



## **Mascot – NSW**

Unit 7, Heritage Business Park, 5-9 Ricketty Street, Mascot, NSW 2020

Tel 1300 786 392

# MEDISCA- LP3 NETWORK COVID- 19 Live Course Preparedness

Prior to arriving at the Medisca Facility for your live course training, please read this document in its entirety. If, at any point, you have any questions or if anything remains unclear, please reach out to MEDISCA Australia as soon as possible.

At the end of this document, you will find a questionnaire, which must be completed on the day of the training, just prior to entering the facility. If you have any questions or concerns please email us [maulp3adm@medisca.com](mailto:maulp3adm@medisca.com)

## **THE ARRIVAL: PLEASE ALLOW SUFFICIENT TIME TO FAMILIARISE YOURSELF WITH THE FACILITY PRIOR TO THE START OF THE PROGRAM**

- When appropriate, doors will be propped open for you ahead of time.
- Sign-in will be on the ground floor of the foyer by QR code. There you will be greeted by a staff member and also asked for the COVID-19 declaration to be signed by QR code reader on your phone. This can be done by opening your phone's camera or via a free QR Code App.
- Allow a 1.5m distance between yourself and other people.
- You will be asked to sign-in, given a name tag and a Medisca bag that contains the training workbook, a face mask and a hand sanitiser.
- You will be directed to either the classroom or the laboratory for the Training Orientation according to the workstation on your name tag. Workstation numbers which are even go to the classroom and odd numbers go to the laboratory.
- Each morning prior to the start of the training, you will be given a new name tag and be required to sign-in by QR code.
- Each evening at the end of the training, you will be required to sign-out by QR. The sign-in and sign-out is a mandatory component of qualifying for a Certificate.
- After the sign-in, you will be guided to either the classroom or the laboratory.

## **THE CLASSROOM**

- You may take any seat at a spot where the table is marked with tape.
- Please do not move the classroom seats at any time.
- All personal items must remain in your bags.

- At the beginning of the classroom session, housekeeping measures will be reviewed, including a verbal orientation to the relevant sections of the building; e.g. labs, restrooms, lunchroom, etc.
- The maximum capacity of the Classroom has been reduced to 18 people at any one time to respect social distancing.
- Take all your belongings with you at the conclusion of your classroom session. Personal items cannot be left in the classroom.

**THE LAB:**

- Please follow the same protocol when entering the lab by standing 1.5m apart.
- A staff member will show you to your lab workstation, which will be your station for the entirety of the course.
- In addition to chemical, equipment and devices, your workstation drawers will contain your PPE for the three days. There will be one face mask; shoe covers; and the lab coat and gloves in the size that you requested.
- All stations have strict cleaning and sanitization protocols in place. The proper procedure will be explained and demonstrated at the beginning of the first lab session.
- You will be required to wear an N95 face mask while in the laboratory. In addition, you may choose to wear a face mask at other times.
- Avoid touching your face mask while wearing it and remove the mask by only touching the straps. At the end of the three days of training, dispose your used mask in a lined garbage bin.
- Appropriate PPE will also be worn by staff members and facilitators.
- Consumption of food or beverages is not permitted in the lab.
- The maximum capacity of the Lab has been reduced to 15 people at any one time, to respect social distancing.

**LUNCH:**

- Please wash your hands thoroughly or use the hand sanitizers prior to eating or drinking.
- Individual box meals will be served.
- If you requested a special diet, your name will be on the packaging.
- You will be required to eat your meal with respect to social distancing rules, in either the classroom or other areas.
- Refreshments will be available in the lunchroom.
- You are required to self-adhere to the maximum capacity of the lunchroom, which has been reduced to 8 people at a time, to respect social distancing.

### **GENERAL HOUSEKEEPING:**

- Sanitizing stations have been placed at designated areas. It is mandatory that you sanitize your hands when entering and exiting the facility.
- Throughout the day continue to practice proper hand hygiene by washing your hands with soap and water for at least 20 seconds:
  - When entering & exiting the laboratory
  - Before & after your breaks & lunch
  - After touching commonly used objects & equipment
  - After a restroom visit
  - If soap and water are not readily available, use an approved hand sanitizer placed in strategic locations throughout the facility.
- We will leave as many hallway doors open to reduce the number of people touching the door handles, while still respecting fire safety measures. If we cannot keep a door open, please sanitize your hand when you reach the next sanitizing station.
- Exercise caution when entering the washroom to not bump into anyone and use your elbow to push open the door. Wash your hands, use the paper towel to open the door to exit and toss it in the nearby bin. Maintain 1.5m distance and do not overcrowd at the sinks.
- In the absence of a face mask, cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the bin. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with an approved hand sanitizer.

**WE KINDLY ASK YOU TO REPORT BACK TO US IF YOU EXPERIENCE ANY COVID- 19 SYMPTOMS OR ANY POSITIVE TEST RESULTS WITHIN 14 DAYS AFTER ATTENDING THE LIVE PROGRAM.**

### **References**

1. [Guidance for Pharmacists and Pharmacy Technicians in Community Pharmacies during the COVID- 19 Response](#)
2. [Cleaning and Disinfecting Your Facility](#)
3. [Coronavirus disease \(COVID- 19\) Pandemic](#)
4. [LP3 Network Educational Support](#)
5. <https://www.australia.gov.au/>
6. <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
7. <https://www.safework.nsw.gov.au/>
8. <https://www.who.int/>