

# Bulletin Issue No: 146 – COVID-19 Update

## Details

**Date:** 23<sup>rd</sup> March 2020

**Time:** 2.30pm

**Bulletin Issue:** COVID-Update 3

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## Advice Notice

### **COVID-19**

#### **An update from KTR Electronics Pty Ltd (KTR)**

As the Australian Government has imposed stricter regulations our business continuity plan is continually being reviewed and adjusted to meet the changing demands.

KTR have been advised that we are to continue to support our clients who are an integral part of supplying services to the broader community. As a security and health integrator our staff and clients are our priority. We understand that our services underpin our clients remaining functioning and we acknowledged the responsibility that we hold.

#### **Work Health & Safety**

KTR's priority is to protect our staff and clients and doing our civic duty in protecting the wider community from the spread of COVID19. As such we have implemented the following guidelines;

- Good Hygiene
- Issue of additional PPE – Masks & gloves
- Updated Onsite Work Practices
- Updated rosters for management of KTR staff.
- Updated Hazard Reporting on possible exposure risks
- Updated procedure on staying home

It is becoming more difficult to source antibacterial products such as wipes, hand washes, masks, gloves etc. Although KTR hold stock for our technicians our levels are decreasing, and stock supply is not meeting all the demands across the community. Currently our priority is to ensure those clients in the most vulnerable sectors of Health Care & Aged Care, have the priority access to the products that will assist in this area.

#### **What you can do to help?**

Advise our service desk 1300 669 507 if your facility has been exposed to COVID-19, so we can take the necessary precautions.

Provide a safe work environment as best as possible.

As supplies are becoming low, we request that you make available to our staff a wash basin and soap so that they can maintain good hygiene when on site.

Keep the site clean and maintain good hygiene.

If possible, in the Health & Aged Care sectors be supplied with the necessary masks, gloves etc. when working within your facility along with the appropriate disposal methods.

## Looking into the future

KTR has been reviewing and amending our business continuity plan to ensure we can continue to supply services and products to you, based on recommendations from the Australian Government.

We will continue to do this for the foreseeable future.

## Services to Continue

As KTR is a pivotal service necessary for the maintenance of many community and government services to the wider community our business continuity plan assists us to continue to provide our services although these may be at reduced capacity.

We will advise our clients of any updates as required.

## Helping others in need

At this time KTR is ensuring that we assist the wider community where possible in assisting the elderly, infirmed, ill or individuals in isolation. Our Admin team is available to assist in the delivery or organisation of care packages where necessary. Please call our customer service number 1300 669 507 and request to speak to Michele Birtchnell.

We hope to continue to work cohesively with your team in delivering positive outcomes over the coming days and weeks.

If you should have any queries, please contact our office 1300 669 507.

Regards,



Michele Birtchnell  
Director

# On Site WH&S Policy and Procedures COVID19

Issued 23<sup>rd</sup> March 2020

## Overview:

This document has been designed as a tool to use in conjunction with all the COVID19 notifications that have been issued and the existing everyday site procedures. It is important that you understand that this is a guide to maintaining good health practices for the safety of you and others.

## On Site:

### *Prior to entering a site*

- Wash your hands thoroughly with soap and water as issued in your vehicle;
- Follow sites instruction in relation to COVID19 Health and Safety;
- Use the sites hand sanitizer at entry;
- Use your OWN pen to sign in;
- Use your OWN pen to push any buttons on keyboards to data entry;
- or use the supplied sanitizer;
- or use appropriate PPE;
- Use the appropriate PPE when required;
- Cover your mouth with your elbow when coughing or use a clean tissue;
- Abide by social distancing when working with others 1.5mtrs distance or 4sqmtrs

### *Completion of works*

- Sign out using your own pen;
- Or the supplied sanitizer;
- No signature required on Connect – Name & Surname and VP Number is sufficient at this point;
- Wash hands at your vehicle with soap and water

## Staff Management

KTR are reviewing the business continuity plan to ensure that we can continue to supply services to our clients.

As a result, there will be rolled out schedules for all technicians to ensure that staff remain healthy.

- Working individually
- Working within set teams of 2
- Working from home – when/where necessary

## Social Distancing

KTR cannot enforce or monitor your social contact but we strongly request in the safety of our team, their direct families and our civic duty to the wider community that you DO NOT have unnecessary social interactions outside of work that are not with your family.

**What does this mean?** No lunches, coffees or drinks with friends. No catching up for a quick chat with a mate. No dinners at a friend's, no social gatherings. If living between homes ie partners houses, make a choice of where you are going to be based and stick with it.

By implementing social distancing, we help reduce the contamination

## Reporting

It is essential to the safety of ALL our team that you report known contact of any positive case of COVID19. Advise your manager and STAY HOME.

You must self-isolate for 14 days.

Report to your doctor and follow instructions as advised.

DO NOT RETURN TO WORK UNTIL YOU HAVE SELF ISOLATED FOR 14 DAYS.

## Stay up to Date

<https://www.dhhs.vic.gov.au>

<https://www.emergency.vic.gov.au/respond/#!/warning/13730>

<https://www.australia.gov.au>

<https://www.vic.gov.au/coronavirus-stage-1>

<https://www.worksafe.vic.gov.au/infectious-diseases>

[https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1)

<https://www.homeaffairs.gov.au/news-media/current-alerts/novel-coronavirus>