



# Sparkymics Electrical Contracting

## Infectious Disease Preparedness and Response Plan [Coronavirus]

### Purpose

This procedure is designed to ensure all Sparkymics Electrical Contracting workers, sub-contractors and clients are aware of the practices required to control the risks associated with Coronavirus (COVID-19).

### Scope

This procedure applies to all Sparkymics Electrical Contracting workers, visitors and clients, both on our own premises and on third party and client sites.

### Responsibilities

#### Management

- Ensure a Safe and Healthy Workplace for workers, visitors and clients.
- Have procedures in place to help prevent the spread of the virus.
- Keep up to date with the latest COVID-19 information and advice to ensure that any action taken is measured and appropriate.
- Provide information, advice and training to workers in relation to the virus, isolation/quarantine and when staff should not attend work.
- Develop a contingency plan to manage staff absences
- Visit the Smartraveller website before arranging business travel to destinations with cases of COVID-19. Workers who become sick while travelling or after returning from affected areas should seek immediate medical advice and notify their employer.
- If a worker is confirmed to have COVID-19, call Coronavirus Health Information Line 1800 020 080 for advice. Inform co-workers about possible exposure to COVID-19 but maintain confidentiality. Advise workers to seek immediate medical advice if they develop symptoms or are concerned about their health.

#### Workers

- Take reasonable care for their own health and safety and to not adversely affect the health and safety of others.
- Follow company procedures and advice in relation to COVID-19.
- Attend any training and information sessions provided by Sparkymics Electrical Contracting.
- Washing hands often, with soap and water, or carrying hand sanitiser and using it as needed.
- Cover your nose and mouth with a tissue or flexed elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands or apply hand sanitiser.
- Avoid close contact with anyone who has cold or flu-like symptoms.



- See a health care professional if feeling unwell.
- If unwell, avoiding contact with others (including shaking hands or other touching, such as hugging).

### **Overview**

A novel (new) strain of coronavirus which originated in Hubei Province, China in 2019 can cause a respiratory disease called COVID-19.

COVID-19 spreads from person to person in a similar way to the flu:

- from close contact with an infected person
- from touching objects or surfaces contaminated by the sneeze or cough of an infected person and then touching your eyes, nose or mouth.
- COVID-19 can cause symptoms similar to the flu, including fever, cough, sore throat, tiredness or shortness of breath.

Most people who are infected experience mild to moderate symptoms from which they fully recover. However, some people develop more serious illness with pneumonia and other complications. People at increased risk of serious illness include the elderly and those with chronic medical conditions (e.g. diabetes, heart and lung disease) or a weakened immune system.

It is important to remember that most people who become ill with respiratory symptoms at work are likely suffering from a cold, the flu or other respiratory illness – not COVID-19.

### **Infection Prevention Measures**

Sparkymics Electrical Contracting will ensure all staff implement good hygiene and infection control practices, including:

- Providing hand washing facilities and making sure these are kept clean, properly stocked and in good working order.
- Promoting frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Promoting good hygiene practices, e.g. displaying posters on handwashing and respiratory hygiene.
- Encouraging workers to stay home if they are sick.
- Encouraging respiratory etiquette, including covering coughs and sneezes.
- Providing customers and the public with tissues and trash receptacles.
- Employers should explore whether they can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.
- Discouraging workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Maintaining regular housekeeping practices, including routine cleaning and disinfecting of



surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, Sparkymics Electrical Contracting will consult information on approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

### **Prompt Identification and Isolation of Sick People**

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.

Sparkymics Electrical Contracting encourages workers to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Sparkymics Electrical Contracting requires workers to report when they are sick or experiencing symptoms of COVID-19.

Sparkymics Electrical Contracting will immediately isolate people who have signs and/or symptoms of COVID-19. We will undertake the following measures:

- Move potentially infectious people to a location away from workers, customers, and other visitors.
- If there is no specific isolation room, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
- limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated. Note: A face mask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).
- Arrangements should be made for their transport either to a doctor or to their home, preferably not using public transport.
- A record should be kept of those who become ill and leave the workplace and the people they have had close or casual contact with.
- When a person with suspected infection has left the workplace employers should ensure that their workstation, work area and communal areas they have been in are thoroughly cleaned and disinfected.

### **Workplace Flexibilities and Protections**

Sparkymics Electrical Contracting will:

- Actively encourage sick workers to stay home.
- Ensure that sick leave policies are flexible and consistent with Fairwork and Health guidance and that workers are aware of these policies.
- Talk with labour hire companies about the importance of sick workers staying home and encourage them to develop non-punitive leave policies.
- Maintain flexible policies that permit workers to stay home to care for a sick family member.
- Recognise that workers with ill family members may need to stay home to care for them.

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- Be aware of workers' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks.
- Provide adequate, usable, and appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE). Informed workers who feel safe at work are less likely to be unnecessarily absent.

### **References**

Health.gov.au – Health Topics: Coronavirus (COVID-19)

QLD Worksafe - Coronavirus (COVID-19) workplace risk management

SafeWork Australia - Coronavirus (COVID-19): Advice for PCBU's

Worksafe Vic Guide - Preparing for a pandemic