

COVID 19 policy and requirements for Training Workshops.

We would like to bring to your attention our COVID 19 policy and requirements in preparation for training workshops at our premises, 56 Waimea Road, Nelson.

Vaccination requirement

To protect you, us and the wider community, our business requires anyone coming to our offices to be fully vaccinated. Therefore, prior to our training, please confirm you and anyone attending with you has a vaccine certificate (My Vaccine Pass).

Please note our safety measures detailed below:

1. Please sign in using our visitor sign in sheet or QR poster to meet our contact tracing requirements
2. Follow standard hygiene precautions:
 - a. Hand sanitiser is available for use
 - b. Instead of shaking hands, an elbow bump or greeting is welcome
 - c. Wear a mask where we are within 2 meters of each other and when you arrive, exit or move around
 - d. Keep a 2m distance between from people you do not know or work with
 - e. We will open windows and doors, if the weather is suitable, for ventilation. If we need to rely on our air conditioner, please be advised that the filter is cleaned regularly
3. We will scan your My Vaccine Pass
4. If your training involves morning or afternoon tea, we will provide individualised snacks and bottled water.
5. Our bathroom is thoroughly cleaned in between group use.
6. Our tables are wiped down with disinfectant.

Prior to you attending the training, please let us know if you and anyone attending with you have any cold or flu like symptoms, are awaiting the results of a COVID 19 test or have been in contact with a person who has had COVID 19 or have recently been in contact with a confirmed or suspected case of COVID 19 prior to your arrival.

If you are not vaccinated

If you or anyone attending with you do not have a vaccine certificate (My Vaccine Pass) we unfortunately cannot accommodate you at this time, or we could discuss customised training delivered by Zoom / Microsoft Teams or you may wish to access one of our available webinars. Please let us know.

We look forward to seeing you at our training.