



FREEDOM SOCIAL SKILLS PTY LTD

www.freedomsocialskills.com.au

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FSS COVID-19 Pandemic Action Plan

Dear Staff,

To try and help prevent the spread of this virus at work, we are implementing this action plan as requested by the Department of Health. Please take note of these below important points and refer to your direct manager if you have any questions:

Things to do at work:

- Please make sure that you use the hand sanitisers provided.
- Please stay home if you need to self-quarantine or if you have any concerns about travelling or being at work.
- Please refer to your GP for any minor illnesses and try and stay healthy.

Hygiene tips - to help prevent the spread of this virus:

- Clean your hands with soap and water for 20 seconds, or an alcohol-based hand rub.
- Cover your nose and mouth when coughing and sneezing with tissue or a flexed elbow
- Avoid close contact with anyone with cold or flu-like symptoms.
- Practice cough etiquette (keep away from other people, cover coughs and sneezes with disposable tissues or clothing, and clean your hands.

Self- quarantine - High Risk Criteria:

Staff will need to self-quarantine for 14 days if any of the below criteria are met(study/program from home):

- Been in contact with someone who has recently visited or transited through a high risk country or region (refer to web site for current information).
- Visited or transited through a high risk country or region (refer to web site for current information).
- Been in contact with someone with a confirmed case of the coronavirus

What to do if sick or possibly come into contact with someone that may be affected:

- Arrange to be tested if possible and self-quarantine until you get the results (work from home).
- If you get sick, isolate yourself at home from others and use a separate bathroom if possible.
- Put on a surgical mask if you have one and practice good sneeze/cough hygiene.
- Practice good hand hygiene.
- If your symptoms get worse please contact your doctor and advise them of your travel and close contact history.

Please refer to the Department of Health for any further specific information – www.health.gov.au

Jack Scott