

2022

HIGH RISK COVID PLAN

ISSUE 1
Revision 4



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Premises details

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Completion date:	6 th August 2020
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Revision date:	12 th January 2022
Regular Risk Monitoring Schedule:	1 st June 2022, 1 st December 2022. Or as changes arise

1. Managing risk: duty of care

Management of KTR Electronics Pty Ltd (**the Organisation**) will do everything reasonably practicable to ensure you can undertake your work in a healthy and safe manner.

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by the Organisation to support our workers and all personnel at our workplace.

For the purpose of this Plan, the term worker includes employees, and others at the workplace including, but not limited to contractors, visitors and volunteers.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among colleagues, participants, volunteers, visitors, families and the broader community. This Plan will help every person in the workplace to identify exactly what actions we will need to take to put in place suitable and effective controls to manage COVID-19 in the workplace.

Under the health and safety legislation as a business, we understand that we have a duty of care to manage the risks of COVID-19 entering or spreading in our workplace. We understand that we may not be able to eliminate the risk completely, instead we will consider other ways to reduce the risk as far as reasonably practicable. This may involve the use of substitution, isolation, engineering or administrative controls. Reducing the risk by using personal protective equipment (**PPE**) is the lowest level of control.

At all times the Plan is subject to all regulations, minimum standards, guidelines and directions of jurisdictional Government and public health authorities. This Plan will be updated in accordance with any changes to public health directions.

We will also maintain and regularly review our control measures to ensure they remain effective. We will complete a risk assessment to help identify what changes we need to make to manage them and we will consult with our workers and/or their health and safety representatives throughout the risk assessment process.

2. Physical distancing

One way to slow the spread of COVID-19 is physical distancing. The more space between you and others, the harder it is for the virus to spread.

The Organisation will implement the below measures to minimise the risk of infection:

- where practical implement working from home.
- maintain and encourage others to maintain the physical distancing principle of at least 1.5 metres separation, where possible which includes:
 - between groups within each room and
 - at entry and exit points
- avoid handshakes or other direct contact with individuals
- consider office layout and move tables and seating to comply with physical distancing (1.5 metres separation)
- adhere to density requirements based upon the size of the workplace (eg one person per 4 square metres or one person per 2 square meters)
- dedicate separate bathroom facilities for each separate room or area of a venue, where possible. Install signage to make members of the public aware of which bathroom to use
- dedicate separate entry and exit doors from separate rooms, and pathways to encourage “one-way traffic” where possible
- minimise mixing between separate rooms or groups of people as much as possible
- display signage at the venue entrance to instruct members of the public (and workers) not to enter if they are unwell or have COVID-19 symptoms
- display signage at the head office to instruct all individuals entering the facility follow guidelines ie; use hand sanitiser, temperature screening, sign in & out records keeping as well as QR code scanning.
- encourage contactless payments to be used where possible
- encourage online bookings, reservations and pre-ordering where practical eg a time-based booking system
- consider using physical barriers, such as plexiglass screens, in areas that involve high volume interactions (eg point of sale)
- consider placing floor or wall markings or signs to identify 1.5 metres distance between people, particularly for queues and waiting areas
- monitor compliance with physical distancing requirements, with particular regard to areas where members of the public might congregate
- limit the duration of the activity to two hours or less where possible
- limit non-essential contact during the day as much as possible, for example by limiting any direct contact with documents or equipment at client sites, and by bringing your own pens, paper and lunch

- use telephone or video platforms for essential meetings where practical
- use flexible working arrangements where possible eg stagger start times and breaks for workers, early and late shifts to reduce peak periods
- where workers can work from home, they must work from home
- assign workers to specific workstations if practical
- consider signage near lifts, directing customers and workers to maintain physical distancing wherever practical
- install barriers and ensure clear visible signage in areas that are open for management of deliveries from logistics suppliers
- where suitable, only private or company vehicles to be used for transport. Avoid using any public transport, or travelling in a vehicle with anyone who does not reside in your household and
- encourage and support downloading of COVIDSafe App.

3. Hygiene

3.1 HYGINE HEAD OFFICE

The Organisation is committed to observing appropriate hygiene measures to minimise the risk of exposure to, contracting or spreading COVID-19 within the workplace. This procedure includes how to address the hand cleaning by workers and other people in the workplace.

Good hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and dry them completely, preferably with clean, single-use paper towels. If paper towels are unavailable, other methods such as electric hand dryers can be used, however, hands will still need to be dried completely.

Everyone must wash and dry their hands:

- before and after eating
- after coughing or sneezing
- after going to the toilet
- when putting on or taking off a face mask and
- when changing tasks and after touching potentially contaminated surfaces.

An alcohol-based hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient must be used as per the manufacturer's instructions when it is not possible to wash and dry hands. Hand sanitisers will be located at the entry and exit of the premises when required.

Good hygiene also requires everyone at the workplace to, at all times:

- cover their coughs and sneezes with their elbow or a clean tissue (and no spitting)
- avoid touching their face, eyes, nose and mouth
- dispose of tissues and cigarette butts hygienically, eg in closed bins
- wash and dry their hands completely before and after smoking a cigarette
- clean and disinfect shared equipment and plant after use
- wash body, hair (including facial hair) and clothes thoroughly every day and
- have no intentional physical contact, for example, shaking hands and patting backs.

The Organisation has implemented the following:

- installing signage on hand hygiene and cough etiquette
- keeping communal areas (eg showers, BBQ areas, change rooms) closed where possible, however, if used, maintain 1.5 metres distance between people
- the use of single use face masks in accordance with the Pandemic Order
- providing all field staff with hand sanitiser

- adequate supplies stored in the warehouse for dispatch upon request.

The organisation has considered implementing

- Rapid Antigen Tests to be completed prior to entry of all Aged Care Facilities as of week commencing 3rd January 2022 in line with the Pandemic Order

3.2 HYGIENE – IN THE FIELD

The Organisation is committed to observing appropriate hygiene measures to minimise the risk of exposure to, contracting or spreading COVID-19 while out in the field. This procedure includes how to address the hand cleaning by workers and other people in the workplace.

Good hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and dry them completely, preferably with clean, single-use paper towels. If paper towels are unavailable, other methods such as electric hand dryers can be used, however, hands will still need to be dried completely.

Everyone must wash and dry their hands:

- before and after eating
- after coughing or sneezing
- after going to the toilet and
- when changing tasks and after touching potentially contaminated surfaces.

An alcohol-based hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient must be used as per the manufacturer's instructions when it is not possible to wash and dry hands. Hand sanitisers will be located at the entry and exit of the premises when required.

Good hygiene also requires everyone at the workplace to, at all times:

- cover their coughs and sneezes with their elbow or a clean tissue (and no spitting)
- avoid touching their face, eyes, nose and mouth
- dispose of tissues and cigarette butts hygienically, eg in closed bins
- wash and dry their hands completely before and after smoking a cigarette
- clean and disinfect shared equipment and plant after use
- wash body, hair (including facial hair) and clothes thoroughly every day and
- have no intentional physical contact, for example, shaking hands and patting backs.

The Organisation has implemented the following:

- issuing hand soap and portable water dispenser for each service vehicle
- issue hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient
- Issue and use of gloves if the risk of community transmission is possible or in high risk areas
- issuing and use of safety coveralls when on site with a confirmed COVID19 outbreak or case as well as high risk settings or at the request of clients
- the use of face masks is now mandatory in accordance with the Pandemic Order
- Hand sanitisation station place at building entry
- Where possible, enhance airflow to the building by opening doors or windows
- Enhance airflow by setting the air conditioning/heating for optimum airflow

The organisation has considered implementing

- Rapid Antigen Tests to be completed prior to entry of all Aged Care Facilities as of week commencing 3rd January 2022 in line with the Pandemic Order

4. Cleaning

The Organisation will prepare, implement and maintain a schedule for cleaning, and where appropriate disinfecting, that ensures the workplace is routinely cleaned. This must include furniture, equipment and other items. The cleaning schedule should be in writing so everyone is aware of the requirements. The schedule should take into account the level of risk of exposure to, contracting or spreading COVID-19 within the workplace. This schedule is to set out both the frequency and method that cleaning and disinfecting is to be done.

The Organisation will provide all the supplies and equipment necessary to ensure that the cleaning schedule and hygiene procedure implemented for the workplace can be complied with.

The Organisation will also print posters and signs on good hygiene and hand washing practices to display in bathrooms, kitchens and break rooms.

When cleaning, attention will be given to frequently touched surfaces. Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are:

- tables, desks and countertops
- doorknobs and handles
- light switches
- phones
- keyboards
- toilets
- faucets and sinks
- touch screens
- EFTPOS machines and
- TV remotes
- As well as common area eg. kitchen and boardroom.

The Organisation will assess the different surfaces and objects that are frequently touched by multiple people and appropriately disinfect these surfaces and objects. The Organisation will also assess the need for items to be kept out on display that may be frequently touched (eg books, pamphlets).

Surfaces and fittings will be cleaned more frequently when:

- visibly soiled
- used repeatedly by a number of people and
- after any spillage.

The following steps to clean an environment will be followed:

- documented cleaning schedules for General Cleaning & Workstation

- wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser
- thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs
- if you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant. A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing and
- allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes
- This is in addition to the companies outsourced cleaning arrangements.

5. Restrictions on entry to the workplace

The Organisation will take all reasonable steps to ensure that a worker or others do not enter or attend the workplace if they display symptoms associated with COVID-19 or the worker/other has been required to isolate or quarantine. This may include displaying signs at the front of our premises/workplace telling people not to enter if they have COVID-19 symptoms, cold/flu symptoms or have been in close contact with confirmed cases.

5.1 CORONAVIRUS DIAGNOSIS OR EXPOSURE

i) If you contract the virus

If you test positive to a PCR or Rapid Antigen Test (RAT) and begin to display symptoms of the virus, you must follow Government guidance to find out what to do next. You must notify your manager at the earliest opportunity and stay home until you are well and no longer test positive for the virus. You must isolate for a minimum of 7 days from the date of positive test.

In order to protect your fellow colleagues, you are required to remain absent from the workplace on personal leave and provide us with a medical certificate. You are required to get a medical clearance from your doctor or provide evidence of a negative PCR or RAT result prior to returning to the workplace. Medical clearance or evidence of a negative test result must be provided to your manager as well as HR.

ii) If you have contact with a confirmed case of the coronavirus

If you have been in contact with someone who has a confirmed case of the coronavirus, you are required to notify management immediately.

In order to protect your fellow colleagues, we ask you to remain vigilant, if you have symptoms, complete a COVID test and remain absent from the workplace on personal leave and provide us with a medical certificate. You are required to get a medical clearance from your doctor or provide evidence of a negative PCR or RAT result prior to returning to the workplace. Medical clearance or evidence of a negative test result must be provided to your manager as well as HR.

iii) If you have contact with a suspected case of the coronavirus

If you have been in contact with someone who has a suspected case of the coronavirus, you are required to notify management immediately.

Even if you are not displaying any symptoms, we may take the decision to send you home and require you not to attend work as a safety precaution. This will be evaluated on a case by case basis.

iv) Please refer to the companies COVID Exposure Procedure & FAQ sheet

5.2 SELF-ISOLATION

You must not attend the workplace during any self-isolation period that the Government, medical authority or medical practitioner requires you to undertake.

If you are unwell during this self-isolation period, you should follow the usual sickness procedure to notify the Organisation that you require personal leave and obtain a medical certificate in support of your leave. You are required to get a medical clearance from your doctor prior to returning to the workplace.

If you are well during this period of isolation, the Organisation will consider any available type of leave that may be taken to cover the absence.

If there are no forms of accrued paid leave available, the absence will be unpaid, unless your applicable award, enterprise agreement or contract states otherwise.

It is advised to check Coronavirus website to see if you are eligible for a government funding during the period you are required to isolate at www.coronavirus.vic.gov.au or the Australian Government website at www.australia.gov.au

6. Training and education

The Organisation will provide each worker at the workplace with information, training and instruction on:

- the risks in relation to COVID-19 and
- the control measures implemented in the workplace to mitigate those risks, in relation to COVID-19.

The Organisation will also provide adequate supervision to ensure control measures are implemented in the workplace in relation to COVID-19. The Organisation will also ensure that information and instruction is provided to other people in the workplace about the control measures in place to mitigate the risks of COVID-19, and the requirements of those people to apply the control measures as they are reasonably able.

The information and instructions will be in a format that is reasonable to the circumstances, including the use of plain English. This may also include the use of pictures and being provided in languages other than English.

The Organisation will ensure that a record of any training provided to each worker at the workplace is maintained and be available upon request.

7. Record keeping and contact tracing

In the event of a case of COVID-19 being detected at the workplace, it will be important to be able to trace people who have been at the workplace.

Contact tracing is a way of slowing the spread of infections by identifying people who have been in contact with an infected person.

Therefore, the Organisation will adopt record keeping and contact tracing requirements that complies with the relevant Government or the Pandemic Order.

Government QR code posters are in place at any building entry point and sign in is required upon each entry to the building.

Additionally, a contract tracing register will record details for all workers, visitors and patrons who enter the business and must include:

- date and time of entry
- full name
- phone number
- relationship to the business
- displaying signs/symptoms of COVID-19

Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. The information must be made available to public health officials on request.

All Field Staff are directed to check in to all sites attended during business hours using the sites QR Check in. In addition, they have been issued a Workplace Attendance Register which can be completed daily on all movements and various sites attended when completing works for the company.

The Organisation will encourage the use of the COVIDSafe app and the benefits of the app to support contact tracing if required.

8. Response planning

The Organisation will prepare a COVID-19 emergency response plan for the workplace that outlines how they will respond if there is a suspected or confirmed case of COVID-19 associated with their business. This Plan will:

- Outline the process for regular risk monitoring
- outline what actions to be taken if notified of a possible COVID-19 infection
- confirm who has what response responsibilities, eg notifying Public Health, health and safety regulator
- state how you will clearly communicate with workers and meet privacy obligations
- state how you will clean your workplace after an infection and
- outline how your business will continue to trade or reopen.

The Organisation and workers will have a basic understanding of how to respond to a case of COVID-19 at the workplace. A step-by-step summary of actions to take will be:

- keep others away from the confirmed or suspected case. Talk to and assess the person concerned; if they need urgent medical help, call 000 immediately
- if the person is at your premises when symptoms emerge, assess the situation and risks. Advise the person to return home immediately and go get tested if they are well enough to. Both parties shall seek Government health advice
- The person should, seek medical advice and testing for COVID-19 if they meet the requirements, and self-quarantine until a result is returned
- Where necessary, close the premises, ask all patrons and workers to leave and arrange for a full environmental and disinfection clean. Open doors and windows to increase airflow
- the business will assess whether other workers, patrons, contractors or clients may have been exposed to COVID-19, and advise them accordingly of their requirements as per the Public Health and Governments directives. As this may include the Organisation's workers; contingency plans will be in place.
- The Organisation will engage and assist DHHS in any contact tracing

The Organisation will regularly review the COVID-19 Safety Plan when required. Update it if needed, for example, if your place of doing business or the services you offer change.

8.1 THE CONTINUATION OF BUSINESS OPERATIONS

i) Attendance at work

It is our expectation that you attend work as normal during this time, unless:

- you are on a period of authorised leave (personal, annual or long service)
- you are not attending work due to a Government, medical authority or medical practitioner mandated self-isolation period

- you are not attending work under our specific instruction or
- there is a safety reason why you cannot be at work that has been discussed and agreed with your manager.
- those that can work from home, will be working from home eg. Administration staff until such time as they are able to return to the workplace or in line with the Government directives

ii) Temporary business closure

As time progresses, it may become necessary for the business to temporarily reduce or cease operations, for example if someone in the workplace is diagnosed with coronavirus.

The Organisation will do everything possible to continue operating in these circumstances, however ultimately will take the action that is necessary to comply with Government advice and ensure safety within the workplace.

In the unlikely scenario of a shutdown, we may have no choice but to place you on an unpaid stand down. For clarity, this will only occur under specific circumstances in line with the Fair Work Act 2009, and all alternatives will be considered prior to taking this step.

iii) Working from another location

The Organisation will take all available steps to maintain normal business operations.

To maintain normal business operations, it may be necessary for us to require you to work from an alternative work location if, for example, instructions from a third party mean that entry into our current workplace is not permitted. Your flexibility in this regard will be required.

9. Resources

- For specific industries and/or approved COVID-19 Safety Plans, please visit the following websites:
 - Vic: <https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/coronavirus-covid-19/coronavirus-business-support>
 - Vic: <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>
 - Updated COVID-19 Directives and definitions (as at January 2022) <https://www.coronavirus.vic.gov.au/checklist-contacts>
 - Employsure - <https://employsure.com.au/>
 - ASIAL - <https://www.asial.com.au/>
 - NECA - https://neca.asn.au/vic/vic_home
- Safety Plan Assessment tool
- COVID-19 Safety Plan checklist
- How to Clean and disinfect after a COVID-19 case in the workplace (28/07/2020)
- Workplace Attendance Register
- COVID Safe Plan Guidance
- COVID Cleaning Schedule
- COVID Cleaning Schedule Workstation

Appendix one: Infection control in the workplace policy

INTRODUCTION

The broad definition of infection is the invasion of tissue by pathogenic organisms. Infections generally result from a combination of factors, including:

- the presence of micro-organisms
- a compromised or weakened status of the host and
- the chain of transmission of the micro-organism.

Bacteria, viruses and other organisms, which can cause disease in humans, may be found wherever people live and work.

This policy is designed to be consistent with the Organisation's health and safety framework. Its objective is to identify the requirements of infection prevention and control, and the development of safe work practices based upon risk management procedures. Therefore, the risks associated with infections in the workplace will be addressed via a risk management approach.

However, this policy is also designed to support any advice or directions from Government health authorities. Therefore, no part of this policy either stated or implied, is designed to compromise any public health advice or directions that may be issued from time to time and which may require additional controls to be implemented.

IDENTIFYING INFECTION TRANSMISSION HAZARDS

Micro-organisms are transmitted by various routes and the same infective agent may be transmitted by more than one route. There are several main routes of transmission:

- blood borne transmission through such things as sharp tools or contact with cuts or scratches
- direct contact through person to person contact or via contaminated articles or equipment
- droplet transmission such as through sneezing, coughing or talking
- airborne transmission through microscopic droplets or dust particles
- gastrointestinal infection through contaminated food or fluid or via an infected food handler and/or
- vector borne infections transmitted by carrier insects or animals such as mosquitoes, flies or rats.

The source of infection may be clients/customers, staff or visitors and the person may either be acutely ill or in the incubation (window) period of a disease. They may be a chronic carrier or colonised with the infective agent but have no apparent disease.

Contaminated items in the environment, including surfaces, equipment or food are other possible sources of infection.

The ability to resist infection varies depending upon age and underlying medical conditions. Other factors such as nutritional status or drug therapy may also reduce a person's immunity, making them more susceptible to infection.

Persons who have been recently exposed to trauma or who have recently undergone surgery, or invasive therapeutic and/or diagnostic procedures will also have an increased susceptibility to infection.

