



Coronavirus (COVID-19) Policy

Initial Response & Safety (IRS) and its management are committed to continuously improving our safety management system performance and considers safety and incident prevention to be vital to the ultimate success of the organisation's operations and an integral part of management's responsibilities. This includes the management of infectious diseases and health related outbreaks that could affect our staff and or our clients.

Coronavirus (COVID-19) is a new outbreak of coronavirus associated with Hubei Province, including Wuhan City, in China, with confirmed cases of coronavirus (COVID-19) continuing to emerge in Australia.

Guidelines for staff:

- if you, or any of your immediate family or household members, have travelled overseas you must immediately isolate yourselves (where possible work from home) for 14 days from the date of return. You may return to work if at the end of 14 days self-isolation you are not showing any symptoms of COVID-19 that are widely advertised by the Australian Government Department of Health. <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- if you have contact with a person with suspected COVID-19, you must immediately isolate yourself (where possible work from home) for 14 days. You may return to work if at the end of 14 days self-isolation you are showing no symptoms, or earlier if the suspected case has been confirmed as having tested negative for COVID-19.
- if you have contact with a person with confirmed COVID-19, you must immediately isolate yourself (where possible work from home) for 14 days. You will not be permitted to come back to work until you are declared medically fit and have provided a medical clearance certifying them free of COVID-19.
- if you are feeling unwell or develop any of the identified symptoms below, you are to seek immediate medical attention. You may not return to work until we have a medical certificate clearing you for work. Self-isolate and contact a Hospital Fever Clinic, 13 HEALTH or 1800 020 080 firstly and then follow their instructions.

Symptoms of coronavirus can range from mild illness to pneumonia. Affected people may experience:

- Fever
- Flu-like symptoms such as coughing, sore throat, and headaches
- Difficulty breathing / respiratory problems

Guideline for dealing with Clients

We are confident that our valued clients have a company policy in place to address this COVID-19 pandemic. When entering a client's workplace, IRS staff will ensure they are aware of the client's policy and comply with the requirements. If IRS staff have concerns with the client's policy, the staff member will maintain recommended social distancing and raise their concern. If the staff member is not comfortable with the response, they will respectfully leave the clients workplace and report the situation to IRS management immediately.

Some coronaviruses can linger on surfaces for up to 9 days. In addition to practicing good hygiene, extra steps can be taken to help stop the spread.

IRS vehicles/trailers are now set up with a range of decontamination equipment and supplies. These include:

- Medical grade gloves

- P2 face masks
- Half face and full-face respirators
- Disposable overalls
- Disinfectant
- Spray bottles
- Disinfectant wipes
- Hand sanitiser

Where an IRS staff member conducts work for a client, the staff member will use IRS equipment wherever possible. This equipment must then be fully decontaminated using the decontamination equipment in the vehicle/trailer.

In the event the client's equipment is to be used, the equipment must be decontaminated before and after use using the decontamination equipment in the vehicle/trailer.

Stop the spread

The Australian Government has advised that practising good hand and sneeze/cough hygiene is the best defence against most viruses. It is important to remember what constitutes good hygiene, such as:

- Wash your hands frequently with soap and water for at least 20 seconds, before and after eating, and after going to the toilet
- Dry your hands properly after washing
- Cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser
- If unwell, avoid contact with others (stay more than 1.5 metres from people)
- Avoid unnecessary travel
- Avoid public events and gatherings

The Australian Government regularly update information and strategies to deal with this pandemic. All staff and contractors are advised to keep your up to date with new information.

<https://www.health.gov.au/health-topics/novel-coronavirus>

How to wash and dry hands with liquid soap and water

 Duration of the entire procedure: **40–60 secs.**



Wet hands with water



apply enough soap to 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 palm and vice versa



rinse hands with water



dry thoroughly with single use towel



use towel to turn off faucet



...and your hands are safe.