

# GTA COVID-19 SAFETY GUIDELINES



# MANAGING & MINIMIZING THE IMPACT OF COVID-19 VIRUS

GTA has developed the following safety guidelines to mitigate risk arising from COVID-19 infections as possible in the workplace for employees, customers, suppliers and other stakeholders and manage through this challenging period.

The following measures implemented in your workplace will help maintain healthy and safe work environments in conjunction with maintaining business continuity.

These measures include:

## 1. CLEAR COMMUNICATION

- Clearly communicate your Covid-19 Policies and procedures to your staff, all your service providers and customers.
- Have visible copies and posters of these requirements in your offices and facilities. This will help build a culture of compliance and support staff seeking others, including customers, with Covid-19 compliance.
- Regularly update your staff and stakeholders on any Covid-19 impacts.

## 2. RESPECT YOUR COLLEAGUES & YOUR TEAM

For any individual who has any of the COVID-19 symptoms, including

- Fever
- Cough
- Shortness of breath
- Sore throat

The person should self-isolate and should not attend the site, contact their supervisor/manager and immediately seek medical advice/attention.

The individual must not attend work, be required to seek medical attention and notify their supervisor/manager.

If exposed to a confirmed case of COVID-19, an employee must not return to the worksite until cleared to do so after seeking medical attention. Government self-isolation advice must be followed.

Where an individual has returned from travel overseas there are strict Government imposed guidelines that must be followed, including a 14-day quarantine period

All Government imposed guidelines and sanctions must be adhered to, including any changes made by the Government during the quarantine period.

### 3. PRACTICE SOCIAL DISTANCING

- To reduce the risk of infection from COVID-19 (coronavirus), social distancing measures must be practiced to reduce the number of close physical and social contacts among people including employees, service providers and customers.
- Contact with customers, suppliers and internally should be restricted and all meetings should be conducted electronically/via phone with no face-to-face meetings where possible
- Limit contact with other people to absolute minimum, do not shake hands or touch one another and keep a safe 1.5-2m distance.
- Latest Government advice (30/3/20) is that no more than 2 people can be in a group.

Combined with good personal hygiene, social distancing measures will help the spread of a pandemic through the workplace and the community.

### 4. CONTACTLESS DELIVERIES

- Consider introducing contactless deliveries whenever possible. This means drivers should be required to minimize contact with others, keep a safe distance and consider recording your initials on their device and utilizing any other technology when possible instead.
- You should require drivers to remain in vehicles wherever possible and observe social distancing measure of 1.5m from other people.
- Wherever possible, restrict access to your lunchroom facilities and amenities to your own staff, to reduce the risk of infections from outside sources. This will also assist in “traceback” analysis should your facility or business have a Covid-19 incident.

### 5. TRACEBACK TO COVID-19 INCIDENTS

#### **Prepare for “traceback” to track any Covid-19 incidents**

- Implement the contactless delivery procedures
- Record the details of every person and vehicle that enters your facilities and offices
- Restrict access to your office and facilities, including lunchrooms and amenities (where practical)
- Ask service providers to advise you if they have had any Covid-19 incidents. Expect them to ask you for the same courtesy.

## 6. PRACTICE GOOD HYGIENE

- Provide your staff and contractors with appropriate materials to disinfect and maintain personal hygiene in addition to that of machinery/equipment for which they operate
- Minimise using bathroom facilities on site and practice handwashing and sanitisation in line with Department of Health guidelines
- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitiser with at least 60 per cent alcohol.
- Clean and disinfect frequently touched surfaces each day.
- Cover your nose and mouth with a tissue when you cough or sneeze, throw soiled tissues in the bin and clean your hands with soap and water or sanitiser. If you don't have a tissue, sneeze or cough into a flexed elbow.

When it comes to the workplace, cleanliness and personal hygiene are of utmost importance. It is critical that your staff and contractors adhere to basic standards of hygiene which will help minimise the spread of disease carrying bacteria in shared areas such as kitchens and bathrooms

**If your worker has COVID-19, please refer to the following Government Guidelines:**

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/what-do-if-worker-has-covid-19>

**Disclaimer:** These Safety Guidelines are provided as guide and for general information only and should not be relied upon or considered as specific or personalised Safety Guidelines, recommendations or policies or procedures. They are not intended to replace or substitute for an individual or business Safety Guidelines or Safety Management System (SMS). Each person and entity receiving or reading these Guidelines should consider their own individual circumstances, requirements and develop Safety Guidelines and SMS, Processes and Procedures suitable for their specific requirements. This may include seeking their own independent and expert advice.