



Current as of 17 March 2020

Coronavirus (Covid 19) Policy

1.0 Overview

ProRec Plumbing Solutions acknowledge the impact coronavirus is having and our responsibility for the health of our employees. We are regularly monitoring government sites for information and updates. Any updates will be posted around the work place as soon as practicable.

There are no known cases of Coronavirus (Covid 19) in our workplace. Most people infected with Coronavirus (Covid 19) experience mild symptoms and recover. There is no current instruction from the Government to shut down our workplace.

To prevent or reduce the impact of Coronavirus (Covid 19) on our workplace we have developed the following guidelines. This is for all staff and contractors working at our premises at Prorec Plumbing.

We aim to follow the Government requirements.

2.0 Everyone in the workplace should practice usual good hygiene by:

- Regularly clean hands with soap and water (minimum 20 seconds) or an alcohol-based hand rub before and after contact with people, food and personal hygiene. If hands are visibly dirty, wash them with soap and water
- Cover nose and mouth when coughing and sneezing, and dispose of used tissues immediately, then wash hands
- Avoiding close contact with anyone with cold or flu-like symptoms
- Wipe down public used surfaces after each use e.g. Phones, benches, keyboards
- Seek a health care professional if unwell, and stay away from the workplace and other public places

3.0 If you think you have Coronavirus (Covid 19) or if you have been in contact with a person who has a suspected Coronavirus infection

Any employees who think that they might have Coronavirus (Covid 19) and have been overseas in the past 14 days or have been in contact with people who have been overseas in the past 14 days, prior to the onset of their symptoms, to call ahead to the www.health.vic.gov.au hotline on 1300 651 160 for advice before attending work and inform them of their symptoms, travel history and concerns. You should report the advice from the hotline to your workplace as soon as possible

4.0 Recognising the symptoms of Coronavirus (Covid 19)

If an employee thinks they have symptoms please visit the Australian Government website for information about how to get tested and what further action they should take.

Typical symptoms (as provided by the Australian government) can be:

- Fever
- Breathing difficulties such as breathlessness
- Cough
- Sore throat
- Fatigue or tiredness.

5.0 What is the process if people are at risk?

Any employees who have these symptoms should immediately go home, seek medical attention via the phone, then do the following.

1. **Notify a manager/supervisor immediately:** contact details below
 - Ricky Recard 0421411146
 - Graham Kierney 0458503762
2. **Advise management of all interactions** with other people and who they may have been in contact with:
 - other employees during meetings, breaks or working in teams
 - customers
 - suppliers
3. **Return home and contact you GP or an Australian screening clinic** to organise testing
 - Follow the instructions of the medical professional
 - This may include self-isolation for a 14 period
4. **Update your manager with your medical diagnosis** as soon as possible
5. **Seek a clearance from a medical professional** before returning to work

COVID 19 Testing facilities.

All Hospitals with Emergency Departments have now set up Corona Virus Clinics for testing. Employees are required to contact their local GP via phone to find their closest testing clinic. Not all Medical Clinics have testing facilities.

Coronavirus Health Information Line

Call this line if you are seeking information on coronavirus (COVID-19). The line operates 24 hours a day, seven days a week.

1800 020 080

6.0 Who is most at risk?

In Australia, the people most at risk of getting the virus are those who have:

- recently been in in a high-risk country or region (mainland China, Iran, Italy or Korea)
- been in close contact with someone who has a confirmed case of COVID-19

Based on what we know about coronaviruses, those most at risk of serious infection are:

- people with compromised immune systems (such as people who have cancer)
- elderly people
- Aboriginal and Torres Strait Islander peoples (as they have higher rates of chronic illness)

- people with chronic medical conditions
- people in group residential settings
- people in detention facilities

To help protect people most at risk, we have recommended limits on public gatherings and visits to vulnerable groups.

7.0 Overseas Travel

Starting Monday 16 March 2020, Australians are being asked not to hold non-essential mass gatherings of 500 people or more.

Travel Restrictions:

- Australian citizens and permanent residents will still be able to enter, as will their immediate family members (spouses, legal guardians or dependants only). They will be required to self-isolate at home for 14 days.
- Australia will deny entry to anyone who has left or transited a country subject to travel restrictions within the previous 14 days, with the exception of:
 - Australian citizens
 - permanent residents
 - New Zealand citizens resident in Australia
 - immediate family members of Australian citizens and permanent residents including spouses, minor dependants and legal guardians
 - diplomats.

***CHANGING RAPIDLY SITUATION CHANGES 20/3 9PM

8.0 Information about home isolation when unwell (suspected or confirmed cases)

If an employee has been diagnosed with COVID-19, they must stay at home to prevent it spreading to other people.

- They may also be asked to stay at home if there is a possibility that they may have been exposed to the virus.

Staying at home means:

- do not go to public places such as work, school, shopping centres, childcare or university
- ask someone to get food and other necessities and leave them at their front door
- NO Visitors — only people who usually live with them should be in their home

They do not need to wear a mask in their home. If you need to go out to seek medical attention, wear a surgical mask (if you have one) to protect others.

They should stay in touch by phone and on-line with family, friends and the workplace.

Source: health.gov.au

9.0 Looking after yourself during the Coronavirus (Covid 19) outbreak

- ✓ **Try to maintain perspective:** While it is reasonable for people to be concerned about the outbreak of Coronavirus (Covid 19), try to remember that medical, scientific and public health experts around the world are working hard to contain the virus, treat those affected and develop a vaccine as quickly as possible.

- ✓ **Find a healthy balance in relation to traditional and social media coverage:** Being exposed to large volumes of negative information can heighten feelings of anxiety.
- ✓ **Access good quality information:** It's important to get accurate information from credible sources such as those listed. This will also help you maintain perspective and feel more in control.
- ✓ **Try to maintain a practical and calm approach:** Widespread panic can complicate efforts to manage the outbreak effectively. Do your best to stay calm and follow official advice, particularly around observing good hygiene habits. Try not to make assumptions.
- ✓ **Maintain good physical health:** Follow a balanced, nutritious diet, continue exercising and maintain healthy lifestyle habits. Minimise or quit smoking. Have the strongest immune system possible.
- ✓ **Look after vulnerable people:** Check in with and support any vulnerable people.

10.0 Working from home requests

All working from home requests must be discussed with and approved by your Manager/Supervisor.

11.0 Information Sources

- Worksafe VIC <https://www.worksafe.vic.gov.au/safety-alerts/exposure-coronavirus-workplaces>
- Worksafe QLD https://www.worksafe.qld.gov.au/news/2020/coronavirus-covid-19-workplace-risk-management?utm_source=campaign+homepage&utm_medium=website&utm_content=coronavirus+image+link&utm_campaign=novel+coronavirus+2019
- Department of Health and Human Services <https://www.dhhs.vic.gov.au/coronavirus>
- Coronavirus (COVID-19) health alert - Australian Government: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- Smartraveller - Australian Government www.smartraveller.gov.au/
- World Health Organisation https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7_6
- Department of Human Services <https://www.dhhs.vic.gov.au/Australian-public-coronavirus-disease-covid-19>
- Statement from Doctor Brett Sutton, Victoria's Chief Health Officer - 15 March 2020
- Beyond Blue <https://www.beyondblue.org.au/the-facts/looking-after-your-mental-health-during-the-coronavirus-outbreak>
- Quit <https://www.quit.org.au/articles/faqs-coronavirus-covid-19-and-smoking/>