

Standard Controls:

- Wash hands with **SOAP** and **WATER** – ensure hands are completely dry
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Maintain adequate hygiene in kitchen facilities and bathrooms.
- Clean your tech gear (keyboards, phones, ipads etc). If cleaning equipment is not available please speak to your team leader or contact Edge Recruitment for further direction
- Try not to shake hands or kiss when you greet someone

Please be aware that you have a duty to take reasonable care for your own health and safety and to not adversely affect the health and safety of others.

If you suspect you have symptoms of COVID-19

- It is important that you stay away from work if you have only mild symptoms or have had to take simple medications (e.g. paracetamol, ibuprofen) which may mask the symptoms.
- We need to take every precaution to not spread a possible case of COVID-19.
- If you have symptoms and suspect you may have COVID-19 - see your nearest emergency hospital for testing, call the dedicated hotline on 1800 675 398 or call your local GP as many pathologists are now able to test for COVID-19.
- Notify your consultant at Edge Recruitment and your team leader in the workplace where you are placed via phone call or email.

If you are diagnosed with COVID-19

- Notify your consultant at Edge Recruitment and your Team Leader in the workplace immediately
- Follow all medical advice to recover from your infection as soon as possible
- Once cleared from the infection (being given the all-clear from a medical professional) - you are to self-isolate and work-from-home for a period of 14 days

If one of your family members or household member is diagnosed with COVID-19

- Notify your consultant at Edge Recruitment and your Team Leader at work immediately
- You are to self-isolate and work from home (if approved by the company where you are placed) for 14 days.
- You should monitor yourself for symptoms for 14 days and take your temperature twice a day.
- If you develop even a mild cough or low-grade fever (ie a temperature of 37.3 C or more) you should stay at home and self-isolate. You should also telephone your healthcare provider or the local public health department, giving them details of your symptoms. You may be asked to go to your nearest hospital to be tested.

What about general illness or sickness in the workplace?

It is important that if you are unwell with any sickness or illness you do not attend work. If you come to work exhibiting signs of illness, your manager will discuss whether you should be at work and may send you home. This is important in making sure everyone feels safe at work. If you are at home sick for more than two days we will require you to have a doctor's certificate before you return to work.

What about working from home arrangements?

We are in the process of contacting our clients to find out if they are able to put in work from home arrangements for your role. You may already have had a discussion with your team leader about this. In some circumstances it might be possible to negotiate a work from home or hybrid in office and work from home arrangements. However, in other roles and environments this may not be available or practical.

If you are in an assignment and begin working from home, please notify us as soon as possible so that we are up to speed with your working arrangements. If this does occur we also need to have a discussion with you regarding work, health and safety in a home working environment.

What happens if you are a casual employee who is sick or is caring for someone who is sick?

Unfortunately, as is the case prior to COVID-19 – there is no paid sick leave entitlement for casual employees. Casual employees will need to follow the enforced quarantine requirements set by Federal Government and provide a clearance to return to work.

Where can I go for reliable sources for information?

- Government of Australia Department of Health Website
- Department of Health and Human Services
- Fairwork Website
- Workplace Regulatory authorities
- Smartraveller
- World Health Organisation

What if a question I have isn't covered here?

Don't hesitate to call our office on 8232 2220! If our office is closed please try us on our mobiles. We are happy to speak to you after hours if required.

Jane Carey – 0417 817 781

Mary-Jane Massicci - 0405 679 971