

COVID-19 STAFF INFORMATION SHEET

About this Information Sheet

This information sheet has important information on COVID-19 and how to protect yourself, your colleagues, our clients and prevent the spread of COVID-19 in our work areas.

What is COVID-19?

COVID-19 is a new coronavirus disease that originated in China in 2019 and has spread around the world. It is highly contagious and there is currently no vaccine. It is important to protect yourself, your family, colleagues, clients and our community.

How does COVID-19 Spread?

COVID-19 spreads primarily through contact with an infected person when they cough or sneeze and by transferring the virus to surfaces or objects. It spreads when a person has contact with the infected person, touches a surface or object that has the virus on it, then touches their eyes, nose, or mouth.

What about our Services?

[Company] is committed to protecting health and safety and following Government guidelines in providing what services we can safely. We have established COVID-19 controls, such as safe work procedures and information for staff and customers.

You will see that we have made changes to the way we work, including:

- Providing COVID-19 information for staff, customers, visitors and contractors
- Limiting numbers and increasing distances in our offices and work areas
- Requiring staff to self-isolate and stay at home if they feel unwell (cough, fever etc.)
- Calling customers to check in before visiting their premises and providing services
- Making available COVID-19 resources for work activities (gloves, hand sanitisers, alcohol wipes etc.)

Look out for the COVID-19 signs and information and please ask if you're concerned.

What can you do?

You can protect yourself, other staff and customers and help prevent spreading the virus by following the COVID-19 signs, information and safe work procedures we provide. In particular you should:

- Tell us if you feel unwell and/or have had close contact with someone who has or suspect they may have COVID-19 (cough, fever, fatigues etc.)
- Stay home and self-isolate if you may be infectious
- Regularly wash your hands for 20 seconds, with soap and water or alcohol-based hand sanitizer – use hand sanitiser if you cannot wash your hands regularly
- Where possible, do not share work equipment (cups, pens, computers, desks etc.)
- Regularly clean and sanitise shared surfaces and objects (door handles, keys, vehicles etc.)
- Avoid close contact (1.5 metre or 4 feet) where possible with staff, clients and visitors etc.)
- Not touch your eyes, nose, or mouth if your hands are not clean
- Cover your nose and mouth with a disposable tissue or elbow if you cough or sneeze

- Keep yourself physically and mentally healthy to increase your immune system
- Follow the guidance on Coming to Work and Going Home Safely (see next page)

COVID-19 Infection Control Training

All staff should complete the COVID-19 infection control training. This is a 30-minutes online training and covers important information for infection prevention and control:

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

Your Contact Details

Make sure that the personal contact details you have provided are correct, in case we need to contact you urgently.

What if I need to Self-Isolate?

If you're at home, are well, and you can work whilst at home, you will continue to be paid as normal while working. If you are at home, are well, but you can't work at home, we will talk with you about your pay and leave entitlements.

Existing health condition

People with underlying medical conditions may be more at risk if they become infected with the COVID-19, this includes heart or lung disease, pregnant women, older people and those with a suppressed immune system.

If you're in an at-risk category or live with a high-risk person, you are encouraged to speak to your manager so we can decide on how to best protect you and them.

Positive diagnosis of COVID-19

Please notify your manager if you have a positive COVID-19 diagnosis. Once we are aware, [Company] will identify others you may have been in contact with and let them know.

Further Information

If you have concerns or need further information contact [add details].

Thank you

Thank you for working safely and protecting yourself, your colleagues and those we work with.

[Company Director]

[Company]

[Date]

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