



COVID-19

STAFF PANDEMIC POLICY

ASPP-013

ASPLUM & CIVIL staff will undertake the following emergency procedures to minimise/eradicate risk associated with spreading of COVID-19 (Coronavirus).

ASPLUM & CIVIL recognises the vulnerability of remote community members and the potential devastating impact if the virus is passed on.

ALL ASPLUM & CIVIL STAFF MEMBERS WILL –

- Wash hands, rubbing hands together (breaks down virus wall) for 30 seconds using warm soap and water (before and after toilet, before/after meals, before/after shopping etc) If hand sanitiser is available – use it.
- Wipe down surfaces where possible with disinfectant particularly door handles
- Consider others and minimise visits to the office where possible and wash hands before entering the office
- Wipe down car/truck steering wheels with disinfectant daily and between drivers
- DO NOT shake hands or make physical contact with others at work or in public
- Maintain 1.5 metres distance between self and others while at work and in public
- DO NOT enter community shops or buildings and avoid all community contact
- DO NOT attend events as per Federal Government announcements
- If you, or someone in your home have the below symptoms – do not come to work, call in to advise and organise testing to confirm or clear
- If one ASPLUM & CIVIL staff member tests positive for the virus all staff will immediately cease work until tested and cleared
- Abide by Federal and NT Government announcements as they are updated
- **All staff to Sign on to this policy**

SYMPTOMS

Fever, coughing, sore throat, fatigue and shortness of breath

CALL 1800 020 080 Coronavirus Health Information Line

A handwritten signature in blue ink, appearing to read 'RH'.

Ron Hughes - Manager Asplum & Civil 30/03/2020