ASSESSING INFECTION TRANSMISSION

As part of the risk management approach, the Organisation has an obligation to ensure that persons and visitors to the workplace are not exposed to any infections, as far as is reasonably practicable.

Given the nature of our work, it is safe to assume that any infection brought into the workplace will pose a risk of injury to persons at the workplace. When approaching a task or duty, consideration must be given to the potential pathological agents involved, the transmission paths of the agents and who may potentially be at risk. The overall risk can then be analysed and assessed based on:

- what are the aspects of the task or procedure that facilitates transmission of infection
- what existing controls are in place
- what is the likelihood of transmission
- what are the likely consequences of transmission and
- what factors will increase or decrease the risk of transmission.

CONTROLLING INFECTION TRANSMISSION HAZARDS

The Organisation will ensure, as far as reasonably practicable, that the risks associated with infections in the workplace are controlled. The process of controlling exposure to infection transmission risks will be determined in consultation with all personnel in the workplace who are required to carry out the task and will include:

- the development of infection control principles
- the development of administrative requirements designed to minimise the risk of infection transmission
- the development of effective work practices and procedures
- ensuring that all staff required to undertake a task that may potentially expose them to infection through their work have enough training, skills, knowledge, level of competence and education and/or qualifications to undertake the task and
- a regular review of our policies and procedures.

If exposure to infections within the workplace have been assessed as a risk, consistent with national and international requirements, the Organisation will adopt a three-level approach to infection control precautions.

The three-level approach involves:

- Level 1 – General: infection control procedures for the prevention or minimisation of transmission for all persons at a workplace
- Level 2 – Standard: infection control procedures for persons who may come into contact with blood and/or bodily fluids such as first aid persons and

- Level 3 – Transmission-based precautions: provides a high level of protection to all persons at the workplace following identification of a positive transmission and assumes that Level 1 and Level 2 controls are in place

i) Level 1 Controls – General

Infectious agents can be spread in a variety of ways, including:

- breathing in airborne germs – coughs and sneezes release airborne pathogens, which is then inhaled by others
- touching contaminated objects or eating contaminated food
- skin-to-skin contact – transfer of some pathogens can occur through touch or by sharing objects and
- contact with body fluids – pathogens in saliva, urine, faeces or blood can be passed on via cuts or through the mucus membranes of the mouth and eyes.

The first level relates to general procedures designed to eliminate or minimise the risk of infection transmission. These infection control procedures will involve good personal and environmental hygiene, including:

- regular hand hygiene such as handwashing or hand rubbing at all times – washing hands with water and soap for at least 20 seconds, or using alcohol based hand sanitiser can prevent the spread of many pathogens, especially after visiting the toilet, before and after preparing food, and after touching clients/customers or equipment. Wet hands will be dried with a single use paper towel
- routine environmental cleaning and disinfection, including high contact points such as door handles, lift buttons and telephone equipment as well as high traffic areas such as reception areas
- promotion of respiratory hygiene and cough etiquette, such as covering the nose and mouth with the crook of the elbow or with a tissue when coughing or sneezing, and dispose of tissue in a closed bin
- any cuts or open wounds will be appropriately treated and covered with a waterproof dressing
- appropriate waste bins will be provided to dispose of contaminated tissues and other dirty items and
- appropriate use of PPE such as gloves when undertaking cleaning and disinfection procedures. PPE and training on its use will be provided to all personnel in the workplace in accordance with manufacturer’s guidelines and Australian and New Zealand Standards. PPE will be removed before leaving the work areas where the cleaning and disinfection is taking place.

ii) Level 2 Controls – Standard health procedures

The second level of control is referred to as ‘standard precautions’ and will be applied to all persons at the workplace, clients/customers or visitors regardless of their diagnosis or presumed infection status wherever there is potential contact with:

- blood
- body fluids, secretions and excretions (except sweat)
- non-intact skin or
- mucous membranes, including eyes.

Standard precautions will involve the use of safe work practices and protective barriers, including:

- hand hygiene
- routine environmental cleaning
- managing spills
- waste management
- the safe use and disposal of sharps
- decontamination of equipment
- appropriate use of gloves
- appropriate use of facial protection/masks
- use of protective clothing
- appropriate device handling
- appropriate handling of any laundry items and/or protective clothing and
- incorporation of respiratory hygiene and cough etiquette.

iii) Level 3 Controls – Transmission based precautions

Additional control measures will be initiated where persons are known or suspected to be infected with pathogens. These precautions are in addition to the general and standard precautions and are referred to as Level 3, or 'transmission-based precautions' (TBPs).

Transmission-based precautions (TBPs) are used in addition to standard precautions when standard precautions alone may be insufficient to prevent transmission of infection.

The three types of additional precautions are:

- airborne precautions which must be applied where the infected patient is known or suspected to be infected with pathogens that can be transmitted by an airborne route for eg Aspergillus, Legionella, Pulmonary tuberculosis, Chickenpox, Measles and Coronaviruses. These will include isolation of the infected person and in the case of a Coronavirus exposure, use of a type P2 or N95 mask that meets the requirements of Australian and New Zealand Standard, AS/NZS 1716:2012 Respiratory Protection Devices
- droplet precautions which must be applied where the person is known or suspected of being infected with pathogens that can be transmitted by droplet route for eg Influenza, Bordetella pertussis (whooping cough), Rubella, Listeria, E. coli, Salmonella and Coronaviruses. These will include isolation of the infected person, maintaining a separation distance of at least one and a half metres, the use of protective gloves and eyewear and the initiation of room cleaning protocols and
- contact precautions designed to reduce the risk of transmission of micro-organisms by direct or indirect contact for eg viral Gastroenteritis, Clostridium difficile, Methicillin-resistant Staphylococcus aureus (also known as MRSA or staph) and Coronaviruses. These will include additional precautions to eliminate

contamination of environmental surfaces and equipment through the use of protective gloves and the implementation of additional room cleaning protocols.

TBPs, including cleaning protocols and procedures must be tailored to the infectious agent involved and the mode of transmission. To minimise the exposure time of other people in office/retail based setting or more industrial environment, people identified as at risk of transmitting droplet or airborne diseases (for example, a person with suspected Coronavirus exposure) should be attended to immediately and placed into appropriate transmission-based precautions to prevent further spread of the disease.

SAFE HANDLING USE, AND DISPOSAL OF SHARPS

A sharp is any object that can inflict a penetrating injury and includes needles, broken glass and any other sharp object or tools designed to perform penetrating procedures. The potential for the transmission of blood borne viruses is greatest when devices such as needles or knives are used. As such, the Organisation will develop a policy and procedures for the safe handling, use and disposal of sharps.

ENVIRONMENTAL CLEANING

Environmental cleaning refers to the appropriate cleaning of surfaces found in the workplace. Deposits of dust, soil and microbes on surfaces are a potential source of associated infections. The following basic principles should be followed:

- written cleaning protocols should be prepared, including methods and frequency of cleaning
- cleaning procedures must be commensurate with the level of risk and tailored accordingly
- standard precautions (including wearing of personal protective equipment (PPE), as applicable) must be implemented when cleaning surfaces and facilities
- cleaning methods should avoid generation of aerosols
- all cleaning items should be changed after each use and cleaned and dried before being used again. They should also be changed immediately following the cleaning of blood or body fluid/substance spills. Single-use cleaning items are preferred, where possible, such as lint-free cleaning cloths
- sprays should not be used, because they can become contaminated and are difficult to clean. Sprays are not effective, as they do not touch all parts of the surface to be cleaned
- detergents should not be mixed with other chemicals and
- all cleaning solutions should be prepared fresh before use.

The Organisation will ensure that a person is identified and nominated as being responsible for the implementation, management and evaluation of the cleaning service provided.

MANAGING SPILLS OF BLOOD, BODY FLUIDS AND SUBSTANCES

The Organisation will ensure there are procedures in place for dealing with blood, bodily fluids and substance spills. Cleaning protocols should be included alongside safe work procedures and emphasised in ongoing training.

The basic principles of blood and body fluid/substance spills management are:

- standard precautions should apply, including the use of PPE, as applicable
- spills should be cleared up before the area is cleaned (adding cleaning liquids to spills increases the size of the spill and should be avoided) and
- generation of aerosols from spilled material should be avoided.

The management of spills should be flexible enough to cope with different types of spills whilst also considering the following factors:

- the nature (type) of the spill for example chemical substances, sputum, vomit, faeces, urine or blood
- the pathogens most likely to be involved in these different types of spills – for example, stool samples may contain viruses, bacteria or protozoan pathogens, whereas sputum may contain *Mycobacterium tuberculosis*
- the size of the spill – for example, spot (few drops), small (<10cm) or large (>10cm)
- the type of surface – for example, carpet or impervious flooring
- the location involved – that is, whether the spill occurs in a contained area (such as office), in a public location or within a community premises and
- whether there is any likelihood of bare skin contact with the soiled (contaminated) surface.

iv) Cleaning spills – equipment

Standard cleaning equipment, including a mop, cleaning bucket and cleaning agents, should be readily available for spills management. It should also be stored in an area known to all staff.

To help manage spills in areas where cleaning materials may not be readily available, a disposable 'spills kit' could be used, containing a large (20 L) reusable plastic container or bucket with fitted lid, containing the following items:

- appropriate leak-proof biohazard bags and containers for disposal of waste material
- a designated, sturdy scraper and pan for spills
- absorbent mats and paper
- approximately five sachets of a granular formulation containing 10,000ppm available chlorine or equivalent (each sachet should contain sufficient granules to cover a 10cm diameter spill)
- disposable rubber gloves suitable for cleaning
- eye protection (disposable or reusable)
- plastic apron and
- a respiratory protection device, for protection against inhalation of powder from the disinfectant granules or aerosols (which may be generated from high-risk spills during the cleaning process).

Single-use items in the spills kit should be replaced after each use of the spills kit. With all spill management protocols, it is essential that the affected area is left clean and dry before use of the area.

v) Cleaning spills – procedures

Care should be taken to thoroughly clean and dry areas where there is any possibility of bare skin contact with the surface.

PPE should be used for all cleaning procedures and disposed of or sent for cleaning after use. Hands should be washed and dried after cleaning.

Where a spill occurs on a carpet, shampoo as soon as possible. Do not use disinfectant. Steam cleaning may be used instead.

Wash hands thoroughly after cleaning is completed.

vi) Cleaning spots or small spills

Spots or drops of substances or other small spills (up to 10cm) can easily be managed by wiping the area immediately with paper towels, and then cleaning with warm water and detergent, followed by rinsing and drying the area. Dry the area, as wet areas attract contaminants.

vii) Cleaning large spills

Where large spills (more than 10cm) have occurred in a 'wet' area, such as a bathroom or toilet area, the spill should be carefully washed off into the sewerage system using copious amounts of water and the area flushed with warm water and detergent.

Large spills that have occurred in 'dry' areas should be contained and generation of aerosols should be avoided.

Granular formulations that produce high available chlorine concentrations can contain the spilled material and are useful for preventing aerosols. A scraper and pan should be used to remove the absorbed material. The area of the spill should then be cleaned with a mop, and a bucket of warm water and detergent. The bucket and mop should be thoroughly cleaned after use and stored dry.

WASTE DISPOSAL

The Organisation will ensure that procedures are in place for the correct management of all waste generated and that they are compliant with regulations and guidelines administered by other Government agencies eg Environmental Protection Agencies and Local Government Ordinances.

All waste should be stored in secure areas until collected. Waste should be removed from workplace areas each day and more frequently as needed, such as from specialised areas. Waste bags should be tied before removing from the area.

viii) General waste disposal

Place in general waste bin for removal.

ix) Biohazard waste disposal

Place in biohazard bags as soon as possible. Biohazard bags have a biohazard symbol and are currently coloured yellow.

MEDICAL/OTHER CONDITIONS

Due to the potential hazards associated with this workplace such as possible exposure to pathogens and infection, persons working at the workplace are required to disclose any medical condition or disability, which may affect their capacity to participate in specific work activities that may impact upon their health and safety or the health and safety of others.

If a worker becomes aware of any condition, disability or impairment (temporary or otherwise), which may potentially affect their capacity to participate safely in work activities, or activities related to their work, they should immediately advise management as soon as practicable so that a suitable and applicable risk assessment can be undertaken.

All such discussions will be considered strictly confidential in accordance with the Organisation's privacy policy. Any medical information disclosed will be used only for the purpose for which it was collected and will not be disclosed to other parties unless permitted by law, without the consent of the person making the disclosure.

DEALING WITH COVID-19 IN THE WORKPLACE

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

i) Cleaning and disinfection

The best way to protect all persons in the workplace from the risk of exposure to COVID-19 is by implementing appropriate cleaning and disinfecting measures for the workplace. Combined regiment of cleaning and disinfection will be the most effective method in eliminating or spread of the COVID-19 virus in the workplace.

Workplace should be cleaned at least once a day. More frequent cleaning may be required in some circumstances. If equipment is shared between persons, it should be cleaned between uses, where practicable.

Cleaning is to be performed using detergent and water and once cleaned surfaces should be disinfected. This would include any time there has been an instance or suspected case of COVID-19 in the workplace or where any persons in the workplace are likely to touch a surface.

ii) Hygiene

Good hygiene is necessary to stop the spread, therefore each worker must:

- frequently wash their hands with soap for at least 20 seconds or use a hand sanitiser with greater than 60% ethanol or 70% isopropanol before and after eating and going to the toilets
- limit contact with others, including shaking hands

- stop touching their eyes, nose and face when their hands are not washed
- cover their mouth while coughing and sneezing with a clean tissue or elbow and
- put used tissues straight into the bin.

The Organisation will ensure that adequate supply of hand washing soap dispensers, sanitisers and tissue paper is readily available to all persons in the workplace.

iii) Self isolation

If a worker suspects that they have contracted COVID-19 or if they have been in the presence of someone infected by the COVID-19, they must isolate themselves (self-quarantine) and advise their manager immediately. This is to be followed by contacting their doctor or a nearest hospital until more thorough examination has taken place.

WORKER RESPONSIBILITIES

To ensure the overall success in controlling the risks related to infections at this workplace, persons working in the Organisation must be able to implement the established infection control measures and follow the protocols that have been developed. To this end, the Organisation will ensure that they:

- have been trained and deemed competent by the Organisation in the infection control protocols of this workplace before undertaking any work where they may come into direct contact with clients/customers or members of public, waste from their respective tasks and equipment, instruments or apparatus used
- have enough training, skills, knowledge, level of competence and qualifications required to undertake any task that may potentially expose them to the risk of infection at work or undertaking work related activities
- have enough skills and training in the effective use of all PPE required by the Organisation to eliminate or minimise the risk of infection to themselves or others at work
- follow any reasonable instruction given to them by the Organisation designed to eliminate or minimise the risk of infection to themselves or others at work, including the mandatory use of PPE when and where required
- actively participate in the development and review of the Organisation's infection control protocols and procedures
- actively participate in the development and review of the Organisation's administrative requirements designed to minimise the risk of infection transmission at work
- will advise management immediately when they become aware of any potential exposure to infection to themselves or others at work during their work
- do not undertake any activity, action or inaction that may knowingly place themselves or others at work at risk of exposure to an infection and
- will advise management immediately when they become aware of contracting any illness or disease or having become aware of any condition, disability or impairment (temporary or otherwise), that may potentially affect their capacity to participate in specific work activities or where specific work activities may further impact upon their health, safety or welfare or the health and safety of others at work.

Appendix two: Workplace attendance register

INTRODUCTION

A workplace attendance register has been implemented for both the Head Office & Field technicians.

This is secondary to QR Code check-ins and to be used as a back up or in addition.

The purpose of this document is to record details of individuals that are in contact with others and the purpose of the business.

Document sample attached:

- Head Office
- Field Technicians

Workplace attendance register



Instructions:

Under current public health advice, from 6th August 2020, all Victorian workplaces are required to establish and maintain a register of every person who attends the workplace for a period of more than 15 minutes. This includes all workers (including sub-contractors) and any customers, clients or visitors permitted in the workplace (including workplace inspectors).

If an employee or visitor tests positive for coronavirus (COVID-19), a current and accurate workplace attendance register will allow the employer to immediately identify anyone who has been in close contact with that person within the prior 48 hours.

For more information regarding the definition of a close-contact, see: <https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>
 If you answered YES to any of the below questions you should not enter your workplace (or should leave your workplace). Tell your employer, go home, and get tested for coronavirus (COVID-19).

If you answered NO to all the above questions, you can enter your workplace.

If you develop symptoms, stay at home and seek further advice from the 24-hour coronavirus hotline 1800 675 398 or your general practitioner.

You are encouraged to download the COVIDSafe App to assist contact tracing. regarding the definition of a close-contact, see:

<https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

Business details

Business name: ...KTR Electronics Pty Ltd

Site/location: F2 27 Bate Close Pakenham VIC 3810

Contact person: Karley Jollands – Compliance Specialist

Workplace attendance register																			
Date	Temperature	First name	Phone number	Check-in time	Check-out time	Are you experiencing?													
						Fever		Chills		Cough		Sore throat		Runny nose		Loss of smell		Shortness of breath	
						Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
<i>e.g.</i> DD/MM/YY	<i>e.g.</i> 36.1	<i>e.g.</i> John	<i>e.g.</i> 1234 5678	<i>e.g.</i> 10am	<i>e.g.</i> 11am		✓		✓	✓			✓		✓		✓		

Appendix three: Workplace cleaning register

INTRODUCTION

A workplace cleaning register has been implemented at the head office.

The purpose of this document is to record cleaning measures implemented as directed by the company.

Document sample attached:

- Workstation Cleaning Register
- General Cleaning Register

Cleaning Schedule Workstation

Name: _____

Instructions: Wear disposable gloves whilst cleaning, gloves to be discarded after each clean and should not be used for other purposes or shared between workers. Thoroughly clean surfaces using spray sanitiser and disposable paper towel. Always clean from the cleanest surface to the dirtiest surfaces. This stops the transfer of germs to the cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs. Allow the disinfectant to remain on the surface for the period of time required to kill the virus. Your workstation is required to be cleaned twice a day. Please mark the table below when this has been completed.

	Desk		Phones		Keyboards		Touch Screens		Initials
	AM	PM	AM	PM	AM	PM	AM	PM	
6-Aug									
7-Aug									
8-Aug									
9-Aug									
10-Aug									
11-Aug									
12-Aug									
13-Aug									
14-Aug									
15-Aug									
16-Aug									
17-Aug									
18-Aug									
19-Aug									
20-Aug									
21-Aug									
22-Aug									
23-Aug									

Cleaning Schedule General

Instructions: Wear disposable gloves whilst cleaning, gloves to be discarded after each clean and should not be used for other purposes or shared between workers. Thoroughly clean surfaces using spray sanitiser and disposable paper towel. Always clean from the cleanest surface to the dirtiest surfaces. This stops the transfer of germs to the cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs. Allow the disinfectant to remain on the surface for the period of time required to kill the virus. Your workstation is required to be cleaned twice a day. Please mark the table below when this has been completed.

