**Glass Polish Melbourne’s Covid 19 Safe Plan for all Victorian work sites.**

During these challenging and rapidly changing times we continue to be committed to the health and safety of our customers, staff and the community. We are guided by advice from the Department of Health and Human Services and want to reassure you that we follow the Victorian Government's guidelines and restrictions currently in place for the construction and building industry.

Glass Polish Melbourne has an up to date Victorian Covid 19 Safe Plan in place to stop the spread of Covid 19.

Our staff wear the appropriate personal protective equipment (PPE) whilst at each work site.

Our staff wear face mask respirators at each work site.

Our staff use hand sanitizer where soap and water are unavailable before entering the work site and upon leaving the work site.

We abide by the no more than five trades people and one site supervisor on site at any given time.

Our staff will not congregate in common or high traffic areas during mealtimes or whilst on site.

Our staff will not share tools or eating and drinking utensils with others on the work site.

Our staff will not carpool with others on the way to, between jobs or on the way home from work sites.

Our staff will keep records of each work site they visit including the address, the time frame spent at the work site and of the name and contact number of the person responsible for the work site. We will be prepared in the event that this information is required by the Department of Health and Human Services and for contact tracing purposes.

We have a Victorian Covid 19 Safe Plan reporting system in place so that we may rapidly notify specific work site contacts and Work Safe if any one of our staff has been identified as a potential contact of a person who has tested positive for Covid 19.

If any member of our staff has tested positive Covid 19 or feels unwell they will not attend any work site or will leave the work site immediately upon feeling unwell. They will be tested for Covid 19; self isolate and notify the relevant work site contact persons and Work Safe in this instance. The effected person will not return to work until they are authorised to do so by the Department of Health and Human Service.

We are committed to taking the necessary measures and precautions to ensure our customers remain safe and we play our part in stopping the spread of the Covid 19 virus within our wider community.