

Steps for COVID-19 safe behaviour in the workplace

Everyone must practice COVID safe behaviours to slow the spread of Coronavirus (COVID-19)

What is Social Distancing?

One way to slow the spread of viruses is social distancing (also called physical distancing). The more space between you and others, the harder it is for the virus to spread. Social distancing includes ways to stop or slow the spread of infectious diseases. It means less contact between you and other people.

Why is it important?

Social distancing is important because COVID-19 is most likely to spread from person-to-person through:

Direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared.

Close contact with a person with a confirmed infection who coughs or sneezes.

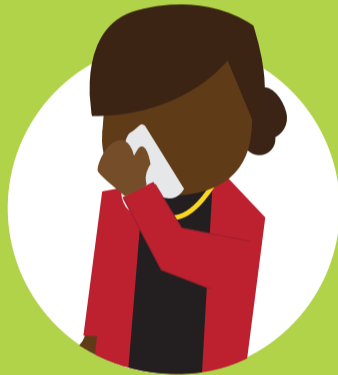
Touching objects or surfaces contaminated by a person with a confirmed infection, and then touching your mouth or face.

What else can I do?

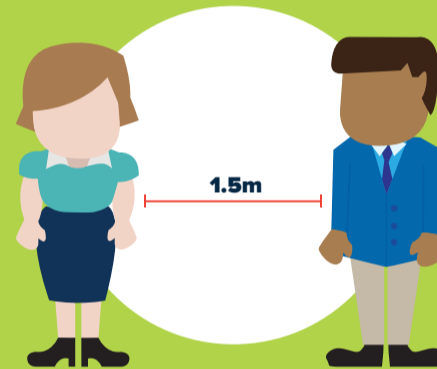
If you are sick, stay away from others – that is the most important thing you can do.



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



If unwell, avoid contact with others (stay more than 1.5 metres from people)



At times you may be required to undertake health monitoring, this may include temperature checking and / or answering a health questionnaire

These simple, common sense actions help reduce risk to you and to others. They will help to slow the spread of disease in the community – and you can use them every day – in your home, workplace, school and while out in public.

At work

Steps for practicing COVID safety in the workplace include:

- Stop shaking hands to greet others
- Hold meetings via video conferencing or phone call
- Follow site specific COVID safe plans
- Hold essential meetings outside in the open air if possible
- Promote good hand, sneeze and cough hygiene
- Provide alcohol based hand rub for all staff and workers
- Eat lunch at your desk or outside rather than in the lunch room
- Regularly clean and disinfect surfaces that many people touch
- Open windows or adjust air conditioning for more ventilation
- Limit food handling and sharing of food in the workplace
- Avoid non-essential travel
- Use appropriate PPE where required
- Consider if you can reschedule, stagger or cancel non-essential meetings

DEVELOPED A FEVER OR COUGH?



ISOLATE YOURSELF



CALL YOUR DOCTOR



LIST TRAVEL HISTORY



COVER YOUR COUGH



WASH HANDS OFTEN

This COVID-19 situation is changing rapidly and you're encouraged to keep up to date by visiting the following website:

www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert