

## COVID-19 AND OTHER DISEASE OUTBREAKS

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### **Policy:**

It is the policy of Christene Nissen and Associates to provide and maintain a work environment that is safe and without risks to the health of workers and others, to the extent that it is reasonably practicable to do so. This coronavirus (COVID-19) policy is susceptible to changes with the introduction of additional governmental guidelines. If so, Christene and Associates will update and communicate changes as soon as practicable by email and/or telephone.

### **Procedure:**

Christene Nissen and Associates is actively implementing measures to mitigate the spread of COVID-19, these measures may also be used in case of other potential disease outbreaks. In deciding which measures may be more reasonably practicable for the organisation, Christene Nissen and Associates will take into account the following:

- a) Reducing transmission among workers;
- b) Protecting people who are at higher risk for adverse health complications;
- c) Maintaining business operations; and
- d) Minimizing adverse effects on others in the workplace.

Control measures Christene Nissen and Associates will implement, with guidance from Government departments and health authorities, may include but will not be limited to the following:

- Educate and update workers on new information relating to the impact of COVID-19 on their workplace and business operations. Christene Nissen and Associates will balance the sharing of information to prevent information sharing overload.
- Provide adequate facilities and products to allow workers to maintain good hygiene practices (for example, providing hand sanitiser and disinfectant wipes if available) and ensuring the workplace is being adequately disinfected and cleaned regularly.
- Ensure the workplace is implementing social distancing measures (eg: 1 person per 4square metres and being no closer than 1.5 metres apart), including during breaks and before and after work.
- Direct workers to self-isolate at home if feeling unwell, if they have been in any country or region listed by the Department of Health, or if they have been in contact with confirmed cases of COVID-19.
- Communicate with employees about support available (eg medical facilities on-site, Employee Assistance Programs, personal and carer's leave entitlements, income protection insurance, etc.)

During a COVID-19 outbreak, all sick workers should stay home and away from the workplace, respiratory etiquette and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.

Christene Nissen and Associates provides hand sanitisers and disinfectants in the workplace (when supplies can be sourced) to promote a healthy workplace and encourage visitors (including workers and contractors) to adhere to heightened hygiene practices.

Hygiene practices will include, as a minimum:

- Wash hands after using the toilet, before eating, and after coughing/sneezing into hands (the 20-second hand-washing rule must be applied). Employees may also use sanitizers if available.
- Coughing/sneezing into sleeve, preferably into the elbow. If a tissue is used, it must be discarded appropriately and hands cleaned/sanitized immediately.
- Windows should be opened regularly to ensure open ventilation.

- Touching of the face, particularly eyes, nose, and mouth with hands should be avoided to reduce likelihood of infection.
- Any employee who finds himself or herself coughing/sneezing on a regular basis, must avoid close physical contact with other persons and should take extra precautionary measures (such as requesting sick leave).

Any worker, customer, contractor, supplier or member of the public, who is suspected or confirmed to be suffering from COVID-19 and have been in physical contact with Christene Nissen and Associates, or visited any Christene Nissen and Associates site (up to 14 days prior to symptoms or testing), must contact management immediately, so that the organisation can take steps to ensure the health of persons who may have been in contact with the person. Christene Nissen and Associates will always treat your private health and personal data with high confidentiality and sensitivity.

The Australian Government advises that anyone who has travelled internationally or has come into direct contact with a confirmed case of COVID-19 must isolate themselves (other than to seek medical advice) and should monitor their health for 14 days from the date of entry or contact. We ask that our workers, customers, suppliers and contractors follow this advice to ensure their own safety as well as the safety of our other workers, customers, suppliers and contractors, and the public.

Any employee who is uncertain of what is required or who would like additional information about COVID-19 should speak to management or contact the National Coronavirus Information Line on 1800 020 080.

### **Responsibility:**

It is the responsibility of Christene and Associates to ensure all persons in the workplace are following the guidelines and rules, set out by the organisation and also by government and health authorities.

Christene and Associates will take realistically practicable action to ensure hygiene and cleaning practices are strictly followed at all times.

It is the responsibility of workers to comply with this policy and follow instructions from management and government authorities. Workers have the responsibility to ensure they take appropriate action if they become ill or have come into contact with another person who is ill.

### **References:**

Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011  
Australian Government Department of Health  
Managing the Work Environment Code of Practice