	Desk		Phones		Keyboards		Keyboards		Keyboards		Touch Screens		Bench Surfaces		Initials
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
21-Aug															
22-Aug															
23-Aug															
24-Aug															
25-Aug															
26-Aug															
27-Aug															
28-Aug															
29-Aug															
30-Aug															
31-Aug															
1-Sep															
2-Sep															
3-Sep															
4-Sep															

Appendix four: Response plan for confirmed COVID-19 case

- INSERT – Response Plan for confirmed COVID-19 case



Karley Jollands
Compliance Specialist
KTR Electronics
F2 27 Bate Close, Pakenham VIC 3810
ABN: 56 006 552 085
ACN: 006 552 085

KTR Electronics Pty Ltd

COVID19 Emergency response & recovery plan

Prepared: 07/04/2021

Revision history

Version Number	Revisions Due	Person responsible	Date updated
<i>Version 3</i>	<i>quarterly (8th April, 13th July, 11th November)</i>	<i>M. Birtchnell K. Jollands</i>	<i>19/01/2022</i>

Communication strategy

Manager/staff	Type of communication	Person responsible	Frequency
<i>Director</i>	<i>Email, presentation, zoom</i>	<i>Michele Birtchnell</i>	<i>As required (as issues arise)</i>

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The Continuity Plan

Risk management

Business risk	Impact	Likelihood	Mitigation strategy	Contingency plan
Confirmed positive COVID19 Case among staff	High	Likely	<ul style="list-style-type: none"> • Use of PPE (gloves, face masks, overall & face shields {where specified by site} hand sanitiser & soap/hand washing regularly – as well as after coughing or sneezing. • Temperature checks daily & before attending each site (for multiple sites) • Utilise touchless sign in and out from site via the QR code located on the sign in tablet – where possible • Maintain 4 square meters per person when working in smaller rooms or offices. • Maintain social distancing of 1.5M between others. • Disinfect commonly touched surfaces before and after use, including shared tools. • Avoid face to face meetings, where possible. 	<ul style="list-style-type: none"> • Stand down infected staff member(s) immediately & advise to self-isolate – if not already. • Initiate contact tracing for past 14 days prior to positive result. • Advise by phone or face to face conversation any staff, clients, customers, contractors & suppliers whom have been in close contact with positive case within the contagious period (3 days). • Send out email communication to all relevant stakeholders (customers, clients etc) • Close the site(s) where infected person(s) have been • Conduct a deep clean of the site(s)

KTR Elecronics Pty Ltd COVID19 Emergency Response Plan 2021

Business risk	Impact	Likelihood	Mitigation strategy	Contingency plan
			<ul style="list-style-type: none"> • Arrange alternate meeting types such as internet or phone-based conference calls. • Practice good hygiene. Wash your hands regularly and well for at least 20seconds. • Practice good cough etiquette. Cover your mouth to cough or sneeze. Dispose of tissues in the bin. • Time lunch breaks to avoid mixing with other trades. • When possible (weather permitting) take your breaks outside. Otherwise maintain social distancing and open windows in the lunchrooms. • If feeling sick or unwell do not attend job sites/work. Seek advice from your medical practitioner. • If you are unwell &/or display symptoms of Covid-19, stay home. • If you suspect you may have covid-19, get tested & await a negative result before returning to work • If you have been in close contact with a confirmed case of Covid-19, stay home & get tested. Do not return to work until you return a negative test result. • If you have tested positive to Covid-19 you must advise your employer as well as anyone that you have been in close physical contact with. 	<ul style="list-style-type: none"> •

Contingency Plan

Order	Contingency Item	Responsible	KTR Time frame
1	<ul style="list-style-type: none"> Stand down infected staff member(s) immediately & advise to self-isolate – if not already. 	Michele Birtchnell, Michelle Ally, Sam Cox	Immediately - as soon as advise if received
2	<ul style="list-style-type: none"> Initiate contact tracing for past 3 days prior to positive result. 	Michele Birtchnell, Karley Jollands	Within first 2 hours of advice. If advise received outside of business hours, task must be completed within 2 hours of the next business day. If it falls on the weekend, task must be carried out within 24 hours of advised.
3	<ul style="list-style-type: none"> Advise any staff, clients, customers, contractors & suppliers whom have been in close contact with positive case within that 14-day period via email. 	Michele Birtchnell, Karley Jollands,	Within first 2 hours of advice. If advise received outside of business hours, task must be completed within 2 hours of the next business day. If it falls on the weekend, task must be carried out within 24 hours of advised.
6	<ul style="list-style-type: none"> Close down the site(s) where infected person(s) have been 	Michele Birtchnell	Immediately – as soon as advise is received
7	<ul style="list-style-type: none"> Conduct a deep clean of the site(s) 	Michele Birtchnell – external cleaning company if necessarily	As soon as all other tasks have been completed – within 12 hours of receipt of advice of positive case

Communication details

Initial communication will be via email to all staff, contractors, customers, clients, suppliers to ensure that the information has gone to those that need it.

Following that, a phone call will be made to any stakeholders who have been in direct contact with the person confirmed as a positive COVID case. This will be carried out by Michele Birtchnell, Duncan Hart & Karley Jollands. If there are many calls to make urgently, other staff will be available to assist, such as Allan Hay, Michelle Ally & Sam Cox.

Personal information of the confirmed positive case will be used & disclosed on a 'need to know' basis only. Personal information which has been collected as part of the COVID19 contact tracing, will be retained in a secure place and only for as long as is necessary. KTR will securely dispose of this information after a period of six weeks.

Cleaning after a confirmed case

Deep cleaning of the workplace will be conducted by a professional cleaning service.

The KTR office should be closed down & all staff directed to either stand down until further notice or work from home until further notice for staff that are able to continue to perform their usual duties from home, should do so, if they are well enough to do so.

Clean and disinfect all areas (offices, desks, bathrooms and common areas) including high touch areas, such as door handles, printers, bench tops, kitchen equipment that were used by the suspected or confirmed case of COVID-19. Close off the affected area before cleaning and disinfection. Open outside doors and windows if possible, to increase air circulation and then commence cleaning and disinfection.

Clean thoroughly all hard surfaces and high touch items using detergent (soap) and water.

Then disinfect hard surfaces by doing a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Bleach solutions should be made fresh daily.

Or a physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution (refer to the Department of Health website for more information on achieving the correct bleach solution).

All surfaces should then be sprayed with sanitiser with at least 60% methanol or 60% isopropyl. Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag (double-bagging) and dispose of the bag in the general waste.

All areas of the building where the infected person has visited during the infection period will need to be closed down while cleaning and disinfection takes place. The cleaning and disinfection must occur before any workers return to affected areas.

Those cleaning an area of suspected contamination need to be equipped with appropriate Personal protective equipment (PPE). This includes disposable gloves and safety eyewear to protect against chemical splashes. If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning staff should also wear a disposable apron or coveralls.

Clean your hands using soap and water for at least 20 seconds, or where this is not possible, hand sanitiser of with at least 60% ethanol or 70% isopropanol as the active ingredient] before putting on and after removing PPE.

Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment such as buckets should be emptied and cleaned with a new batch of disinfectant and allowed to dry completely before re-use.

Use of personal protective equipment (PPE) when cleaning

Gloves are recommended when cleaning and disinfecting. Use of eye protection, masks and gowns is not required when undertaking routine cleaning.

Always follow the manufacturer's advice regarding use of PPE when using disinfectants.

For cleaning and disinfection for suspected and confirmed cases, when available, a surgical mask and eye protection may provide a barrier against inadvertently touching your face with contaminated hands and fingers, whether gloved or not.

For cleaning and disinfection for suspected and confirmed cases, wear a full-length disposable gown in addition to the surgical mask, eye protection and gloves if there is visible contamination with respiratory secretions or other body fluid. Get advice from your work health and safety consultants on correct procedures for wearing PPE.

Re-opening after a COVID19 Case

The following business day after the deep clean has occurred, KTR will re-open for business & continue to operations as usual. While continuing to adhere to all the COVID safety requirements & guidelines.

Appendix five: COVID-19 Test and Isolate National Protocols

- INSERT – COVID-19 Test and Isolate National Protocols



COVID-19 Test and Isolate National Protocols

PROTOCOL 1

COVID-19 confirmed by a positive RAT or PCR test

- 1 Isolate at home for at least 7 days from the day you had your test. If you have symptoms at **Day 6**, you must stay at home until symptoms are gone.
- 2 Notify your household, school or employer that you have tested positive.
- 3 If you have **no symptoms** at **Day 7**, you can return to normal living and leave your home. You do not need a further test.

Wear a mask when leaving the home and avoid visiting high-risk settings for at least 7 days following negative test or end of symptoms.

Always seek medical help if you become very unwell.

PROTOCOL 2

Close Contact and have symptoms

- 1 Stay home for 7 days since you last had contact with the person who has COVID-19.
- 2 Take a RAT self-test or PCR test and stay at home while waiting for the test result. If you test **positive** for COVID-19 follow **Protocol 1**. If you test **negative**, continue to stay at home.
- 3 On **Day 6** of isolation, take a RAT self-test.

If you test **positive** for COVID-19 follow **Protocol 1**. If your Day 6 test is **negative**, you can leave home and return to normal living after completing the 7 days of home isolation.

Wear a mask when leaving the home and avoid visiting high-risk settings for at least 14 days following exposure to the person with COVID-19.

Always seek medical help if you become very unwell.

PROTOCOL 3

Close Contact with no symptoms

- 1 Monitor for symptoms and take a RAT self-test or PCR test if they develop. If **positive**, follow **Protocol 1**. If **negative**, continue to stay at home for 7 days, monitor for symptoms and follow **Protocol 2** if they develop.
- 2 On **Day 6** of isolation, take another RAT self-test.

If your Day 6 self-test is **positive**, follow **Protocol 1** – you do **NOT** need a PCR test for confirmation.

