

## **COVID-19 (CORONAVIRUS)**

### **CAPABILITY RESOURCES RESPONSE PLAN**

With such confusion and anxiety surrounding us at the moment in relation to the outbreak of Coronavirus internationally we want to provide reassurance that the health and safety of you, your family and co-workers is paramount.

As the situation around COVID-19 continues to evolve, we are committed to doing everything we can to ensure your safety and that of our clients, suppliers, visitors and community. The situation we find ourselves in is a very fluid one, so our approach may need to change.

The information we are providing to you is based on the direction and advice from the Australian Government which can be found here:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

So from today (18 March 2020) we are giving you the following guidance:

#### **1. Don't attend work if you are unwell:**

In order to limit the spread of coronavirus we need to understand that it is a highly infectious disease most likely spread from person-to-person through:

- direct close contact with a person while they are infectious or in the 24 hours before their symptoms appear
- close contact with a person with a confirmed infection who coughs or sneezes, or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

So, first and foremost, if you are sick, stay away from work and others and seek medical assistance – that is the most important thing you can do. The more space between you and others, the harder it is for the virus to spread.

Contact your Manager if you become unwell and every effort will be made to accommodate your individual circumstances to ensure both you and your colleagues are supported until you recover. This may include a period of working from home depending on the demands of your role with Capability Resources and the suitability of your home environment for work.

## 2. Do not attend work if you have high risk factors:

To prevent the spread of the coronavirus we request that you contact your Manager should you have any of the higher risk factors for the transmission of COVID-19 and refrain from attending work.

These include if you have:

- had contact with suspected or confirmed COVID-19 cases
- returned from overseas travel within the previous 14 days
- any form of respiratory illness symptoms including cold or flu like symptoms

Every effort will be made to accommodate your individual circumstances to ensure both you and your colleagues are supported during a period of self-quarantine in these circumstances.

This may include a period of working from home depending on the demands of your role with Capability Resources and the suitability of your home environment for work.

## 3. Changes in our working environment:

To reduce the spread of germs in the workplace Capability Resources is adopting the government advice (<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19#protect-yourself-and-others>) which is to:

- Stop handshaking as a greeting
- Hold meetings via video conferencing or phone call wherever possible
- Defer large meetings
- Hold essential meetings outside in the open air if possible
- Promote good hand and sneeze/cough hygiene and provide hand sanitisers for all staff and workers
- Take lunch at your desk or outside rather than in the lunch room
- Clean and disinfect high touch surfaces regularly
- Consider opening windows and adjusting air conditioning for more ventilation
- Limit food handling and sharing of food in the workplace
- Reconsider non-essential business travel
- Consider if large gatherings can be rescheduled, staggered or cancelled.

As a result you will notice that:

- paper towels have been placed near all handwashing areas and all towels removed for the time being.
- hand sanitisers are located in the kitchen and around the office and workshop.
- hand sanitisers and surface cleaning wipes are being placed in all company vehicles
- sanitisers are being sourced for the air conditioning system

- office cleaning will be conducted more regularly
- extra supplies of cleaning and hygiene products are being maintained

We note that additional telephone handsets are being installed and until such time as they are in place we request that phone handsets are cleaned daily and that messages are taken rather than the handsets being shared by multiple staff.

We strongly encourage staff to follow the guidance for good hand and sneeze/cough hygiene:

- wash your hands frequently with soap and water, before and after eating, and after going to the toilet
- cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser, and
- if unwell, avoid contact with others (stay more than 1.5 metres from people).

#### **4. Visitors to our office:**

We have placed a notice on the main entry ways to the office to reinforce our guidance for visitors to not enter if they have:

- had contact with suspected or confirmed COVID-19 cases
- returned from overseas travel within the previous 14 days
- any form of respiratory illness symptoms including cold or flu like symptoms

Visitors are encouraged to contact the office via telephone or email as an alternative to entry to the workplace.

#### **5. Visits to other worksites:**

Managers are reconsidering work related travel on a case by case basis and matters of relevance include:

- What the working environment is like on the client premises:
  - is the work to be conducted in an enclosed space or outdoors,
  - is close contact with with multiple people involved,
  - what is the manner of transport involved (by car or airplane)
  - are there viable alternatives to travel in order to conduct the work – teleconferencing or video links ?
  - what policies and plans our clients have in place to control the risk of infection

We encourage you to raise any additional concerns you may have with your manager. Should you have any suggestions as to how we can further improve our operations and/or environment to contain the spread of COVID-19 then please feel free to raise them.

We will continue to monitor the government advice in relation to containment of the spread of this virus and keep you updated with any additional changes to our business operations.

In the meantime, please remember that we all have a duty to take reasonable measures to protect our own health and safety and not adversely affect the health and safety of others, particularly those that are at a greater risk of harm from this virus than ourselves.