



EIM Training COVID-19 Plan

The intent of this Plan is not to alarm anyone or cause panic. This is a plan in the event of an employee or student being diagnosed with COVID-19 and following our Business Continuity Plan

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a Public Health Emergency of International Concern. WHO stated there is a high risk of the 2019 coronavirus disease (COVID-19) spreading to other countries around the world. The disease has the potential to drive significant business and operational impact on us at EIM Training. It is critical that we have a clear plan and lines of communications with you as our students, as well as our employees and third-party entities.

Our guiding principles as we continue to move forward:

1. Keep EIM Training employees and students safe
2. Continue to serve our students with the highest standards
3. Do our part to slow community spread of the virus where there appear to be outbreaks, so that the most vulnerable people are able to get the care they need

How COVID-19 spreads

Let's start with the World Health Organization's information about the spread of COVID-19.

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects – such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them.

In other words, COVID-19 spreads in a similar way to the flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

The following checklist is our guidelines in the case that you as a student of EIM Training suspect you may have COVID-19. Or, that a family member has become infected with COVID-19, a household member or anyone you have been in contact with.

What if I suspect I have symptoms of COVID-19?

- It is important that you stay away from campus if you have only mild symptoms or have had to take simple medications (e.g. paracetamol, ibuprofen) which may mask the symptoms
- We need to take every precaution to not spread a possible case of COVID-19
- If you have symptoms and suspect you may have COVID-19 - see your nearest emergency hospital for testing, or call your local GP as many pathologists are now able to test for COVID-19



What if I am diagnosed with COVID-19?

- Notify your teacher through a text message, phone call or email. Alternatively, you can call EIM Training's Head Office on **07 55 75 75 75**
- Follow all medical advice to recover from your infection as soon as possible
- Once cleared from the infection (being given the all-clear from a medical professional) – we ask you to self-isolate and refrain from attending campus for a period of 14 days

What if a Family Member or Household Member is diagnosed with COVID-19?

- Notify your teacher through a text message, phone call or email
- We ask you to self-isolate and refrain from attending campus for a period of 14 days
- You should monitor yourself for symptoms for 14 days and take your temperature twice a day
- If you develop even a mild cough or low grade fever (i.e. a temperature of 37.3 C or more) you should stay at home and self-isolate. You should also telephone your healthcare provider or the local public health department, giving them details of your symptoms. You may be asked to go to your nearest hospital to be tested

What if I have recently travelled to an area with known cases of COVID-19?

- We ask you to stay at home and refrain from attending campus for 14 days
- Notify your teacher through a text message, phone call or email. Alternatively, you can call EIM Training's Head Office on **07 55 75 75 75**
- If you have returned from an area where COVID-19 is spreading you should monitor yourself for symptoms for 14 days and take your temperature twice a day
- If you develop even a mild cough or low grade fever (i.e. a temperature of 37.3 C or more) you should stay at home and self-isolate. This means avoiding close contact (one meter or nearer) with other people, including family members. You should also telephone your healthcare provider or the local public health department, giving them details of their recent travel and symptoms

What if a fellow student or teacher is diagnosed with COVID-19?

- You and all other students will be notified immediately by EIM Training management (by telephone or email)
- The campus will be closed for a minimum of 14 days or as prescribed
- The campus will undergo a comprehensive health certified cleaning of the entire premises
- You should monitor yourself for symptoms for 14 days and take your temperature twice a day
- We will ask you to submit to your teacher, a list of anyone that you have had contact with in the past 14 days (friends, family, people from your work place etc.)