If your Day 6 self-test is **negative and you have no symptoms**, you can leave home and return to normal living after completing the 7 days of home isolation.

Wear a mask when leaving the home and avoid visiting high-risk settings for at least 14 days following exposure to the person with COVID-19.

PROTOCOL 4

Other contacts

If you have had less contact with someone with COVID-19, such as contact in a social, shopping, education or workplace setting.

- 1 You should monitor for symptoms and have a RAT self-test if these occur. If **positive**, follow **Protocol 1** and stay at home until you no longer have symptoms.

Wear a mask when leaving the home and avoid visiting high-risk settings for at least 14 days following exposure to the person with COVID-19.

**WA, SA, NT & TAS residents should check their state or territory requirements and timelines*

*You are a **Close Contact** if you are living with someone who has COVID-19, or have spent 4 hours or longer with someone in a home or health or aged care environment since they developed COVID-19.*

Appendix six: COVID-19 Contractor Protocol - all Public Housing in Victoria

INTRODUCTION

The Department of Health and Human Services (DHHS) has issued a protocol in relation to the performance of works for the service and maintenance or upgrading of public housing properties anywhere in Victoria.

All procedures are to be adhered to and documented when attending DHHS sites. There are two documents;

- INSERT - COVID-19 Contractor Protocol All Public housing in Victoria

COVID-19 Contractor Protocol

All public housing in Victoria

5 August 2020

Application of protocol

This protocol applies to all contractors and consultants engaged by the Asset Management Unit of the Department of Health and Human Services to perform work or services for the maintenance or upgrade of public housing properties anywhere in Victoria.

All references to 'contractor' in this document are to be taken as applying to both contractors and consultants. The protocol applies to all public housing, which includes properties managed by the Department of Health and Human Services and properties managed by community agencies (Out of Home Care, Specialist Disability Accommodation, Family Violence Accommodation, Youth Crisis Accommodation and Transitional Housing Management).

This protocol provides instructions to contractors on procedures and measures to be followed to protect against the spread of COVID-19. The procedures and measures outlined in this document are for the benefit of contractor health and safety, and for the health and safety of tenants residing in public housing properties.

Contents

This protocol firstly outlines the work that can be undertaken under each stage of COVID-19 restrictions issued by the Victorian State Government.

The protocol then outlines the procedures and measures to be followed for:

- Maintenance work in tenanted properties
- Upgrade work in tenanted properties
- Movable unit work in tenanted and private properties
- Work in common areas of public housing estates

The document then outlines general requirements for COVID-19 safety precautions and well being.

COVID-19 stage restrictions

The table below outlines the types of work that can be undertaken by contractors at public housing properties during each stage of COVID-19 restrictions issued by the Victorian State Government.

Type of work	Stage 1	Stage 2	Stage 3	Stage 4*
Critical & Urgent Maintenance	Yes	Yes	Yes	Yes
Priority & Normal Maintenance	Yes	Yes	Yes	No
Safety & compliance (lifts, lights, fire services, alarms, gas heater program)	Yes	Yes	Yes	Yes
Vacant property / unit maintenance	Yes	Yes	Yes	Yes (excluding high rise)
Tenanted property upgrades	Yes	Yes	Yes	No
Vacant property upgrades	Yes	Yes	Yes	No
Fire damage reinstatement	Yes	Yes	Yes	No
Methamphetamine contamination remediation	Yes	Yes	Yes	No
Disability modifications	Yes	Yes	Yes	No (except where urgent)
Movable unit installation/removal	Yes	Yes	Yes	No
Property condition audits	Yes	Yes	Yes	No
Cleaning and security audits	Yes	Yes	Yes	Yes
Security services	Yes	Yes	Yes	Yes
Estate common areas - normal cleaning	Yes	Yes	Yes	Yes
Estate common areas – sanitisation cleaning	Yes	Yes	Yes	Yes
Estate common areas – grounds maintenance	Yes	Yes	Yes	Yes
Sharps collection	Yes	Yes	Yes	Yes
Pest control	Yes	Yes	Yes	Yes
Vacant land maintenance	Yes	Yes	Yes	Yes
Demolitions	Yes	Yes	Yes	No

NOTES:

- * Contractors are to have a COVID Safe Plan in place to undertake work during Stage 4
- There may be exceptions to the advice outlined above – contractors will be advised by the department in writing where this applies

Maintenance work in tenanted properties

Refer to the protocol outlined in **Attachment 1**.

Upgrade work in tenanted properties

Before commencing upgrade works at a tenanted property, the upgrade contractor is to ask the tenant the questions below in regard to COVID-19. Each day upon returning to the property, the contractor is also to ask the questions.

In response to COVID-19 (also known as the Coronavirus), I will need to ask you the following questions before proceeding with the upgrade works.

- *Have you been overseas in the last two weeks or been in contact with anyone who has returned from overseas in the last two weeks?*
- *Have you been diagnosed with coronavirus and are currently in isolation?*
- *Are you in a period of 14-day quarantine as directed by a health professional?*
- *Have you been identified as a close contact with anyone who has coronavirus? (A close contact is someone who has spent greater than 15 minutes face-to-face, cumulative, or has shared a closed space for more than two hours, cumulative, with a confirmed case of coronavirus)*
- *Are you experiencing any of these symptoms: Fever, Chills, Cough, Sore throat, Shortness of breath, Runny nose or Loss of sense of smell?*

If the tenant answers 'YES' to any of the above, the tenant is to be advised the upgrade works must be placed on hold and that the contractor will contact them after two weeks has passed to discuss completion of the works.

If the tenant answers 'NO' to all of the above, the tenant is to be advised all occupants and visitors at the property must wear a face covering and maintain a minimum separation of 1.5m from the upgrade contractor staff at all times. The tenant is to be advised the contractor will provide them with face masks if they do not have any face coverings available. The tenant is to advise the upgrade works will not be completed unless face coverings are worn by all persons at the property and those persons must observe social distancing at all times.

The upgrade contractor must also check daily that their staff and any subcontractor working at the property answer 'NO' to all of the above questions. Before commencing work each day, the upgrade contractor must confirm with the tenant they have checked that their staff and subcontractors answer 'NO' to the above questions.

When working at public housing properties, upgrade contractors are at all times to:

- Wear a surgical face mask
- Wear safety goggles or face shield
- Wear disposable gloves and disposable coveralls/gown if contact with blood or bodily fluids is likely
- Practice appropriate hand hygiene
- Practice social distancing (minimum 1.5m separation from others)

The expectations of tenants, occupants and their visitors while the contractor undertakes the work are:

- Wear a face covering (face mask supplied by the contractor if the tenant does not have their own)
- Maintain social distancing

If tenants, occupants and their visitors do not adhere to the above requirements, the contractor is to request they comply. If they do not then comply, the contractor is to leave the site immediately and report this behaviour to the department contract manager.

Upgrade contractors are to remove their tools and equipment from site at the end of each day. Tools and equipment are also to be cleaned and disinfected daily (for example with 70% alcohol wipes or a bleach-based disinfectant). Materials required for the upgrade may be left on site provided they are safely placed/stored.

Movable unit works in tenanted and private properties

Before commencing installation or removal of a movable unit at a property, the contractor is to ask the tenant (or the owner or occupant for a private property) the questions below in regard to COVID-19. Each day upon returning to the property, the contractor is also to ask the questions.

In response to COVID-19 (also known as the Coronavirus), I will need to ask you the following questions before proceeding with the work.

- *Have you been overseas in the last two weeks or been in contact with anyone who has returned from overseas in the last two weeks?*
- *Have you been diagnosed with coronavirus and are currently in isolation?*
- *Are you in a period of 14-day quarantine as directed by a health professional?*
- *Have you been identified as a close contact with anyone who has coronavirus? (A close contact is someone who has spent greater than 15 minutes face-to-face, cumulative, or has shared a closed space for more than two hours, cumulative, with a confirmed case of coronavirus)*
- *Are you experiencing any of these symptoms: Fever, Chills, Cough, Sore throat, Shortness of breath, Runny nose or Loss of sense of smell?*

If the tenant, occupant or owner answers 'YES' to any of the above, they are to be advised the works must be placed on hold and that the contractor will contact them after two weeks has passed to discuss completion of the works.

If the tenant, occupant or owner answers 'NO' to all of the above, the tenant, occupant or owner is to be advised all occupants and visitors at the property must wear a face covering and maintain a minimum separation of 1.5m from the contractor staff at all times. They are to be advised the contractor will provide them with face masks if they do not have any face coverings available. They are to be advised the works will not be completed unless face coverings are worn by all persons at the property and those persons must observe social distancing at all times.

The contractor must also check daily that their staff and any subcontractor working at the property answer 'NO' to all of the above questions. Before commencing work each day, the contractor must confirm with the tenant, occupant or owner they have checked that their staff and subcontractors answer 'NO' to the above questions.

When working at public housing properties, contractors are at all times to:

- Wear a surgical face mask
- Wear safety goggles or face shield
- Wear disposable gloves and disposable coveralls/gown if contact with blood or bodily fluids is likely
- Practice appropriate hand hygiene
- Practice social distancing (minimum 1.5m separation from others)

The expectations of tenants, occupants and their visitors while the contractor undertakes the work are:

- Wear a face covering (face mask supplied by the contractor if the tenant does not have their own)
- Maintain social distancing

If tenants, occupants, owners or their visitors do not adhere to the above requirements, the contractor is to request they comply. If they do not then comply, the contractor is to leave the site immediately and report this behaviour to the department contract manager.

Contractors are to remove their tools and equipment from site at the end of each day. Tools and equipment are also to be cleaned and disinfected daily (for example with 70% alcohol wipes or a bleach-based disinfectant). Materials required may be left on site provided they are safely placed/stored.

