

## COVID-19 URGENT GUIDANCE

### Overview

COVID-19 is a rapidly evolving situation impacting us all as we seek to protect the health, wellbeing and safety of our people, contractors, subcontractors and wider community while managing the broader business implications.

In these unprecedented times, Capital Lines & Signs requires your assistance and support to ensure all Government and industry entities guidance relating to COVID-19 is adhered to.

### What are some of the symptoms of COVID-19?

- Fever
- Sore throat
- Cough
- Fatigue
- Difficulty breathing
- Tiredness
- Shortness of breath
- Loss of taste and smell.

### How is the Coronavirus Spread?

#### 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 (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection and then touching your mouth or face.

### What do I do if I develop symptoms?

- If you develop symptoms within 14 days of arriving in Australia or within 14 days of last contact with a confirmed case, you should arrange to see your doctor for an urgent assessment.  
**Note; always call ahead before attending medical help** as there may be special requirements prior to attending a medical clinic.
- Your doctor will advise you if you should be tested. They will arrange for the test to take place.

Please click on the link to review the Department of Health guidance.

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19#symptom>

*Note the above is guidance only and subject to change, please call the National Coronavirus Health Information Line on 1800 020 080 if you are needing help/advice. It operates 24 hours a day, seven days a week. If you require translating or interpreting services, call 131 450.*

### Social distancing in the Workplace

Social distancing is essential and mandated by the Government to assist in the containment of COVID-19.

### It is the responsibility of all employees to:

- Wash their hands frequently
- Ensure bathrooms and toilets are kept in a tidy manner
- Enhanced cleaning to site sheds and lunchrooms is paramount
- Increase cleaning regimes for all bathrooms and lunchrooms
- Wipe down surfaces after you finish your break
- Take lunch at your desk or outside rather than in the lunchroom if possible
- Rotate lunch times and breaks to ensure not all workers are having lunch at the same time
- Stay at home if you are sick or starting to feel unwell
- Stop handshaking as a greeting
- Hold meetings via video conferencing or a phone call
- Defer large meetings where possible
- Hold essential meetings outside in the open air
- Promote good hand and sneeze/cough hygiene and provide hand sanitisers for all staff and workers
- Clean and disinfect high touch surfaces regularly (like iPads door handles/light switches)
- Keep a minimum distance of 1.5 meter between you and other people whenever possible
- Minimising physical contact especially with people at higher risk of developing serious symptoms
- Follow trades and crews one behind another do not have multiple people working in the same area
- Limit access to the workplace/site for visitors unless it is essential

#### **Specific for Construction Sites:**

- Site management staff to implement a policy of not sitting together and sitting at a min 1.5m apart
- Wiping down any shared area after each use
- Machinery, vehicles and specialist tools to be thoroughly cleaned and wiped down appropriately prior to use, after use or shift change over.
- Sites are to have as a minimum a handheld thermal camera for the use of staff or contractors

#### **In addition to the above information, we ask that you and your workers adhere to the below control measures effective immediately and this will remain in place until otherwise communicated:**

1. All workers who have returned from international travel are required to self-isolate for 14 days. During this time, they must monitor their health closely. Please ensure all workers comply with the Governments 14 day self-quarantine guidelines on their return to Australia.
2. If a worker develops symptoms within 14 days of arriving in Australia or within 14 days of last contact of a confirmed case, you must arrange to see your doctor for urgent assessment
3. You must not come to work if you are feeling unwell or are starting to develop any symptoms associated with COVID-19
4. If you or any of your workers are suspected of contracting or become diagnosed with the COVID-19 Virus, and have worked on any of Canberra Airport's site, you must notify us immediately.

#### **Specific for Construction Sites:**

5. All workers and visitors who are on any Canberra Airport work sites, will be required to have their body temperature checked prior to entry with a non-contact thermometer. People with body temperatures of 38 degrees or higher will be prohibited from entering site and will be directed to contact their Works Coordinator/Supervisor/Manager.
6. If you have any questions or concerns, please speak to your Works Coordinator/Supervisor/Manager.

***Please remember it is all our responsibility to minimise the risk of infection to the most vulnerable people in our community and that the best way to achieve this is to ensure that each of us avoids infection or exposure to the maximum extent possible.***

#### **Suspected or Confirmed Cases of COVID-19**

Work Safe Australia has provided the following guidance advising of what to do in a suspected or confirmed case of COVID-19.

<https://www.safeworkaustralia.gov.au/doc/what-do-if-worker-has-covid-19-infographic#picModal>