

COVID-19 (Coronavirus)

To all employees

As we face constantly changing circumstances related to COVID-19, we'd like to update you on the workplace procedures you are required to follow to ensure all staff, students and visitors remain as safe and healthy as possible.

We would remind you that your workplace is defined as any place where work is carried out for ATC Work Smart / ATC Midwest and includes any place where a worker goes, or is likely to be, while at work. This may include host employer's premises, offices, factories, shops, construction sites, private premises and vehicles.

Reporting Obligations

Notify your manager/supervisor immediately if:

- You have returned from overseas travel within the last 14 days.
- You have been diagnosed as having COVID-19
- You have been in close contact with a confirmed case of COVID-19
- You have COVID-19 symptoms. (fever, flu-like symptoms such as coughing, sore throat and fatigue or shortness of breath)
- You become aware of a work colleague that any of the above criteria applies.

Self-isolation

When required you should self-isolate for the appropriate period as advised by Commonwealth Government authorities and in accordance with our company Epidemic/Pandemic Policy, available at:

www.atcworksmart.com.au

Self-isolating means you:

- do not go to public places such as work, school, shopping centres, childcare or university
- ask someone to get food and other necessities for you and leave them at your front door
- do not let visitors in — only people who usually live with you should be in your home

If you need to go out to seek medical attention, wear a surgical mask (if you have one) to protect others.

How to seek medical attention

If you want to talk to someone about your symptoms first, call the Coronavirus Health Information Line for advice. 1800 020 080

If you have serious symptoms such as difficulty breathing, call 000 for urgent medical help.

To seek medical help from a doctor or hospital, call ahead of time to book an appointment. You will be asked to take precautions when you attend for treatment. Follow the instructions you are given.

If you have a mask, wear it to protect others. Stay at least 1.5 metres away from other people. Cover your coughs or sneezes with your elbow.

How COVID-19 spreads

The virus can spread from person to person through:

- close contact with an infectious person (including in the 24 hours before they started showing symptoms)
- contact with droplets from an infected person's cough or sneeze
- touching objects or surfaces (like doorknobs or tables) that have cough or sneeze droplets from an infected person, and then touching your mouth or face

COVID-19 is a new disease, so there is no existing immunity in our community. This means that COVID-19 could spread widely and quickly.

Protect yourself and others

All staff are required to implement the following workplace practices. Where a host work site has precautionary measures greater than the following then those measures must be adhered to:

Good hygiene

Good hygiene practices include:

- covering your coughs and sneezes with your elbow or a tissue
- disposing of tissues properly
- washing your hands often with soap and water, including before and after eating and after going to the toilet
- using alcohol-based hand sanitisers where available.
- cleaning and disinfecting surfaces
- if you are sick, avoiding contact with others and staying more than 1.5 metres away from people
- cleaning and sanitising frequently used objects such as mobiles, keys and wallets

Social distancing

One way to slow the spread of viruses is social distancing.

- staying at home when you are unwell
- keeping a distance of 1.0 - 1.5 metres between you and other people whenever possible
- minimising physical contact, (no handshakes, hugging etc.)

Vaccination

There is no vaccine for COVID-19, but there is one for the flu. Getting the flu and COVID-19 at the same time can make you very ill.

It is highly recommended that all employees have a flu vaccine injection prior to 30 April 2020.

Note: It is likely to occur that in many instances, without providing evidence of having been vaccinated employees will not be able to continue in their work placement and therefore their continued employment with ATC Work Smart will cease.

Support

Support is available if you are concerned about COVID-19 or are distressed because you are in self-quarantine or sick. Visit the head to Health website:

<https://headtohealth.gov.au/>