Work in common areas of public housing estates

Public housing estates often contain shared or common areas that are not part of the private space occupied by tenants.

- Indoor common areas include spaces such as foyers, corridors, stairwells and lifts.
- Outdoor common areas include spaces such as lawns, gardens, playgrounds, paths and car parks.

Contractors that typically perform work in estate common areas are:

- Security guards
- Cleaners
- Pest control contractors
- Sharps disposal contractors
- Fire services contractors
- Lift technicians
- Specialist plant and equipment contractors
- Maintenance contractors
- Garden maintenance contractors

When working in common areas of public housing estates, contractors are at all times to:

- Wear a surgical face mask
- Wear safety goggles or face shield
- Wear disposable gloves and disposable coveralls/gown if contact with blood or bodily fluids is likely
- Practice appropriate hand hygiene
- Practice social distancing (minimum 1.5m separation from others)

The expectations of tenants, occupants and their visitors while the contractor undertakes work are:

- Wear a face covering
- Maintain social distancing

If tenants, occupants and their visitors do not adhere to the above requirements, the contractor is to request they comply. If they do not then comply, the contractor is to leave the site immediately and report this behaviour to the department contract manager.

General requirements

Contractor well being

The department is committed to supporting contractor health, safety and wellbeing and acknowledge the current challenging environment. Contractor psychological and physical health, safety and wellbeing is paramount. Plan to go home safely every day. The objective of the department is to support you in performing your work AND enable you to go home safely each day to your life outside of work.

Take reasonable care for your own health and safety and the health and safety of others (including members of the public) by paying attention to the way you are working and ensuring you follow all work instructions.

Correct use of Personal Protective Equipment (PPE)

It is essential that all staff are trained in the correct use of PPE – putting it on (donning) and removing (doffing), before it is used to ensure cross contamination does not occur. This includes use of face masks, gloves, protective eye wear, gowns or coveralls.

Face Masks

Face masks must be worn by contractors at all public housing and department sites. Face masks must be worn indoors and outdoors at all times. Face masks must be disposable surgical masks (P2 or N95 respirator/masks are not required).

Procedure for putting on a mask

1. Perform hand hygiene using the alcohol-based hand rub
2. Put on the mask handling the side tapes or loops only:
 - a. If your mask has the ear loops, place them over both ears together
 - b. If your mask has to be tied, tie the bottom first and then the top to secure on your face
 - c. Ensure the mask is secured across the bridge of your nose (mould metal clip over bridge of nose) and ensure it sits snugly under the chin
 - d. Ensure that the mask is covering your mouth and nose at all times. **DO NOT** wear the mask around your neck or under your nose. **DO NOT** touch the mask.
3. Perform hand hygiene.
4. After mask is in place never touch the front of your mask.

Procedure for taking off a mask

1. Perform hand hygiene using an alcohol-based hand rub
2. **DO NOT** touch the front of the mask
3. Undo the bottom tie of your mask first and then the top tie. Handling the mask only by the top ties, drop the mask straight into a general waste bin.
4. If your mask has the ear loops, remove handling the loops only and place into a general waste bin.
5. Perform hand hygiene using an alcohol-based hand rub

When using a mask:

- Single-use masks must not be reused but discarded immediately after use. If you have to take your mask off for any reason, you must throw it out.
- Masks must not be pulled down or removed and reused to consume food or drink or to talk to people.

- Masks can be used for up to 4 hours continuously but must be discarded if they become damp, dirty or damaged.
- Hand hygiene should be performed when you feel that you may have contaminated your hands from touching your face or mask if wearing one.

Safety goggles or face shields

Protective eye wear must be used by contractors at all times at public housing properties. Protective eye wear can either be safety goggles or face shields. Your own glasses are not sufficient. If goggles will not fit over your own glasses, then a face shield is to be worn.

- You may continuously wear eye protection
- Hand hygiene should be performed when you feel that you may have contaminated your hands from touching your eye protection.
- Both disposable and reusable goggles / face shields may be used.
- If your eye protection is single use, discard immediately when removed and place into a general waste bin.
- If your eye protection is reusable, it must be cleaned and disinfected immediately after it is removed (for example with 70% alcohol wipes or a bleach-based disinfectant).
- Do not share protective eyewear.
- Store clean protective eyewear in a container or bag.

Social distancing

You must always be physically distancing from others (at least 1.5 metres), even when wearing a face mask. Do not engage in personal greetings, for example hugging, handshakes. Wearing a face mask provides an additional physical barrier to coronavirus (COVID-19), however face masks are not a substitute for physical distancing.

It is important not to be complacent with physical distancing and other infection control practices when wearing a face mask.

You are reminded that the health and safety of everyone on this site is a shared responsibility by all staff and contractors. Physical distancing is one of the key ways to control the risk of transmission of the COVID-19 virus.

It is your legal obligation to take care of your own health and safety, and the health and safety of others by maintaining at least 1.5m distance from others. Ignoring the physical distancing rule puts you at risk of individual liability under OHS laws and more importantly puts your own health, your family, your fellow colleagues, their families and the community at risk.

If you are at the workplace and observed not to be physically distancing in circumstances where you are able to, you may be asked to leave the site immediately and in certain circumstances may not be permitted to return to work at the site.

Hand hygiene

Effective hand hygiene (washing and sanitising your hands properly) is essential in preventing COVID-19 infection.

Hands should be washed with soap and water if they are visibly soiled (dirty), otherwise you can use an alcohol-based hand rub (hand sanitiser). Hand sanitisers are to contain a minimum alcohol content of 70%.

Gloves are NOT a substitute for hand hygiene. Proper hand hygiene is more protective than wearing gloves for COVID-19.

Only wear disposal gloves when the duty you are performing will likely require handling of items contaminated with blood or body fluids. Perform hand hygiene with an alcohol-based hand rub before putting gloves on and after taking them off. When the task that the gloves were required for is complete, gloves are to be removed immediately and placed in the bin.

If the duty does not require handling of items that may be contaminated with blood or body fluids, gloves do not need to be worn – instead practice effective hand hygiene.

Hand hygiene should be performed often, including at the following times:

- After touching surfaces (eg. doorbells, door handles, lift buttons)
- Before and after contact with residents (including provision of a face mask for use)
- After touching a resident's items or surroundings
- Before putting on and after taking off personal protective equipment (e.g. surgical mask)
- Before and after eating
- After going to the toilet
- Before preparing food

Alcohol-based hand rub should NEVER be applied to gloves.

Avoid touching your face. If you must touch your face, perform hand hygiene before and after doing so.

Respiratory hygiene and cough etiquette

Ensure you use respiratory hygiene and cough etiquette at all times. This means coughing or sneezing into your inner elbow or a tissue. Put used tissues immediately into a bin and perform hand hygiene.

Always avoid touching your face.

Experiencing COVID19 symptoms or feeling unwell

Do not attend for work if you feel unwell or have any of the following COVID-19 symptoms:

- Cough
- Sore throat
- Runny nose
- Shortness of breath
- Fever or chills

If you are at work and start to experience the above symptoms or feel unwell, advise your manager, leave immediately and return to your home. Seek testing for COVID-19 as soon as possible – see below.

Mandatory COVID19 testing

Contractors are to be tested for COVID19 as soon as possible if they are:

- Experiencing any of the above symptoms
- Feeling unwell
- Have been in the presence of a person with COVID19 without use of a face mask and gloves/appropriate hand hygiene.

Contractors are to self isolate at home until receiving the test results. If the test results are negative, and you are feeling well enough to work, you may return to work at public housing properties. If the test results are positive, you are to follow the advice provided by medical professionals. You may only return to work once you have received written confirmation from a medical professional that you are no longer a risk of transmitting COVID19 and are fit to return to work. The written confirmation is to be provided to the department contract manager, and you may only return to work on receipt of written confirmation from the department contract manager.

Voluntary precautionary COVID19 testing

If you do not meet the criteria for Mandatory COVID19 testing (outlined in the section above), it is still recommended that contractors working in public housing properties undertake regular voluntary COVID19 testing.

In doing so, you are not required to self isolate while you wait for the test results, and can continue working at public housing properties while you await the test results.

Occupational violence and aggression (OVA)

Occupational violence and aggression (OVA) is never acceptable. OVA is when a person is abused, threatened or assaulted in a situation related to their work. This includes yelling, swearing, calling names, spitting, grabbing, hitting, punching, threats of violence, threats with weapons, indecent and sexual assault. If any of this behaviour happens to you while at a department site, and/or you feel unsafe at any time, withdraw and contact the department contract manager immediately and/or the police on 000.

Other important points

- Wear warm, comfortable clothing for weather conditions. Be aware of potential hypothermia symptoms such as numbness in hands/fingers or uncontrollable shivering.
- Keep an eye on how you are feeling. Keep an eye out for others and yourself for any changes to behaviour or signs of distress.
- Take regular breaks where possible. Take rest breaks off your feet where possible and be aware of your postures. Stay hydrated, eat well.
- Report any health, safety and wellbeing issues/concerns/incidents to the department contract manager and your own manager.

Keeping you safe after work

When you finish work, do hand hygiene protocols and go straight home. When you arrive home maintain physical distance to household members until you have done the following;

- Leave shoes outside/in a separate area
- Do hand hygiene protocol again
- Remove clothes and machine wash them using the highest temperature the fabric will tolerate
- Wash hands again and
- Have a shower straight away

Self-monitor for any COVID-19 symptoms and if they appear, get tested and isolate until results are received.

Appendix seven: DHHS Check List

INTRODUCTION

The Department of Health and Human Services (DHHS) has issued a Check Sheet to be completed on entry to every or any tenanted unit. The completed check sheet is to be attached to each attended works and retained for historical records to be available to be produced on request.

