



MESSAGE FROM THE CEO

As COVID-19 social distancing and operating restrictions are easing across NSW, I am pleased to share our plans with you.

As we have all discovered, things change rapidly in these challenging times. Our response and planning can be impacted by decisions by government and other unexpected events beyond our control. However, we aim to provide you with as much certainty as possible in the lead up to the commencement of your courses.

A Phased Return to Classes

We are now operating within Stage 3 of our phased return of students and staff to our campuses.



**Stage 1: Term 2 - Intermediate English Zoom Class*

Stage 1 (Term 2 - April to June 2020) Online classes only, campuses closed

Our Stage 1 operations commenced in April, delivering over 100 classes online to 600 students through Zoom's video conferencing platform.

"I really like this online English class. Before I joined the class, I was even worried about if I can connect to the online class successfully or not. I never used Zoom before...I don't feel a difference compared to the actual physical classroom. I even feel the online class is more interactive, not only in communication but also we can look at each other more closely face to face. We are full of laughs and smiles in the online class." Koken, Student - Intermediate English*



Stage 2 (Term 3 & 4 - July to Dec 2020) Online learning continued with a return of some face to face classes

1. Online classes - Classes being taught effectively online remained online.
2. Online classes + face to face workshops - Some courses included practical workshops on campus in addition to online classes.
3. Face to face classes - Some of our much-loved courses that we were unable to offer online returned on campus for face to face learning.



Stage 3 (Term 1 - January to March 2021) Online learning + face to face classes

Continuation of online learning plus a return of appropriately scheduled face to face classes on some campuses and community venues.



COVID-SAFE PLAN

Our Covid Safe Plan has always been guided by these key principles:



Your health and wellbeing
– the practicing of social distancing, daily and thorough cleaning, and other health measures to prevent and avoid the spread of Covid-19.



Following advice and direction of State and Federal authorities and experts.



Our Purpose and Values
– Keeping the needs of disadvantaged, vulnerable and high-risk groups foremost in our considerations.



Learning from experience
– Staged changes based on continuing with what's working well and striving to see what more we can do.

As we continue online learning and a return to appropriately scheduled face to face classes in Stage 3, all students, staff and visitors accessing our campus and other venues must follow our COVID-19 infection control and building access procedures. These measures have been successfully implemented for some months already.

- social distancing within training rooms and in common areas;
- scheduled class attendance only and individuals by appointment (no drop-ins);
- limits on the numbers of people in any given classroom or daily total in one building;
- strict hand and cough hygiene;
- no attendance allowed for anyone feeling unwell or experiencing any COVID-19 related symptoms;
- no sharing of food, cutlery, crockery, utensils;
- no attendance allowed for anyone recently returned from overseas or a COVID-19 hotspot who has been told to self-isolate.

Our College campuses have multilingual COVID-19 signage, availability of hand sanitiser, soap and cleaning products, as well as daily cleaning of surfaces, and COVID-safe room set-up practices in place.

Last updated December 2020

For More Information

Visit www.macquarie.nsw.edu.au/coronavirus for more detail.

Contact our Customer Service Team on **1300 845 888** or info@macquarie.nsw.edu.au