room bookings:

Room booking requests may be made via the EMS booking system at <http://whsemsprd/emswebapp/>*. It is the responsibility of the person making the booking to ensure that the appropriate approvals have been obtained before booking the room.

*please note, the EMS booking system will permit bookings up until June 2022.

Research:

Face to face research interventions and assessments may recommence for funded and WH approved research trials.

Each research trial must submit a plan outlining the COVID risk measures in place to Coronavirus@wh.org.au for approval before recommencing face to face activities. The COVID Response team can provide advice and examples of COVID Safe plans researchers to use as a guide if required.

COVID Safe Strategies:

All education, training or research activities should follow the COVID Safe Strategies detailed below:

- Any content able to be delivered by remote or electronic means should be delivered in this way.
- Staff must not attend education, training or research activities if they have any symptoms consistent with COVID-19 or are required to isolate for any reason.
- All attendees and presenters wear masks. Staff who do not normally wear masks or wear surgical masks as part of their everyday work must wear surgical masks. Staff who wear N95s as part of their everyday work must wear N95s.
- Where the face to face training is for orientation purposes:
 - new staff should be fit tested for N95s where possible; and
 - PPE training should occur prior to other orientation sessions
- Physical distancing of 1.5m between participants will be maintained wherever possible
- Number of attendees limited as much as possible (to only those who need to be present)
- A register of attendees is kept for contact tracing purposes
- Where group work is required, the same groups and trainers will be maintained throughout the training session in the same rooms – there will not be mingling of groups.
- A detailed register will be kept including group and room allocation
- Rapid antigen testing is available to all staff and may be accessed prior to attending gatherings of staff such as for education or training. If a staff member has had a known exposure to COVID-19 in the last 7 days they must perform a rapid antigen test on the morning before attending an education, training or research session.
- Where possible, microphones to be used to decrease need for raising voices
- Air purifiers to be used if possible - ensuring appropriate placement and keeping them switched on at highest setting throughout the training session. Please see the Air Purifiers QRG for further information.
- Break times should be staggered to minimise times that participants gather without PPE. Where possible participants should be hold breaks outdoors.