



Infection control: COVID-19

The safety of our valued customer and team is important to us, this procedure is in place to minimise risk associated with COVID-19.

Procedure

General Requirements

Avoid any unnecessary work-related travel.

Monitor official government sources for current information and advice.

Self-quarantine for 14 days is required if a person has:

- travelled to a destination considered high risk by Australian government;
- been in close contact with a confirmed case of COVID-19;
- met any other relevant criteria established by the Australian government.

Any worker with flu like symptoms must report to their supervisor and not attend the workplace while symptoms are present.

Determine if there have been any confirmed cases of COVID-19 before entering other workplaces.

Schedule work tasks in public areas outside of peak periods.

Prepare the work area

Wipe down surfaces that have had frequent hand contact such as equipment and machinery, vehicles, door handles etc., using a disinfectant or alcohol based cleaning product.

Conduct wipe down at the start and end of each shift and after each new user.

Dispose of used cleaning wipes immediately into a closed bin.

Prepare yourself

Wash hands regularly according to attached World Health Organisation guidelines.

Ensure alcohol-based hand sanitiser is available for each work group (if possible).

Use alcohol-based hand sanitiser when hand washing facilities are not available.

Cough and sneeze into a tissue or upper sleeve rather than hands.

Ensure tissues are available and disposed of immediately into a closed bin.

Wash hands after coughing or sneezing.

Avoid touching the face.

Maintain 1.5 metre distance from other people where possible.

Avoid shaking hands or sharing hand held equipment where possible.

Shut down the work area

Use a disinfectant or alcohol based cleaning product to wipe down surfaces which has frequent hand contact such as equipment and machinery, vehicles, door handles etc.

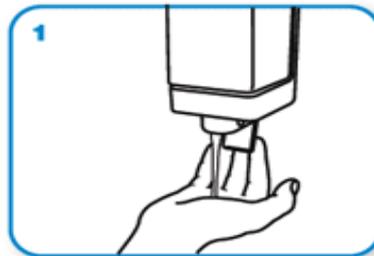
Dispose of used cleaning wipes immediately into a closed bin.

If sharing vehicles, wipe down surfaces after use.

Diagram sourced from World Health Organisation



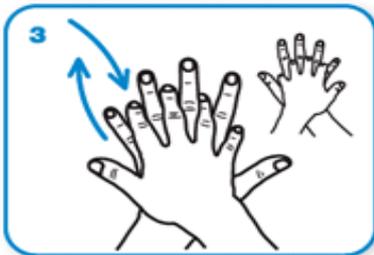
Wet hands with water



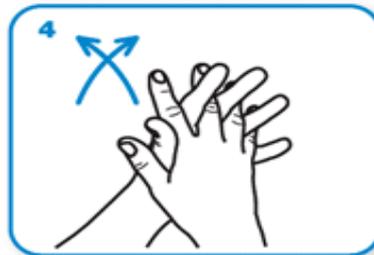
apply enough soap to cover all hand surfaces.



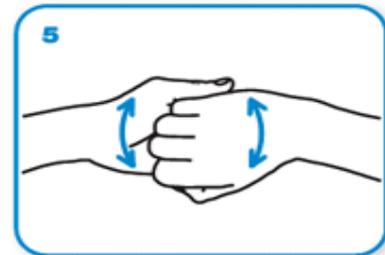
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



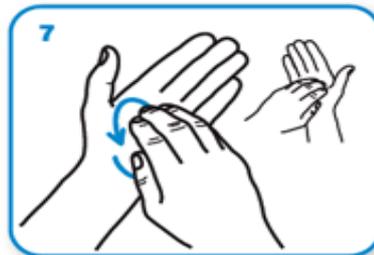
palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



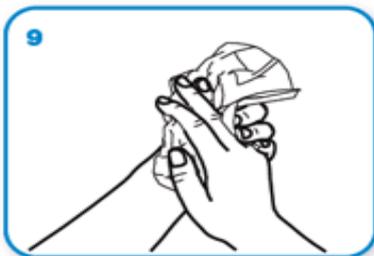
rotational rubbing of left thumb clasped in right palm and vice versa



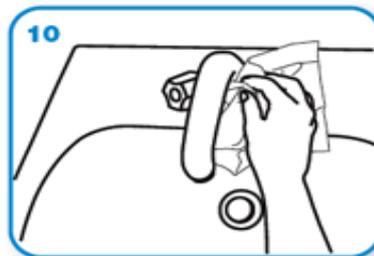
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



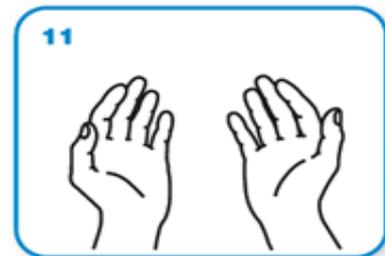
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.