

# Terms and conditions during COVID-19

## COVID-19 SPECIAL CONDITIONS

Advice on coronavirus (COVID–19) regarding; self–isolation, education, travel, events, and work may differ between states and territories. For more information, refer to the COVID-19 Restriction Checker:

<https://www.healthdirect.gov.au/covid19-restriction-checker/activity>

The organising hospital is required to ensure compliance with local laws and regulations as well as their own CovidSafe Plan when running a FSEP face-to-face session. The following are the RANZCOG FSEP expectations:

1. Ensure participants are aware of the local COVID-19 safety measures before the session.
  - a. Participants that are unwell should not attend the session.
  - b. Participants to practise good hygiene measures.
2. Organiser to keep a record of participants who attended the session including their full names and contact details. FSEP will also keep a record of participants who undertook the assessment.
3. The maximum number of participants per session will depend on the room size and local restrictions.
  - a. For example: One person per 4 square metres or 2 square metres according to local guidelines.
  - b. Regardless of room size, maximum number per session cannot exceed 40 people.
  - c. A minimum space requirement for the educator of 8m<sup>2</sup> should be taken into consideration.
4. A classroom style set up is preferred with tables and chairs arranged at least 1.5m apart.
5. Surfaces of tables and chairs should be cleaned with disinfectant before and after each session including changeover of any additional test only sessions.
6. Physical distancing is expected.
7. If catering is provided, please adhere to local guidelines.
8. **Cancellation & Rescheduling Charges:**

Conditions	Charges Applicable
15-28 days' notice of the scheduled Presentation date	10% of the total booking charge is payable
14 days' notice or less of the scheduled Presentation date	30% of the total booking charge is payable

### SPECIAL CONSIDERATION:

If RANZCOG, its representative, or the organiser cancel the session due to changed COVID19 circumstances, no workshop fee is payable by the organizer. Circumstances include:

- the presentation venue being closed
- an increase in COVID-19 activity
- infection control concerns
- travel by educator is prohibited due to state border restrictions
- the FSEP educator is unwell.