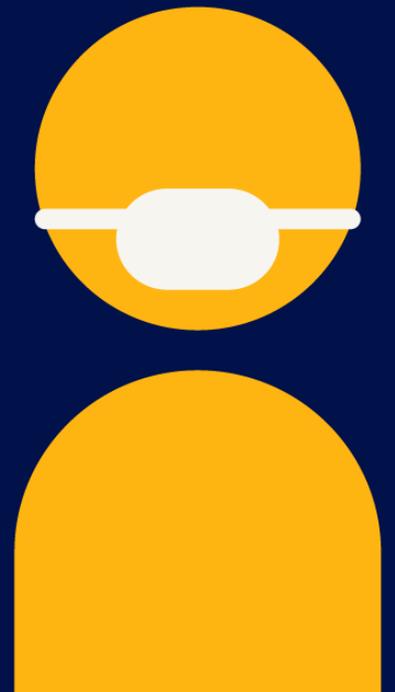


# covid-19 advice

(handbook supplement)



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## background

The World Health Organisation has announced that COVID-19 is a pandemic. COVID-19 is a respiratory illness caused by a new virus. Symptoms include fever, coughing, sore throat and shortness of breath. It is a highly infectious disease that is spread from person to person through:

- Close contact with an infectious person (including in the 24 hours before they started showing symptoms);
- Contact with droplets from an infected person's cough or sneeze; and
- Touching objects or surfaces (like doorknobs, tables or equipment) that have cough or sneeze droplets from an infected person and then touching your mouth or face.

Most people infected with COVID-19 will have a mild to moderate illness and will recover without special medical treatment.

Some people, such as those with underlying medical problems or diseases, or older people, are more likely to suffer from more serious symptoms of the disease.

As a Randstad worker it is important to understand the key requirements to adhere to when working on a Host Employer Site. You must not attend work if you have any of the above symptoms or are a direct contact of a positive case.

## physical distancing

Physical distancing is necessary because the most likely way of catching the virus is by breathing in micro-droplets from another person sneezing, coughing, or exhaling. By ensuring there is 4 square metres of space per person and maintaining a physical distance of at least 1.5 metres from others where possible, you will reduce the likelihood of exposure to micro-droplets of others.

Current health advice is that everyone, including people at workplaces, must implement physical distancing measures wherever possible.

## hygiene

Everyone must practice good hygiene while at any workplace. Good hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and dry them completely, preferably with clean single-use paper towels. If paper towels are unavailable, other methods such as electric hand dryers can be used, however, hands will still need to be dried completely.

Everyone must wash and dry their hands:

- before and after eating
- after coughing or sneezing
- after going to the toilet, and
- when changing tasks and after touching potentially contaminated surfaces.

An alcohol-based hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient must be used as per the manufacturer's instructions when it is not possible to wash and dry hands.

Good hygiene also requires everyone at the workplace to, at all times:

- cover their coughs and sneezes with their elbow or a clean tissue (and no spitting)
- avoid touching their face, eyes, nose and mouth
- dispose of tissues and cigarette butts hygienically, e.g. in closed bins
- wash and dry their hands completely before and after smoking a cigarette
- clean and disinfect shared equipment and plant after use
- wash body, hair (including facial hair) and clothes thoroughly every day,
- have no intentional physical contact, for example, shaking hands and patting backs
- do not share personal items such as cigarette lighters, and
- leave the workplace if they have COVID-19 symptoms.

### cleaning

Each workplace must implement appropriate cleaning and disinfecting measures. A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus.

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water.

Disinfecting means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs.

Workplaces must be cleaned at least daily. Cleaning with detergent and water is usually sufficient. Once clean, surfaces can be disinfected. When and how often each workplace should be disinfected will depend on the likelihood of contaminated material being present.

**All these requirements will be implemented at each Host Employer site. You must ensure you understand the workplace specific COVID-19 requirements and adhere to each process as directed by site management. If you are unsure about the specific site rules or have a concern regarding how the Host Employer is managing COVID-19 you must report this without delay to your Randstad Consultant for investigation.**

### consultation and reporting

Randstad have implanted a COVID-19 Safe Management Plan, which stipulates the procedure for a confirmed or suspected case.

As local and state situations change Randstad will communicate with all current temps through email, and sms.

It is important to ensure that if you feel unwell or develop symptoms such as a fever, cough, sore throat or shortness of breath, you do not go into work and should seek medical advice. It is also important to note that if someone you live with is unwell and is tested for COVID-19, you must stay home and notify your Randstad Consultant without delay.

If a suspected case is identified at any Host Employer workplace, the worker must immediately leave work, seek medical advice and be tested. The worker must then self-isolate until medical results are received.

After seeking medical advice, if a worker is confirmed as having COVID-19, then the relevant state and territory public health unit will trace and contact the people.

If you have been tested positive you can not return to work without a clearance from isolation. The relevant state Department of Health will provide this clearance.

If you or anyone in the workplace is unwell, or you do not believe the host employer is complying with social distancing or state based requirements, you must report this immediately to your Randstad Consultant. Randstad's WHS and Injury Management Team will assist as per Randstad's COVID-19 Safe Management Plan.