

COVID-19 guidelines 2022:

Covid 19 protection framework (traffic light system)

To ensure the safety and wellbeing of our staff, trainees and any visitors on site, as well as when our staff work offsite at client premises, Fire & Safety Training Ltd (F&ST) will be operating within the guidelines of the [Covid-19 Protection Framework](#).

1. **Vaccination - Staff:** All our staff have chosen to be fully vaccinated. Any new staff recruited must be fully vaccinated before they commence employment.
2. **Vaccination – Trainees:** All trainees attending courses on site at any F&ST location from 1 January 2022 must be fully vaccinated (or exempted), show a valid vaccination pass and sign in. Prior to 2022, vaccination passes are encouraged.
3. **Traffic light system** (adopted by F&ST from 1 January 2022)

Green light and Orange lights:

Signing into site: Required

Masks: Encouraged but may be removed in the classroom

Class sizes / physical distancing: generally, as normal but take into account local community transmission and vaccination rates.

Vaccination: Vaccination passes required.

Red light

Signing into site: Required

Masks: Required in all indoor learning spaces and in outdoor practical sessions where physical distancing cannot be maintained.

Class sizes / physical distancing: limited to ensure physical distancing

Vaccination: Vaccination passes required.



4. **Trainers going off site:** Where our trainers train offsite at other workplaces, we would prefer all people with whom they interact to be fully vaccinated. Where the offsite location is in a **green** or **orange** zone, we will abide by the policies of the workplace whose site we are attending, provided those policies ensure the safety and wellbeing of our trainer(s). If the workplace is in a **red** zone, and F&ST deems it safe to send a trainer, the workplace must require a vaccine pass for all who enter, and **red** light precautions as shown above must be adhered to
5. **Trainees coming to F&ST sites from a red zone** when F&ST is in an **orange** or **green** zone. The client must notify F&ST ahead of the course, so F&ST can adapt the training environment to red light requirements as shown above. In some cases, trainees from a red zone may not be accepted on courses on F&ST sites that are green or orange.

Under all traffic lights

6. **Servicing, calibration and sales:** we are still able to offer our full range of servicing, calibration and sales however please be aware of potential delays associated with certain products as shipping and courier options have been also affected in the COVID-19 environment.

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7. **Site visitors:** All visitors on site (excluding trainees) including those making enquiries or dropping off / picking up equipment to be serviced will not require a vaccine pass. They will be required to wear a mask and sign in providing contact details should contact tracing be required in the future.
8. **Work bubbles:** where it is possible or appropriate, we will restrict classes to work bubbles. That is, if one client has several trainees, we will restrict the class to just those trainees.
9. **Hand hygiene:** hand washing facilities and sanitiser will be provided in all learning spaces.
10. **Classroom furniture, equipment, and surfaces** that may be touched will be sanitised between groups.
11. **First Aid training:** Hands only CPR techniques will be taught in CPR and in conjunction with recommendations from the New Zealand Resuscitation Council.
12. **Breathing Apparatus (BA) Training:** We will follow the manufacturer's guidelines for stringent disinfection and sterilisation of this equipment.
13. **Distance learning:** Some refresher training will be available remotely where the trainee can demonstrate sufficient evidence to meet requirements.

When you send your staff for training:

- From 1 January 2022 all trainees coming on site must have a valid vaccination pass. Please ensure staff who are not feeling well or exhibiting flu like symptoms are not attending courses until symptoms subside.
- Please contact us urgently should a staff member who has attended one of our courses is associated with any other person who subsequently tests positive for COVID-19. This will allow us to facilitate testing, rescheduling of classes and further disinfection of class facilities.

We appreciate this is an unprecedented event that all of us are learning to adapt to and cope with. We hope the transition through this pandemic is as smooth as can be and we look forward to being able to return to delivering courses in a normal format as soon as possible.

If you have any questions or concerns, please contact us.

F&ST Fire & Safety Training

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