

Tips for returning to face-to-face delivery during COVID-19

Keep your distance



- Adhere to social distancing requirements, keeping digital mentors and learners 1.5m away from each other. Using floor markers can assist with this.
- Ask participants to arrive as close as possible to your session start time and not to hang around after.
- Ask people to stay at home if unwell or have been in contact with someone showing symptoms of COVID-19.

Maintain good hygiene



- Have hand sanitiser and device cleaning wipes available for learners to use on arrival and at the end of the session.
- Clean any loan devices before and after each session. Follow loan device quarantine periods if required by your state or territory.
- Avoid touching equipment brought into your centre by a learner. If it is essential that you do this, wash your hands immediately before and after.
- Regularly clean frequently touched surfaces in your centre with a household detergent followed by disinfectant, or use detergent/disinfectant wipes.

Keep learners safe



- Keep a log of all learners attending sessions during social distancing for contact tracing purposes. This information should be kept for 28 days and then destroyed. [The CaptureIT sign-in sheet](#) can be used as a template if you don't have a register of your own.
- Educating learners about the COVIDSafe app is ok, but you cannot insist that attendees download the COVIDSafe app.

Stick to the guidelines



- Adhere to any policies from your organisation.
- Adhere to restrictions and rules set by [your state or territory's health department](#). These may include tighter restrictions than we've outlined and can change over time.