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| **Workplaces**  **26/03/2020** | **Mitigation activities according to level of community transmission and impact of COVID-19**  **Managing the fear and anxiety among the people associated with your business - your team, suppliers AND your clients** | | |
| **None to Minimal** | **Minimal to moderate** | **Substantial** |
| What to do when COVID-19 is spreading in the community | Preparation   * Know where to find local information on COVID-19 and local trends of COVID-19 cases. * Know where to find and understand what Government assistance options are available to support your   + Industry   + team members * Determine what to do if a team member has close contact with someone suspected to have Covid-19   + Determine what close contact means   + Proximity AND duration of exposure     - Face to face – 15 minutes     - Proximity – 2 hours   + Transmission also requires a susceptible host * Know which of your team are at the greatest risk of an adverse outcome * Determine what to do if a team member becomes symptomatic   + Identification of close contacts   + Team member deployment option * Review, update, or develop workplace plans to include:   + Travel Policy     - Assess essential v non-essential travel   + Meeting Policy     - Assess essential v non-essential meeting scheduled     - Videoconference capability     - Teleconferencing capability   + Liberal leave and telework policies (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).   + Determine leave policies for people with COVID-19 symptoms   + Determine alternate team approaches for work schedules. | Preparation   * Review essential v non-essential activity * Review site/business unit closure options * Review supply lines * Review leave policy in line with Government assistance options, consider:   + Job-sharing arrangements   + Leveraging Government support options | Preparation   * Recovery planning   + Prepare for “the second wave”   + Hygiene and social distancing measures must remain in place   + Risk manage the recovering workers (they may have some immunity but there defences will be weak until they fully recover (depends on severity of their illness * The new BUA   + The team   + Marketing   + Supply lines |
|  | Actions   * **Establish Pandemic response leadership team**   + **Pandemic Coordinator**   + **Communications Manager**   + **Operational Manager**   + **Medical Advisor** * **Establish 2-way communication with all team members** * Ensure hand hygiene supplies are readily available and develop contingency plan for supply chain interruptions. * Educate everyone about what close contact means * Educate everyone of social distancing policy   + Greeting policy   + Appropriate use of PPE     - Masks     - Goggles/face-shields     - Gloves     - Gowns/coveralls * Educate everyone on personal hygiene requirements   + Hand hygiene   + Respiratory hygiene * Encourage employees to stay home and notify workplace contact to discuss whether to attend workplace or seek medical advice * Visibly increase cleaning and disinfection routines   + Workstations   + Shared resources - especially frequently touched surfaces daily | Actions   * Direct all feasible staff to telework, particularly individuals at increased risk of severe illness * Implement flexible leave policies for staff who need to stay home due to school/childcare * Reinforce social distancing measures:   + Increasing physical space between workers at their worksites   + Staggering work schedules   + Decrease social contacts in the workplace   + Reappraise essential v non-essential in-person meetings * Limit participation in client/supplier gatherings - work related conferences, tradeshows, et * Prohibit non-essential work travel. * Implement daily health checks   + Observe temperature and respiratory symptom   + staff and visitors entering buildings * **Appoint a contact manager** | Actions   * Implement extended telework arrangements (when feasible). * Implement site / business unit closures as required * Cancel non-essential activities |