



Preventing the spread of COVID-19

Social Distancing & Hygiene

To prevent the spread of COVID-19, our business commits to practising good social distancing and good hygiene measures on our sites. The following principles have been adopted at this workplace:

PROVIDE HYGIENE FACILITIES BY:

- Providing adequate cleaning products and facilities for all employees and visitors.
- Implementing regular handwashing schedules.
- Cleaning any shared tools/ plant before and after each use.
- Providing PPE including gloves, masks, eye protection.

KEEP EVERYONE UP-TO-DATE ON THE LATEST INFORMATION BY:

- Sending regular emails and text messages with updates or changes.
- Providing signage about good hygiene and social distancing.
- Advising staff of any potential risk of virus i.e. if an employee has been diagnosed or has been in contact with the virus.

PRACTISE SOCIAL DISTANCING BY:

- Keeping a minimum of 1.5m of separation.
- Limiting access to the site to only essential workers.
- Applying the 1 person per 4 square metre rule.
- Limiting any external visitors or third parties.

MINIMISE NUMBERS OF PEOPLE ON-SITE BY:

- Scheduling of sub-contractors/suppliers.
- Staggering of start and finishing times for workers when appropriate.
- Staggering of meal and other breaks.

PROTECT OUR CLIENTS/COLLEAGUES BY:

- Confirming who will be at the premises before attending.
- Requesting confirmation that no one at the premises is unwell, been overseas recently, in quarantine or in self-isolation.
- Avoiding physical contact with other employees or visitors (eg. no handshake greetings).

FOLLOW ISOLATION RULES BY:

- Employees that are feeling unwell should stay at home.
- Any person returning from overseas or interstate should self-isolate for a 14 day period. If no symptoms show after a 14 day period, they can return to work.
- Anyone in contact with someone confirmed to have COVID-19 should self-isolate. If no symptoms show after a 14 day period, they can return to work.

FACILITATE CONTACTLESS DELIVERIES & PICKUPS AND PAYMENT BY:

- Allowing payments by direct debit, over the phone or contactless credit card.
- Use of photo evidence to receipt deliveries of materials to maintain social distancing.
- Pickups to be coordinated by phone to avoid multiple vehicles on site with documentation to be attached to the goods with photo evidence of collection.

www.australia.gov.au App available on Apple and Android (search Coronavirus)

www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert