

Intereach

COVID-19 Safe Plan



Table of Contents

Document control	1
Summary	2
COVID-19 Risk Register – Intereach Pty Ltd	3
Response Plan.....	10
Hierarchy of Controls for COVID-19	13
Office Layout Guidelines.....	14
Desk Spacing.....	14
COVID-19 Posters	15
How to hand wash.....	15
How to Handrub.....	16
Steps to help stop the spread.....	17
What you should know about COVID 19 to protect yourself and others	18
Appendix 1: Intereach Fleet Vehicles covered by COVID safe plan.....	19

Document control			
Version	Date approved	Approved by	Next review date
1.0	17 June 2020	Leadership Governance Group	26 June 2020
2.0	29 June 2020	SM WHS and Quality	10 July 2020
3.0	10 July 2020	SM WHS and Quality	10 August 2020
4.0	21 July 2020	Executive	04 August 2020
5.0	29 July 2020	Executive	29 August 2020
6.0	4 August 2020	Executive	4 September 2020
7.0	19 August 2020	SM WHS and Quality	19 September 2020
8.0	24 August 2020	SM WHS and Quality	24 September 2020
9.0	30 September 2020	Executive	30 October 2020
10.0	16 October 2020	SM WHS and Quality	16 November 2020
11.0	11 November 2020	Executive	11 December 2020
12.0	24 November 2020	Executive	24 December 2020
13.0	10 December 2020	SM WHS and Quality	10 January 2021

14.0	10 January 2021	SM WHS and Quality	05 February 2021
15.0	18 January 2021	SM WHS and Quality	18 February 2021
16.0	01 February 2021	SM WHS and Quality	18 February 2021
17.0	4 February 2021	SM WHS and Quality	21 February 2021
18.0	17 February 2021	Executive	17 March 2021
19.0	22 February 2021	SM WHS and Quality	22 March 2021
20.0	24 February 2021	SM WHS and Quality	24 March 2021

Summary

All workers, regardless of their occupation or how they are engaged, have the right to a healthy and safe working environment.

The COVID-19 pandemic requires a uniquely focused approach to work health and safety (WHS) as it applies to businesses, workers and others in the workplace.

Businesses and workers must actively control against the transmission of COVID-19 while at work, consistent with the latest advice from the Australian Health Protection Principal Committee (AHPPC), including considering the application of a hierarchy of appropriate controls where relevant.

To keep our workplaces healthy and safe, businesses must, in consultation with workers, and their representatives, assess the way they work to identify, understand and quantify risks and to implement and review control measures to address those risks.

As COVID-19 restrictions are gradually relaxed, businesses, workers and other duty holders must work together to adapt and promote safe work practices, consistent with advice from health authorities, to ensure their workplaces are ready for the social distancing and exemplary hygiene measures that will be an important part of the transition.

Intereach is actively looking to control the spread of COVID-19 as we progress to workers going back to working in our offices. To achieve this the Intereach Executive team, in consultation with management and workers, have identified the potential hazards through each program completing a risk assessment, this information is then collated to form a whole organisation COVID-19 Risk Register. Program Specific Risk Assessments addressing the risks and controls related to exposure of COVID-19 related hazards for both workers and participants are available on the Intereach Intranet. These risk assessments are reviewed by management, in consultation with staff on a regular basis.

In accordance with Government advice, Intereach encourage all workers to download the COVID Safe App.

In line with Intereach's approach to risk management, the WHS/Property Team in consultation with the Executive Team, will regularly review the COVID-19 Safe Plan, verifying the planned risk response strategies for their effectiveness, continually assess the ever changing circumstances, environment and external advise and identify any further actions or improvements to the plan.

Scheduled reviews of the plan will occur each fortnight from the date the plan is approved.

Reviews are reported to the Executive Team and circulated to staff for consultation.

COVID-19 Risk Register – Intereach Pty Ltd

Overall Risk	Consequence	Without Controls		Controls	Residual Risk
		Likelihood	Raw Risk Rating		
Contracting or transmitting COVID-19 (Coronavirus)	Serious illness or death	Likely	Critical	Scenario based controls outlined below	Moderate

Activity	Controls Implemented
All Intereach Activity	<ul style="list-style-type: none"> ▪ Staff who are unwell must not attend work, they must isolate at home and must seek COVID-19 testing. They will be unable to return to work until a negative COVID-19 result is presented and they are symptom free. ▪ Staff are self-isolate for 14 days and seek COVID testing if they have travelled to/been in contact with somebody who has been to a “public exposure site” within the dates/times listed on QLD, NSW or VIC Govt sites (links below), or where there are active cases reported. <i>Note: different isolation periods apply depending on what “Tier” exposure site visited eg. Tier 1 Site = self-isolation for 14 days even with a negative test result, Tier 2 site = self-isolation until negative test result</i> <p>Links:</p> <ul style="list-style-type: none"> ○ https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19 ○ https://www.dhhs.vic.gov.au/coronavirus ○ https://www.dhhs.vic.gov.au/case-locations-and-outbreaks-covid-19 ○ https://www.nsw.gov.au/covid-19. <ul style="list-style-type: none"> ▪ Exec team continually monitor Federal and State governments’ guidelines and advice and communicate to staff via: <ul style="list-style-type: none"> ○ Weekly (or when critical new information arises) Executive COVID-19 Update email to All Staff ○ COVID-19 update meeting with senior leadership team every alternate day or when critical new information arises ○ Dedicated COVID-19 News & Information page on Intereach Intranet. ▪ Mandatory Training for all workers which includes: <ul style="list-style-type: none"> ○ information about their duty of care for their own health and safety and how not to adversely affect the health and safety of others; ○ information regarding COVID-19, how it is transmitted, symptoms and exclusion periods for confirmed cases etc; ○ Hazard reporting; and, ○ online Department of Health training course compulsory for all staff – ‘Infection Control’. ▪ COVID-19 ‘News & Information’ page on the Intereach Intranet containing copy of Intereach COVID-19 Safe Plan, Transition Plan, and support tools for staff. ▪ Information provided to staff, with links to relevant services should they require support including EAP. ▪ Provide regular updates to staff about any changes to Organisational policies or procedures.

Activity		Controls Implemented
		<ul style="list-style-type: none"> ▪ Regular meetings and updates via team meetings, management meetings, Exec meetings, WHS and L&D updates via VC. ▪ WHS team monitor and report any active cases of COVID in each office location to the Exec team. ▪ Intereach is registered as a COVID safe business for each office location.
Travel	Staff Travel	<ul style="list-style-type: none"> ▪ Travel is permitted where phone / virtual meetings cannot be supported and in accordance with the Intereach document Rules for Service Delivery and Travel 2021. All travel is subject to Manager approval (except for the purposes of getting to your usual workplace). ▪ Company vehicles cleaned with supplied cleaning products following each Children Services excursion and outings permitted with service specific processes in place. ▪ Staff are not permitted to car pool. ▪ Staff living in Border town communities: <ul style="list-style-type: none"> ○ Are not required to obtain a permit as long as they provide a valid form of ID with their address – like a drivers licence ▪ Other NSW staff (who live outside the border town area): <ul style="list-style-type: none"> ○ Are permitted to travel to Victoria for Intereach business but must obtain a permit; and, ○ Must adhere to all restrictions imposed by the permit
	Participant Transport	<ul style="list-style-type: none"> ▪ Where a case and/or outbreak has arisen at any location, all participant transport to that location will cease until exec advise otherwise based on government / health advice. ▪ Community Transport trips are subject to approval by Executive. Where an active COVID-19 case is identified, travel to this location will be suspended until local government advice confirms there are no active cases ▪ During Service Delivery: <ul style="list-style-type: none"> ○ participants are called prior to collection on the day and asked covid screening questions; ○ use of larger vehicle preferred, with seating spaced to maintain 1.5 metre physical distancing; ○ participants and drivers spread out, with participants using back seat of vehicle; ○ where practicable, transport is limited to the driver and one passenger (with the expectation of a carer); ○ company vehicles cleaned with supplied cleaning products following each use; ○ workers encouraged to set air conditioning to external airflow rather than recirculation; ○ bins provided in each vehicle used for transporting participants; ○ Community Transport trips outside of Deniliquin or Griffith but within NSW – CT staff must direct the person accessing transport to wear a mask on the way home from their appointment (or both ways if the person is utilising CT for regular visits); and ○ Community Transport trips to Victoria – the driver and passengers must wear a face mask. ○ PPE issued, training provided and process for use in place.
Vehicles	General Fleet Vehicles	<ul style="list-style-type: none"> ▪ On return of an Intereach Fleet vehicle the driver must: <ul style="list-style-type: none"> ○ Sanitize the dash, door handles, steering wheel, seatbelts and buckles using disinfectant wipe/s; ○ Remove all rubbish from vehicles; ○ Replace sanitizing wipes/spray and gloves if needed; ○ Wipe car keys with disinfectant wipe and return to key box

Activity		Controls Implemented
	Community Transport Vehicles	<ul style="list-style-type: none"> ▪ On return of Community Transport vehicle the driver must: <ul style="list-style-type: none"> ○ Sanitize the dash, door handles, steering wheel, seatbelts and buckles using disinfectant wipe/s; ○ All seats must be vacuumed and sprayed with disinfectant (Glen 20); ○ Remove all rubbish from vehicles; ○ All floor areas to be vacuumed, swept and mopped with disinfectant or sanitizer cloth; ○ Notify Community Transport Coordinator if sanitizing wipes/disinfectant spray, gloves or face masks need replacing; ○ Wipe car keys with disinfectant wipe and return to key box
Working in Office		<ul style="list-style-type: none"> ▪ VIC offices only - Face masks are mandatory and are to be worn in offices and public spaces as at 3rd Feb 2021. ▪ Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). including: <ul style="list-style-type: none"> ○ review of office work space sizes to identify numbers per 2 sq/m; ○ review desk spacing to ensure adherence to 1.5m guideline; ○ use of floor stickers throughout office to ensure safe distance practice; ○ VIC – have limited number of people per room size and advise with maximum occupancy posters for each meeting room and common spaces, such as kitchens; ○ NSW - has limited restrictions in place with the removal of offices needing to comply with office metrage requirements. ○ meeting room set up allows for 1.5 metre distance between occupants; and, ○ staff assigned to specific work stations and minimise worker movement between these stations, where reasonably practical. ▪ Reduced numbers in offices. Some workers to continue working from home, with phased transition back to offices in accordance with COVID Office Transition Plan and State Government advice. ▪ All staff working in an office are required to sign in /out and answer COVID specific questions using the Ipad located at FOH (where fitted), otherwise use manual sign in/out book. ▪ Daily cleaning of each office by Cleaners. ▪ Disposable cleaning products provided at multiple locations in all offices, to clean workstations and equipment such as monitor, phone, keyboard and mouse. ▪ Hand sanitiser provided at multiple locations in all offices, including in internal and external meeting rooms. ▪ 'Tissue Bin' provided to all offices – closed bin with foot pedal for used tissues for staff and participants in offices. ▪ Display posters with 'keeping safe during COVID' information including good hand washing and hygiene. COVID-19 Info for Display (Posters can also be seen below). ▪ Staff provided with instruction on cleaning workstations effectively. ▪ Cleaning products and hand sanitiser available for cleaning Workstations between use, with posters reminding staff of hygiene practices and to use own portable devises (e.g headsets). ▪ Response plan in place should an outbreak occur in an office (Please see plan below.) ▪ Staff encouraged not to eat lunch at their desks. ▪ Headphones purchased for each office-based employee.

Activity		Controls Implemented
		<ul style="list-style-type: none"> ▪ Maximum occupancy posters are displayed on meeting room doors in Vic offices only to identify maximum people permitted in meeting in accordance with State Government density quotient limits. Signs displayed externally, also available in other relevant languages.
Working from home		<ul style="list-style-type: none"> ▪ Isolated work practices are in place to support the staff including: <ul style="list-style-type: none"> ○ Teams meeting minimum of 3 times per week, including limited time for social interaction; ○ Senior Managers meeting with Program Managers, minimum once per week plus regular 'team drop-ins'; ○ increased Supervision; ○ ensuring workers take breaks including lunch, morning, and afternoon; ○ increased hygiene encouraged, including washing hands and/or using hand sanitizer; and, ○ access to approved virtual platforms, including StarLeaf and Microsoft Teams. ▪ Home Ergonomic Checklists completed including a photo of employee workstations. ▪ Staff have access to psychological support through an EAP.
Direct contact with public	FOH	<ul style="list-style-type: none"> ▪ Sneeze screens installed at reception desks. ▪ Contactless deliveries, where any boxes are left at the door for FOH to collect wearing gloves. In the event something needs to be signed, own pen to be used. ▪ Sign in/Out process implemented. Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. ▪ Offices opening to public will be transitioned back on a case by case basis and must be approved by Exec in accordance with COVID Office Transition Plan. ▪ Approved offices for public access must have the following controls in place: <ul style="list-style-type: none"> ○ office / team will be consulted on transition plan and risk assessment when approved by Exec to open to public; ○ chairs placed outside the office for participants to wait on (socially distanced) where practical; ○ a stand with brochures is placed outside the office during the day with relevant service brochures as people may find their answer in these without needing to speak with staff; ○ on arrival participants will ring the doorbell, staff come to the door and ask the person how they can assist – if the staff can support without the participant needing to come into the office they will try to do so; ○ staff open/close doors /press the door button (where fitted) to let participants in and out. ○ Screening questions asked before allowing participants in; ○ sanitising station placed at entrance (inside and outside building) and all participants must sanitise hands on entry and exit; ○ sign in – All visitors to sign in on Ipad (where available) or pen given to person and they reuse the same pen on sign out – pen then placed in a used bin; ○ masks and gloves made available for use; ○ pedal bin for disposing of used gloves and tissues etc; ○ where applicable, staff to place telephone on loudspeaker when in use (and privacy can be maintained) to reduce participants touching phone;

Activity	Controls Implemented
	<ul style="list-style-type: none"> ○ staff sanitise their hands between participants and wash hands with soap regularly; ○ staff sanitise and wipe down desk, telephone and all other touchpoints using disinfectant; ○ centrelink computer (where applicable): Sanitised between each use. If computer is already in use, participants are to either wait outside the office or book an appointment to come back; and, ○ public computers (where applicable) must have a booking system in place
Participant Meetings	<ul style="list-style-type: none"> ▪ Phone or VC meetings with participants to be first option. <p><u>All Victorian Services (excluding CSWs and CT):</u></p> <ul style="list-style-type: none"> ▪ Face to face appointments/groups scheduled up until Friday 27 February must be contacted to determine if support can be delivered virtually or rescheduled to another date; ▪ If there is a need for a face to face meeting to occur please complete the Face To Face Meeting Request and Attendance form which is located on the Intranet on the WHS page, under the “Tool” heading. Please forward the completed form to your General Manager to seek approval before confirming the meeting. <p><u>All NSW Services (excluding CSWs and CT):</u></p> <ul style="list-style-type: none"> ▪ All Face to face meetings with the exception of those held at an Intereach office, must be approved by Management using the ‘Face to Face Meeting Request & Attendance Form’ ▪ For face to face meetings that include children attending, they will need to be included in calculating room capacity. <p>Face masks must be worn in the following circumstances:</p> <ul style="list-style-type: none"> ▪ NSW: during face to face meetings where social distancing of 1.5m cannot be maintained ▪ VIC: At all times ▪ Aged Care Service Delivery (VIC & NSW): At all times ▪ Each attendee of an approved face to face meeting must answer Covid-19 Screening Questions prior to the meeting commencing: <ul style="list-style-type: none"> ○ Is anyone in attendance currently experiencing any of the following symptoms? Fever, Flu-like symptoms, such as coughing, sore throat and fatigue, shortness of breath. ○ Are any of the following statements true for anyone in attendance? In the last 14 days have you: <ul style="list-style-type: none"> - Tested positive or awaiting results for COVID-19 - Been in close contact* with a confirmed case of COVID-19 - Travelled or been in contact with anyone who has travelled Internationally or to areas where active cases have been identified. <p><i>*close contact is defined as having face to face contact for at least 15 minutes or being within an enclosed space for at least 2 hours together</i></p>
Group Activities	<ul style="list-style-type: none"> ▪ All Group Activities must be first approved by Program Manager or Senior Manager using the ‘Face to Face Meeting Request & Attendance Form’

Activity		Controls Implemented
	Contractors	<ul style="list-style-type: none"> ▪ Contractors must be provided with a copy of the Intereach Covid-19 safe plan and agree to abide by the control measures outlined below (and/or provide their own COVID Safe Plan to the WHS team prior to commencing work which includes: <ul style="list-style-type: none"> ○ maintaining minimum 1.5m social distancing (this may include closing off access to room whilst work is in progress if this is not possible); ○ hands washed/sanitized prior to commencing work; ○ sanitising area where work was conducted on completion. ▪ Contractors providing service/maintenance must complete Covid-19 Face to Face meeting screening questions prior to entering site.
Home Visits		<ul style="list-style-type: none"> ▪ All home visits are to be approved by relevant Program Manager with the exception of Aged Care In Home Support Services. ▪ PPE issued, training provided and process for use in place for approved Home / Participant visits. ▪ Whilst completing visits social distancing measures are implemented such as sitting 2 metres apart, meeting in a well-ventilated space such as a verandah. ▪ Workers wash their hands/apply hand sanitiser before and after each visit. ▪ Workers will not transport program participants or external agency staff in Intereach vehicles. ▪ Aged Care Service Delivery: <ul style="list-style-type: none"> ○ An 'Aged Care In-Home Service Delivery COVID-19 Safety Checklist' must be completed prior to each visit. If a person answers YES to any COVID screening question, the checklist is recorded and the Program Manager is notified to discuss additional controls to progress with the service delivery. ○ All Community Support workers in VIC are to wear surgical masks AND eye protection (face-shields preferred, goggles where face-shields are not practical) at all times. Tier 3 PPE (including N95 masks) is required for staff when they are providing care to those who are symptomatic, suspected or confirmed to have COVID. ○ All Community Support Workers who are providing personal support must wear a surgical mask, safety glasses and aprons at all times. Note: NSW Community Support workers are not required to wear a surgical face mask as long as they can maintain social distancing.
Children's services		<ul style="list-style-type: none"> ▪ FDC Educators refer to separate document: FDC COVID-19 Benefit Risk Assessment Plan on the Intranet/Children's Service Page. ▪ OOSH Educators cleaning the door handles every 15-20 minutes. ▪ OOSH Educators monitoring children's health closely and contacting parents to collect their children if unwell or showing flu like symptoms. ▪ Social distancing markers such as tape and signage been put in place. ▪ Hand sanitiser stations have been set up at the entrance of the building and entrance to main room. ▪ Entrance to the front gate and door facility are open at all times to prevent hand contact and touching. ▪ The layout and use of rooms has been designed to enable one room entry for parents to avoid multiple entries. ▪ Autism Australia Children's COVID 19 picture and words displayed and are accessible to parents. ▪ Relevant Government information is emailed out to families on a regular basis.

Activity	Controls Implemented
	<ul style="list-style-type: none"> ▪ One nominated educator per shift to sign all children attendance to avoid multiple touching of the device. ▪ Outdoor classrooms of smaller groups. ▪ Eating stations are spread out using three rooms and verandah. ▪ Children wash hands prior to meals and after and apply sanitiser. ▪ After physical outdoor play or art/craft play to wash hands and sanitise. ▪ Staff wash hands on arrival and wash in-between activities and before and after food prep and sanitise. ▪ Gloves are worn at all times during food prep and serving of food. ▪ Australian Government recommended minimum exclusion periods (5th edition) displayed in A3.

Response Plan

Businesses and workers must prepare for the possibility that there will be cases of COVID-19 in the workplace and be ready to respond immediately, appropriately, effectively and efficiently, and consistent with advice from health authorities.

Where a risk to health is identified at a workplace, employers must, so far as is reasonably practicable, eliminate or reduce the risk.

In the event there is a confirmed case/outbreak of COVID-19 in a town where Intereach provides service, the following steps will be followed:

1. Program Managers will contact all staff working in the effected community (except where they are working from home and have no direct contact with other staff / participants) to ensure they are aware of the outbreak and ask if they have visited or been in contact with anyone who has visited any of the designated high risk locations as defined on the dept health website.
2. Any staff who answer yes to the above should get tested for COVID-19 and self-isolate until they are cleared with a negative result
3. All participant transport will be suspended until executive advise otherwise as guided by dept health.

In the event there is a confirmed case of COVID-19 in any Intereach office the following steps will be followed:

1. Management will contact the national COVID-19 hotline, inform health authorities and state safety regulator and follow their instructions.
2. All workers notified and those who were in the office with the infected person will be sent home to isolate.
3. Office will immediately be closed to the public until further notice from the Department of Health.
4. The whole office will be given a deep clean from a professional cleaning company.

If a worker thinks they may have been in close contact with a confirmed case of coronavirus or are at risk of having contracted COVID-19 they should:

- monitor their health and immediately raise this with their employer; and
- call the coronavirus information line on 1800 675 398 for advice, if needed.

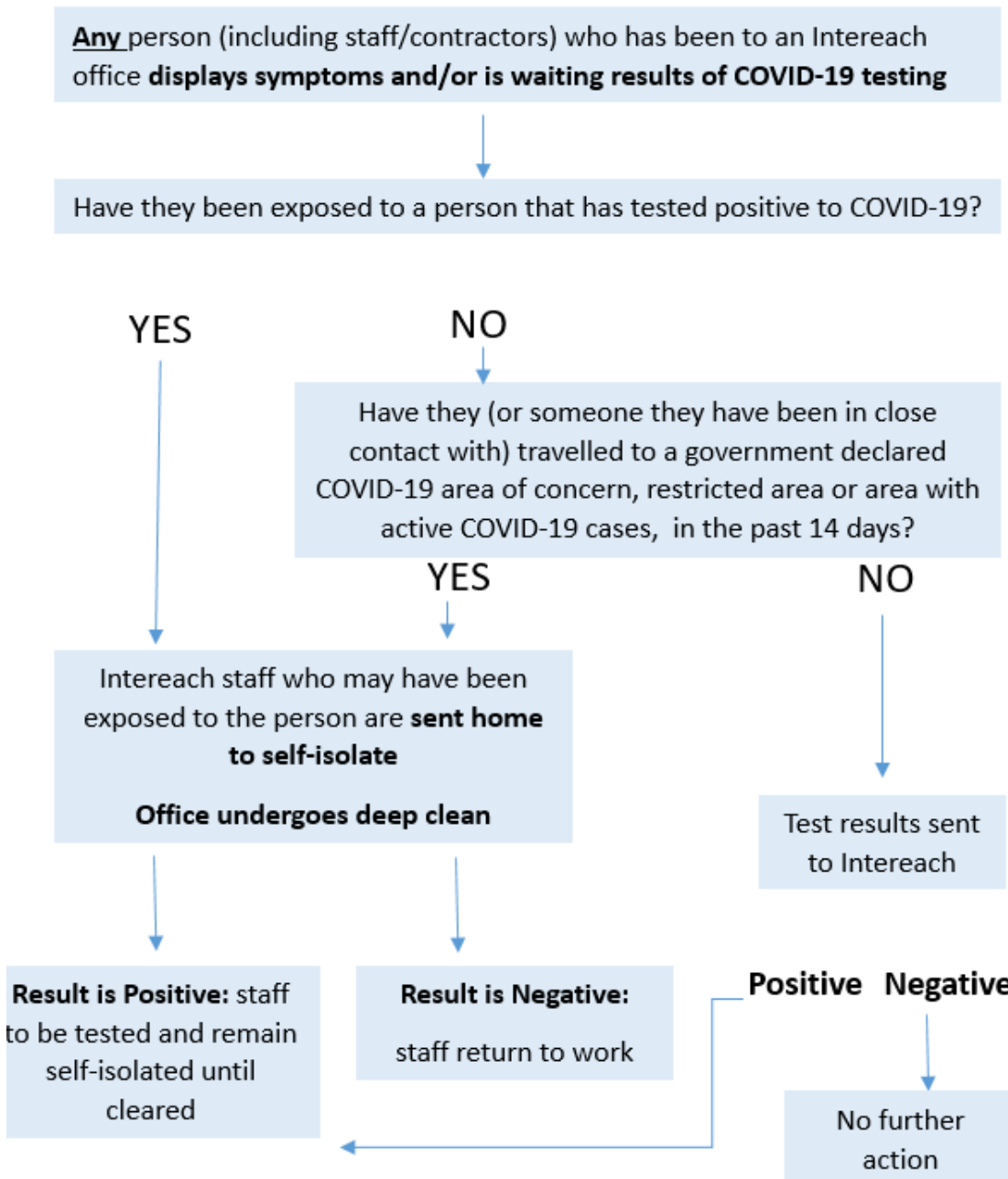
This information was sourced from:

- Safe Work Australia
<https://www.safeworkaustralia.gov.au/doc/coronavirus-covid-19-advice-pcbus>
- Work Safe Victoria
<https://www.worksafe.vic.gov.au/safety-alerts/exposure-coronavirus-workplaces>
- Safe Work NSW
<https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>

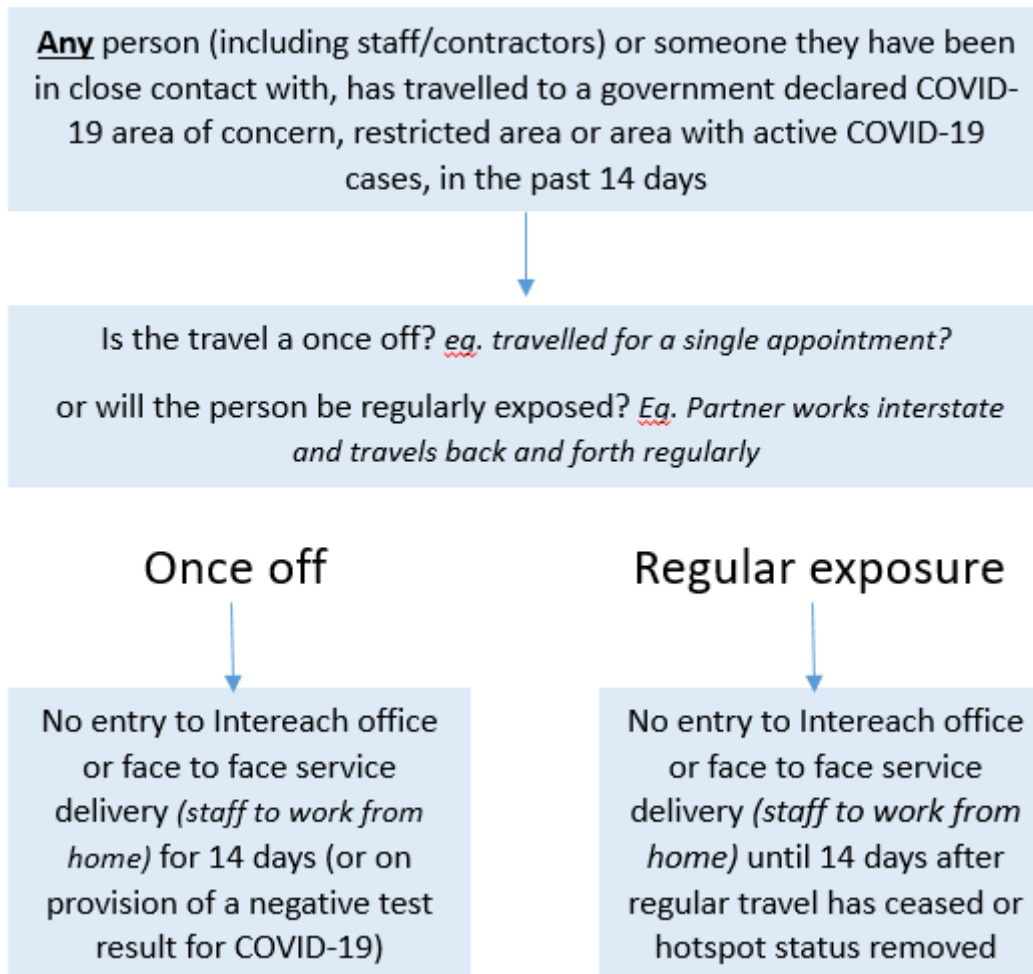
Where a person (including staff/contractors) who has been to an Intereach office displays symptoms and/or is waiting results of COVID-19 testing the following steps will be followed:

1. **Notify Executive & WHS Team**
2. ascertain the date, time and exact location/s the person visited (by downloading “Swiped on” report from signin ipad); and people they came into contact with (if known); and,
3. ascertain whether the person has been exposed to a positive case of COVID-19 and/or has travelled to a government declared hotspot in the previous 14 days.

The following action should take place based on the information provided:



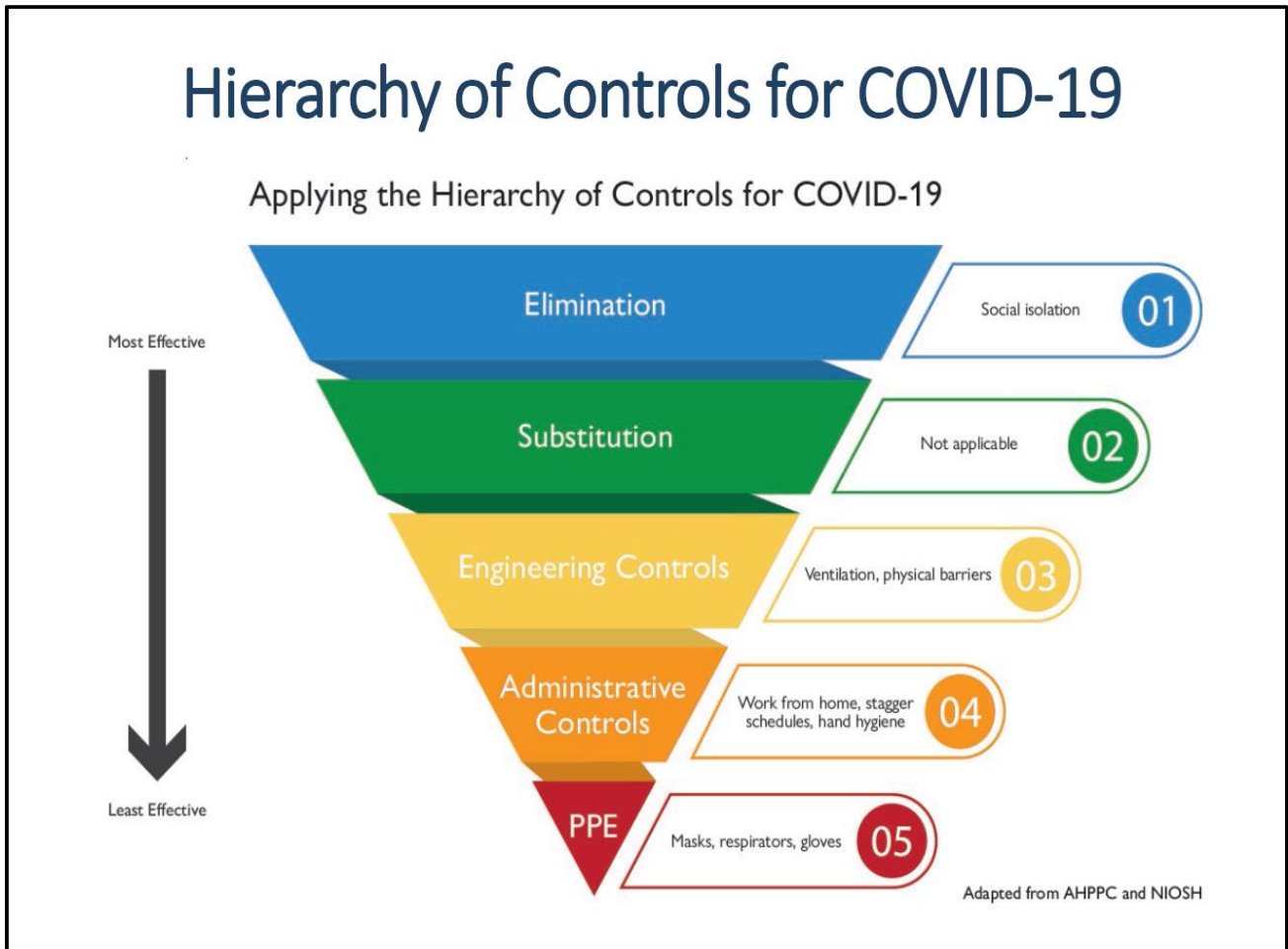
Where a person (including staff/contractors) who has been to an Intereach office has travelled to a government declared COVID-19 area of concern, restricted area or area with active COVID-19 cases, the following steps will be followed:



Where a person (including staff/contractors) has answered “yes” to any of the COVID screening questions when signing in electronically using the iPad or sign in book - the following steps will be followed:

1. Front of House (FoH) staff member to check with the person who has answered “yes” to a screening question and confirm with them that this was not an accidental swipe or response.
2. If the answer is “yes” and has been confirmed as being correct the person will be asked to leave the premises and asked not to return to the office for 14 days, FoH staff to notify the WHS team immediately.
3. If the answer “yes” was incorrect then FoH to fill in notification sent from “Swiped On” (electronic sign in iPad) as an accidental swipe and the correct answer is “no”.

Hierarchy of Controls for COVID-19



Office Layout Guidelines

All Intereach Offices have been reviewed in line with advice from Safe Work Australia to support set up of our desk spacing and overall layout of our offices.

The layout of the office space enables workers to keep at least 1.5 metres apart to continue performing their duties. This has been achieved by, where possible:

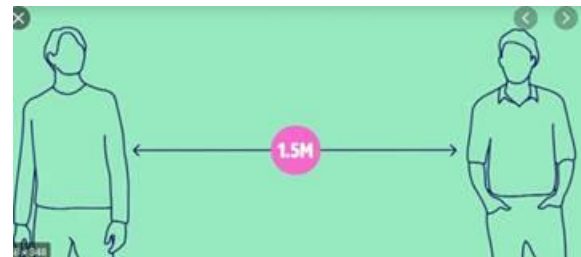
- restricting workers and others to certain pathways or areas;
- spreading out furniture or plant to increase distancing; and
- installing floor and/or wall markings and signage to identify 1.5 metres distancing requirements.

The office layout must allow for workers to enter, exit and move about the workplace both under normal working conditions and in an emergency without risks to their health and safety so far as is reasonably practicable.

Desk Spacing

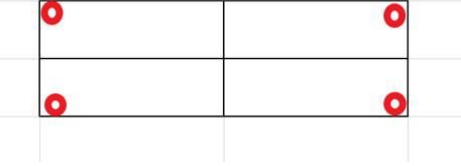
The Intereach COVID-19 training does reference distancing “work stations” but this is incorrect. The guideline is 1.5 meters between “workers”.

Sitting across from someone where a partition separates the desk is acceptable.

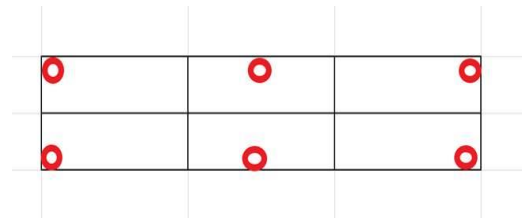


Sitting alongside somebody, will allow for us to position ourselves on the desks to be 1.5 metres away from each other (please note some offices have desks that are longer than 1.5 meters).

In a pod of two, the individuals could position themselves a bit closer to either end of their desk as an added measure:



Or in a pod of three you could



position like this for extra space between workers:

In pods of four or more we may have to look at separating desks, even up to 20cm or so should be

enough. Offices like Bendigo can have people sitting side by side comfortably because their desks are 1.8 meters wide.

Other important information to consider:


- Implement social distancing by keeping a distance of at least 1.5 metres between people to the extent possible.
- Close contact is defined as being within approximately 1.5 metres of a person for 15 minutes or more.
- Do not eat at desks – eat lunch outside if possible.

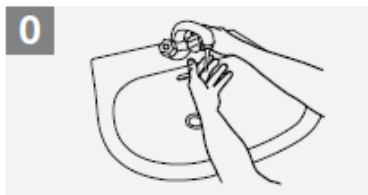
COVID-19 Posters

How to hand wash

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the entire procedure: 40-60 seconds



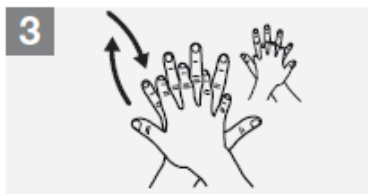
0 Wet hands with water;



1 Apply enough soap to cover all hand surfaces;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



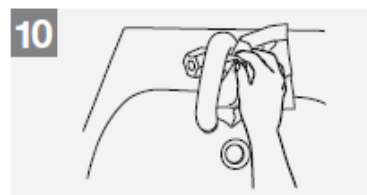
7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

All reasonable precautions have been taken by the World Health Organization to verify the information contained in this document. However, the published material is being distributed without warranty of any kind, either expressed or implied. The responsibility for the interpretation and use of the material lies with the reader. In no event shall the World Health Organization be liable for damages arising from its use. WHO acknowledges the Hôpital Universitaire de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.

May 2009

How to Handrub

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

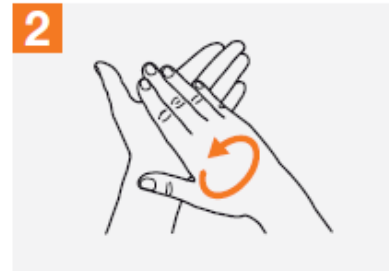
🕒 Duration of the entire procedure: 20-30 seconds



1a Apply a palmful of the product in a cupped hand, covering all surfaces;

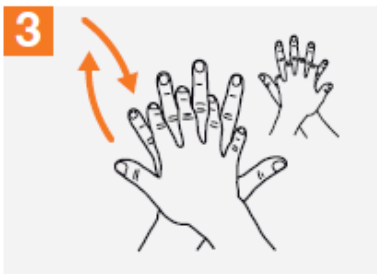


1b



2

Rub hands palm to palm;



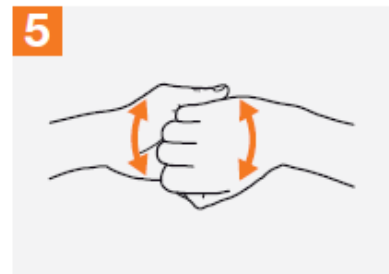
3

Right palm over left dorsum with interlaced fingers and vice versa;



4

Palm to palm with fingers interlaced;



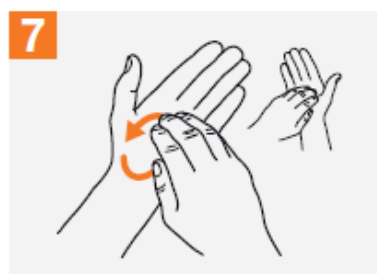
5

Backs of fingers to opposing palms with fingers interlocked;



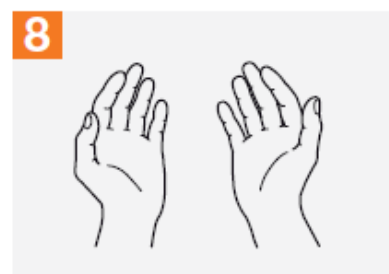
6

Rotational rubbing of left thumb clasped in right palm and vice versa;



7

Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8

Once dry, your hands are safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

All reasonable precautions have been taken by the World Health Organization to verify the information contained in this document. However, the published material is being distributed without warranty of any kind, either expressed or implied. The responsibility for the interpretation and use of the material lies with the reader. In no event shall the World Health Organization be liable for damages arising from its use. WHO acknowledges the Hôpitala Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.

May 2009

Steps to help stop the spread

Coronavirus
(COVID-19)

SIMPLE STEPS TO HELP STOP THE SPREAD.

Cough or sneeze into your arm



Use a tissue



Bin the tissue



Wash your hands



TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

For more information about **Coronavirus (COVID-19)** visit **health.gov.au**

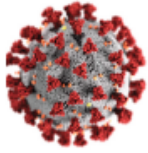


Australian Government

Authorised by the Australian Government, Canberra

What you should know about COVID 19 to protect yourself and others

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



CS 214887A 04/15/2020

cdc.gov/coronavirus

Appendix 1: Intereach Fleet Vehicles covered by COVID safe plan

Registration	Location	Description	Garaged	Custodian
CGL78A	ALBURY	Multivan	Yes	Manager
CW03HD	ALBURY	KIA Sportage Si (FWD) 4D WAGON	Yes	Manager
CM88FX	ALBURY	Corolla		
CM89FX	ALBURY	Corolla		
CO28PJ	ALBURY	Camry		
CR19QP	ALBURY	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
CR20QP	ALBURY	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
CR22QP	ALBURY	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
CW50VR	ALBURY	KIA Seltos S (FWD) 4D WAGON		
CW51VR	ALBURY	KIA Seltos S (FWD) 4D WAGON		
CW52VR	ALBURY	KIA Seltos S (FWD) 4D WAGON		
CX00UP	ALBURY	KIA Seltos S (FWD) 4D WAGON		
CE28HA	ALBURY	i40 Wagon		
1JN8ZS	BENDIGO	Toyota RAV4		
1KR7VH	BENDIGO	Toyota RAV4	Yes	Manager
1KR7VO	BENDIGO	Toyota RAV4	Yes	Manager
1JN8ZD	BENDIGO	i30 Hatch		
1JN8ZE	BENDIGO	i30 Hatch		
1JU2BH	BENDIGO	i30 Hatch		
1KE9PG	BENDIGO	i30		
1KR7VG	BENDIGO	RAV 4		
1KR7VK	BENDIGO	RAV 4		
1OM2YU	BENDIGO	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
1OM2YZ	BENDIGO	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
1OQ5DG	BENDIGO	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
EJH33A	COOTAMUNDRA	KIA Sportage Sx (FWD) 4D WAGON	Yes	Manager
EJS05A	COOTAMUNDRA	Corolla Ascent		
CR23QP	COOTAMUNDRA	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
CM86FX	COROWA	Camry		
CP87HP	COROWA	Corolla		
CW37SS	DENILIKUIN	Ford Everest	Yes	Manager
CO30PJ	DENILIKUIN	Toyota Aurion	Yes	Manager
1IR9FM	DENILIKUIN	TQ3 iLoad		
BG13UX	DENILIKUIN	Tarago		
CI42AN	DENILIKUIN	Aurion		
TZQ985	DENILIKUIN	Coaster		
CM18ES	DENILIKUIN	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
CQ41PM	DENILIKUIN	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
CR21QP	DENILIKUIN	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
CS07KG	DENILIKUIN	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
CS08KG	DENILIKUIN	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
CS22KG	DENILIKUIN	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		

Intereach COVID-19 Safe Plan

Registration	Location	Description	Garaged	Custodian
CS23KG	DENILIKUIN	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
CS24KG	DENILIKUIN	Mitsubishi Outlander ES 7 SEAT (2WD) 4D		
YHR14U	DENILIKUIN	Hyundai Kona GO (FWD) 4D WAGON		
YHR14V	DENILIKUIN	Hyundai Kona GO (FWD) 4D WAGON		
YHR14W	DENILIKUIN	Hyundai Kona GO (FWD) 4D WAGON		
YHR14Z	DENILIKUIN	Ford Escaper Ambiente (AWD) 4D WAGON		
1TF8CJ	ECHUCA	Transit Van		
1JU2BG	ECHUCA	i30 Hatch		
1KE9PD	ECHUCA	i40		
1KE9PF	ECHUCA	i30		
1KO7QI	ECHUCA	RAV 4		
YHR14X	FINLEY	Hyundai Kona GO (FWD) 4D WAGON		
YHR14Y	FINLEY	Ford Escaper Ambiente (AWD) 4D WAGON		
1KE9PE	GISBORNE	i30		
1JN8ZR	GISBORNE	i30 Hatch		
1JU2BI	GISBORNE	i40 Wagon		
CW72VR	GRIFFITH	KIA Seltos S (FWD) 4D WAGON		
CW73VR	GRIFFITH	KIA Seltos S (FWD) 4D WAGON		
CK56LF	GRIFFITH	Hilux Ute		
CU24UO	GRIFFITH	Toyota Aurion		
CU53VI	HAY	Mitsubishi Outlander ES 7 SEAT (2WD) 4D		
1JU2BF	MARYBOROUGH	i30 Hatch		
1KR7VL	MARYBOROUGH	RAV 4		
1OM2YR	MILDURA	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
1OM2YS	MILDURA	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
1OM2YW	MILDURA	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
1OM8WT	MILDURA	Mitsubishi Outlander ES 7 SEAT (2WD) 4D		
1OM2YX	MILDURA	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
1OG6YZ	SEYMOUR	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
1OM2YT	SEYMOUR	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
1OG6YV	SHEPPARTON	Mitsubishi ASX ES ADAS (2WD) 4D Wagon	Yes	Manager
1OM8WS	SHEPPARTON	Mitsubishi Outlander ES 7 SEAT (2WD) 4D	Yes	Manager
1OG6YW	SHEPPARTON	Mitsubishi ASX ES ADAS (2WD) 4D Wagon	Yes	Manager
1OG6YY	SHEPPARTON	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
1OM2YV	SHEPPARTON	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
1OG6YX	SWAN HILL	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
1OM2YQ	SWAN HILL	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
CO29PJ	WAGGA	Corolla		
CM58CZ	WAGGA	Corolla		
CM59CZ	WAGGA	Corolla		
CM59XT	WAGGA	Camry		
CM60CZ	WAGGA	Camry		
CX01UP	WAGGA	KIA Seltos S (FWD) 4D WAGON		
CX02UP	WAGGA	KIA Seltos S (FWD) 4D WAGON		
CW74VR	WAGGA	KIA Seltos S (FWD) 4D WAGON		

Registration	Location	Description	Garaged	Custodian
CR24QP	WAGGA	Mitsubishi ASX ES ADAS (2WD) 4D Wagon		
CW46SS	DENILIKUIN	TOYOTA HIACE		
BZ75SS	GRIFFITH	Hiace		
CC80AS	DENILIKUIN	Coaster		
CC73LB	DENILIKUIN	Hiace		
DTN52N	GRIFFITH	Renault		
CW46SS	DENILIKUIN	Toyota		
CD20FN	GRIFFITH	I-Max		
CK80VD	DENILIKUIN	iMax		
CV06RL	DENILIKUIN	Sante Fe Elite		
CS03SJ	DENILIKUIN	Kia Carnival		