- INSERT - DHHS Check Sheet

Date:

Address:

Contractor:.....

Staff member(s):.....

DHHS Properties– Asset Maintenance Unit CORONAVIRUS CHECK LIST

To protect the health of all people at DHHS properties, please ensure that before entering the property your staff confirm to the tenant(s) that they themselves respond NO to all of the below criteria and request the tenant(s) to also respond to the below criteria.

Do not enter a property where the tenant answers YES to any of the below questions or if you or your staff have any concerns.

Contractor's staff member to tick-off items below and show tenant (from at least 1.5m distance)

		Contractor	Tenant(s)
1	Have you or anyone on this property been diagnosed with or suspect you have coronavirus?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Are you or anyone on the property currently (but only recently) experiencing any of the following: fever, cough, sore throat, fatigue, shortness of breath or breathing difficulties?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Have you or anyone on this property been overseas in the past two weeks?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Have you or anyone on this property been in contact with anyone who has returned from overseas in the past two weeks?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	Have you or anyone on this property been in contact with a person diagnosed with coronavirus?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Appendix eight: Gippsland Water Coronavirus Virus health questionnaire

INTRODUCTION

Gippsland Water have hissed the following policy and procedure in relation the management of COVID19.

The attached questionnaire must be completed 24 hours prior to attending any site.

Where you are visiting any Gippsland Water site or having face to face interactions with our people, you must:

- *complete and submit the attached Coronavirus (COVID-19) Health Questionnaire and provide to the contract or site responsible officer (as appropriate) prior to gaining site access upon every visit.*
- *wear a face mask when you attend any of our sites – no exceptions – as per State government advice if you live within the metro Melbourne or Mitchell Shire zone*
- *provide your own face masks for use on Gippsland Water sites.*
- *be aware, face masks are an additional control and do not replace existing controls like social distancing and hygiene*

|

NSERT – Coronavirus health questionnaire



Coronavirus (COVID-19) health questionnaire for contractors and site visitors

All contractors and site visitors entering a Gippsland Water site need to complete this form prior to entry being granted. Please provide your completed questionnaire to your contract responsible officer to keep as a record.

Contractor/visitor name: _____ **Company name:** _____

Phone: _____ **Site location:** _____ **Arrival time:** _____

Are you currently required to be in isolation because you have been diagnosed with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

If you answered **YES** to either of the above questions you should not attend work until advised by the Department of Health and Human Services that you are released from isolation or until your 14-day quarantine period is complete.

If you answered **NO** to the above questions, proceed to the symptom checklist below.

Are you experiencing any of the below symptoms outside of your normal health?

Fever (If you have a thermometer, take your own temperature. You are considered to have a fever if above 37.5°C)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Chills	<input type="checkbox"/> YES <input type="checkbox"/> NO
Cough	<input type="checkbox"/> YES <input type="checkbox"/> NO
Sore throat	<input type="checkbox"/> YES <input type="checkbox"/> NO
Shortness of breath	<input type="checkbox"/> YES <input type="checkbox"/> NO
Runny nose	<input type="checkbox"/> YES <input type="checkbox"/> NO
Loss of sense of smell	<input type="checkbox"/> YES <input type="checkbox"/> NO

If you answered **YES** to any of the above questions you should not enter the workplace (or should leave the workplace). Tell your contract responsible officer, go home, and get tested for coronavirus (COVID-19).

If you answered **NO** to all the above questions, you can enter the workplace.

If you develop symptoms, stay at home and seek further advice from the 24-hour hotline 1800 675 398 or your general practitioner.

You are encouraged to download the COVIDSafe App to assist contact tracing.

Date: _____ **Signature:** _____

Gippsland Water is committed to protecting the privacy, confidentiality and security of personal information, in accordance with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. Personal identifying details will be kept confidential. These details are for the purpose of responding to our legal requirements regarding the coronavirus (COVID-19) pandemic. In addition the details enable contact tracing in the event of a coronavirus (COVID-19) confirmed case. Aggregate data may be disclosed to relevant Victorian government agencies for the purpose of monitoring, etc. This information does not identify any individual. Information related to you will be used or disclosed for purposes directly related to coronavirus (COVID-19) contact tracing, and in ways that you would reasonably expect.

Appendix nine: Supporting documents, how to COVID App, Masks, washing hands

INSERT

- COVID 19 App
- How to wear a face mask
- Protect yourself and family
- Slow the spread of coronavirus



We need your help.

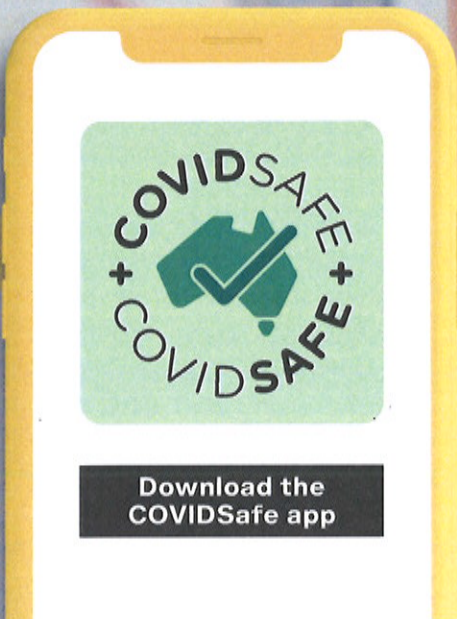
Please download

the COVIDSafe

app today.

**Download the
COVIDSafe app today.**

COVIDSAFE
COVIDSAFE
COVIDSAFE



Visit [health.gov.au](https://www.health.gov.au)

Download the COVIDSafe app today to keep yourself and your community safe by helping our health workers to notify you quickly if you've come in contact with someone who has Coronavirus.

With your privacy protected by law, COVIDSafe keeps a secure note of other users you've been near if you have to go out. So, if they test positive for Coronavirus, you'll be notified. It'll help us stop the spread sooner, so we can all get back to the things we love.



How to wear a face mask

There are two types of face masks you can use: cloth masks and surgical masks. Cloth masks are made of washable fabric and can be re-used.

For more information: <https://www.dhhs.vic.gov.au/face-masks-covid-19>



Wearing a face mask protects you and your community by providing an additional physical barrier to coronavirus (COVID-19).



Wash your hands before putting on the mask.



Make sure it covers your nose and mouth and fits snugly under your chin, over the bridge of your nose and against the sides of your face.



Do not touch the front of the mask while wearing it.
If you do touch the mask, wash or sanitise your hands immediately.
Do not allow the mask to hang around your neck.



To remove the mask wash or sanitise your hands first.

Carefully remove your mask by grasping the ear loops or untying the ties. For masks with a pair of ties, unfasten the bottom one first, then the top one.

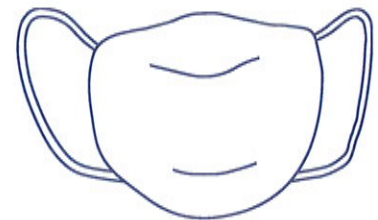
If your mask has filters, remove them and throw them away.
Fold the mask and put it directly into the laundry or into a disposable or washable bag for laundering. Single use surgical masks should be disposed of responsibly.



Wash or sanitise your hands after removing the mask.

What you need to keep doing

- Wash your hands regularly
- Keep 1.5 metres from others
- Get tested, even if you have mild symptoms
- Stay home if you're feeling unwell.



To receive this document in another format [email Public Health branch](mailto:public.health@dhhs.vic.gov.au) <public.health@dhhs.vic.gov.au>.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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Available at [DHHS.vic - Coronavirus \(COVID-19\)](https://www.dhhs.vic.gov.au/coronavirus) <<https://www.dhhs.vic.gov.au/coronavirus>>



Health
and Human
Services

Protect yourself and your family

Wash your hands regularly



1

Wet your hands.



2

Put soap on
your hands.



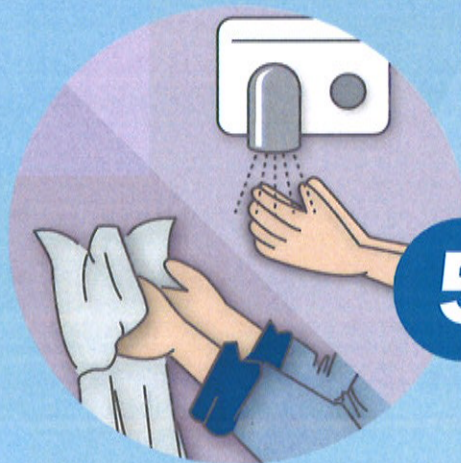
3

Rub the soap over all
parts of your hands for
at least 20 seconds.



4

Rinse your
hands under
running water.



5

Dry your hands thoroughly
with disposable paper towel
or hand dryer.

Stay germ free and healthy



Slowing the spread of coronavirus

Stay home. Protect our health system. Save lives.

- **WASH** your hands often with soap and running water, for at least 20 seconds. Dry with paper towel or hand dryer.
- **TRY** not to touch your eyes, nose or mouth.
- **COVER** your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue cough or sneeze into your upper sleeve or elbow.
- **PHONE** your doctor or the hotline – **1800 675 398** – if you need medical attention. They will tell you what to do.
- **CONTINUE** healthy habits: exercise, drink water, get plenty of sleep.
- **BUY** an alcohol-based hand sanitiser with over 60% alcohol.



Find out more

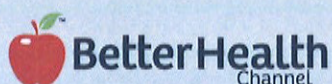
www.dhhs.vic.gov.au/coronavirus

If you are concerned, call the

Coronavirus hotline 1800 675 398 (24 hours)

Please keep Triple Zero (000) for emergencies only

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Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.
© State of Victoria, March 2020. (2001628_v2)



Health and Human Services