

COVID-Safe face to face training and meeting guidance

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Whilst face to face meetings and training are important, there is a risk these may result in the spread of COVID-19, which could impact on the work health and safety of staff as well as the business continuity of DCJ services.

DCJ has an obligation to staff to minimise workplace risks. Where possible meetings, training and other gatherings should be conducted via online platforms. In instances where face-to-face gathering is necessary, please refer to the following guidance.

General considerations

If a business area has a need for staff to attend training or meetings that cannot be completed online, risk assessment and mitigation is essential.

In the case of a confirmed case in a DCJ workplace, a large number of participants in a meeting, training program or other gathering could result in serious health consequences for those participants and significant business continuity risks.

If any person is identified as a close contact of a confirmed case, NSW Health provides the following advice:

- If the person identified as a close contact is fully vaccinated:
 - perform a rapid antigen test and if the result is positive, self-isolate for 7 days;
 - leave self-isolation after 7 days if the test on day 6 is negative, if the person feels well, and if the person has not had further contact with a COVID-19 positive person.

Close contact

A person is a close contact if they:

- live in the same house as someone who tests positive
- spent 4 hours or longer with someone in a home, or health or aged care environment
- are determined as one by their state or territory health department.

If they are a close contact of someone who has COVID-19 they must isolate for 7 days from the last time they were in contact with that person.

If they have symptoms they should visit their nearest testing clinic as soon as possible.

If they have no symptoms they should take a rapid antigen test at home.

Self-isolation definition

As defined by NSW Health, self-isolation means you cannot:

- go to work
- go to any public places (e.g. shops, parks, beaches)
- use public transport
- have any visitors in your home, unless they are providing healthcare, emergency maintenance or emergency services.

You are only allowed to leave your home or accommodation to get a COVID-19 test, for urgent medical care or in an emergency (including to avoid injury or escape the risk of harm from domestic violence).

Guidelines on self-isolation and testing are available on [NSW Health's Self-isolation and testing](#)

NSW Health Advice

Although NSW Health no longer has restrictions on mask wearing, physical distancing or the number of occupants per room for indoor settings, DCJ maintains COVID-safe measures in place. This enables DCJ to continue to protect our vulnerable service users, visitors and staff. These measures are as follows:

- If anyone is unwell, they should not attend the workplace.
- The maximum number of occupants per room has been calculated for safety – the maximum must not be exceeded.
- Participants should be seated as much as possible to avoid physical mingling.
- Everyone should always maintain 1.5 metres physical distance when gathering.
- If it is not possible to maintain 1.5 metres physical distance, face masks should be worn.

If there is any disparity between these guidelines and divisional guidelines due to the specific nature of the workplace, defer to the division's guidelines in the first instance.

Face to face training

Where face to face training is to be undertaken, Divisions would need to undertake their own risk assessment, and:

- ensure a COVID-19 safety plan is in place for that training session/venue
- maintain physical distancing of 1.5m where possible
- mask to be worn in cases where physical distancing is not possible
- emphasise to the trainees that they are not to attend if they are showing any symptoms of being unwell
- ensure that the trainees are aware that in any high traffic areas within the training environment masks are to be worn.

Meetings

- Wherever possible hold meetings via online or telephony channels, this will also facilitate participation of those working remotely.
- Using masks, changing meeting rooms or ventilating the room may lower the risk of transmission, but in the case of a confirmed infection, NSW Health may still require participants to isolate.
- Hold essential face to face meetings in open areas if possible, or open windows or adjust air conditioning for more ventilation. Meeting rooms should be ventilated between use if possible.
- Clean and disinfect surfaces, promote good hand, sneeze and cough hygiene, and provide alcohol-based hand rub for all staff.

Further considerations

Additional factors that should be considered during planning meetings and training include:

- Rates of COVID-19 in the local community.
- Identifying where participants are travelling to and from (i.e. distance), what mode of transport will be used and whether there is a requirement to use public transport.
- Participants' personal circumstances, such as whether they have been classified as a vulnerable worker, have caring responsibilities for a vulnerable person or there is a vulnerable person in their household.

Resources

- [NSW Health Latest COVID-19 alerts in NSW](#)
- [SafeWork NSW COVID-19 Guide](#)