

Coronavirus (COVID-19) Action Plan

Purpose:

The purpose of this action plan is to limit the potential of adverse health effects from Coronavirus (COVID-19) to MAINairService & MAINairCommercial (MAINair) people, clients, general public and family members.

Responsibilities:

Managing Directors – are responsible for the communication and monitoring of the performance of this action plan.

All MAINair Employees – are required to make themselves aware and adhered to this action plan and take steps to minimise the risk of exposure to themselves and others to Coronavirus COVID-19 as outlined in this plan.

Coronavirus (COVID-19) Overview: *(information obtained from Australian Department of Health)*

Onset and Symptoms - Patients may have fever, cough, runny nose, fatigue, shortness of breath and other symptoms. In more severe cases, infection can cause pneumonia with severe acute respiratory distress.

How is the Virus Spread - *(information obtained from Australian Department of Health)* - Human Coronavirus (COVID-19) strains are usually spread from an infected person to other people close to that person through contaminated droplets spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects.

Reducing Risk of Infection: The best way to protect yourself is the same as you would against any respiratory infection.

Practice good hygiene by:

- Regularly washing your hands for at least 20 seconds with soap and water, or with an alcohol-based hand rub.
- Clean surfaces before and after use.
- Cover your nose and mouth when coughing and sneezing with tissue.
- Avoid close contact with anyone with cold or flu-like symptoms.
- Don't touch your face or mouth after touching objects or surfaces (like doorknobs or tables) or shaking hands.
- Stay at home if you are sick.

MAINair Action Plan

What we need to communicate:

- Provide for all employees the Australian Government Department of Health (COVID-19) resources Link below:
<https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources#education>
- Communicate Action plan via email (Memo) and up-coming Tool box talks.
- Display communication and fact sheets on notice boards and via email and to all MAINair employees.

Workplace Hygiene

MAINair Office – 10-14 Toogood Avenue Beverley SA 5009

- Food preparation and consumption areas such as tables, benchtops, appliances and work areas etc are to be regularly wiped down with the use of food safe antibacterial cleaning products.
- No hot desks or work stations.
- Alcohol based hand sanitiser and antibacterial wipes to be used in bathrooms, common areas food preparation area, work stations and entry to the office.
- No walk-in's (Sales) to the office (Appointments Required)

MAINair Site Personnel

- Make contact and sign in with site Representative prior to entering and commencing work onsite.
- Observe and follow site specific requirements, restrictions or site specific procedures that maybe in place.
- Ensure you are regularly cleaning equipment you are using or in contact with.
- Regularly wash your hands for 20 seconds with soap and water, or with an alcohol-based hand rub.
- Use of site specific hand sanitisers prior to entering and leaving premises (this also includes suppliers).
- Every effort will be made to have you working independently from each other unless necessary and in this case we will keep the same persons working together to prevent a crossover of employees.
- Calling into the office is now only if absolutely necessary.
- Keep the 1.5m distance rule between others at all times.



Travel

Interstate Personal Travel:

MAINair recommends that you take precautions in accordance with the Australian Government Health Department alerts, media releases and resources.

International Personal Travel:

MAINair recommends that you take precautions in accordance with the Australian Government Health Department alerts, media releases and resources.

Contact with International Travellers:

If you have been in direct contact, or plan to be in direct contact, with international travellers (family / friends / acquaintances, etc) that are under self-imposed Coronavirus quarantine, or who have displayed any cold or flu- like symptoms since the 15/2/20, you are to contact Darryl Stevens so an employee health management plan can be considered.

Procedure should you return a high temperature reading on arrival to a sites:

For the health and wellbeing of yourself and others, MAINair requests that employees that are displaying cold or flu-like symptoms or who have registered a high body temperature reading as a result of a temperature scan must follow the following process:

- Stop work immediately and do not enter the premises or any other premises.
- Contact MAINair Management ASAP.
- MAINair Management to communicate with the relevant site contact.
- Employee to seek medical examination as soon as reasonably practical.
- Employee to communicate medical results to MAINair Management ASAP
- Management to communicate with site contact and advise outcome of test.
 - Should a positive result return: - Employee and Service Coordinator are to generate a detailed list of sites that the employee had visited in the last 7 business day. Management to communicate to sites and advise as a priority.
- **Employee must stay at home and self-isolate** until medically cleared to return to work.



Darryl Stevens
Managing Director



Damien Bennett
Managing Director

