

SAFETY ALERT 2: CORONAVIRUS COVID-19

**THINKSAFE
BESAFE
LEAVESAFE**

First and foremost, if you have any questions or concerns about the Coronavirus situation, call your ETC and/or your Host Supervisor. (Communication is the Key!)

Ai Group Apprentice and Trainee Centre Recommended Steps:

- a) If you are considering travelling outside of Australia – please visit the following link for updated travel information : <https://www.smartraveller.gov.au/crisis/covid-19-and-travel>
- b) If you have recently returned from overseas you will be required to self-isolate for a period of time. For more information visit: <https://www.smartraveller.gov.au/COVID-19-australian-travellers>

Action to Take If You Feel Unwell:

If you are feeling unwell and are exhibiting symptoms of COVID-19:

(see <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>), call your doctor, or your nearest hospital immediately, and explain your situation. Or Call the National Coronavirus Health Information Line on **1800 020 080**. It operates 24 hours a day, seven days a week.

Resources:

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-know-the-signs>

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-people-with-a-suspected-case>

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-stop-the-spread>


In addition, please note that people returning from overseas are required by the Government to self-quarantine at home for 14 days.

The following information is reproduced from the Fair Work Ombudsman's website:

Coronavirus and Australian workplace laws

Published 4 February 2020 | Updated 13 March 2020

Find out about your workplace entitlements and obligations if you're affected by the outbreak of coronavirus (also referred to as COVID-19).

Please visit the Australian Government Department of Health website  for the latest information on the virus, including requirements and conditions for isolation and quarantine periods and when testing should be sought.

We encourage employees and employers to work together to find appropriate solutions that suit the needs of individual workplaces and staff. This may include taking different forms of leave, working from home, or taking extra precautions in the workplace.

We will continue to update the information on our website as the situation develops and as needed. If you have an urgent enquiry about your workplace entitlements or obligations, please contact us on 13 13 94 and select the prompt for the Coronavirus hotline.



On this page: *(hold Ctrl and right mouse click for links)*

Where can I get information on health and safety in the workplace?

- When can employers' direct employees to stay away from their usual workplace under workplace health and safety laws?
- What happens if an employee or their family member is sick with coronavirus?
- What if an employee is stuck overseas or is required to be quarantined or to self-isolate?
- What if an employee wants to stay home as a precaution?
- What if an employer wants their employees to stay home as a precaution?
- When can employees work from home?
- What about casual employees and independent contractors?
- What if I need to let employees go or reduce their working hours?
- Can employees be directed not to travel?

Where can I get information on health and safety in the workplace?

(hold Ctrl and right mouse click for links)

We can provide information about workplace entitlements such as taking sick and annual leave.

For information about health and safety in the workplace, including legal obligations of employers and employees, go to:

- **The Australian Government Department of Health** - for the latest information and advice about coronavirus.
- Your State or Territory Public Health Unit's website - for local coronavirus response activities and advice.
- **Safe Work Australia** - for information and referrals about managing the risks of contracting coronavirus in the workplace.
- **Your State or Territory workplace health and safety body** - who can also assist with workers compensation enquiries.
- **Comcare (Commonwealth)** - for Australian Government employees and for employees of organisations which self-insure under the scheme.
- **Smart Traveller webpage on the Coronavirus.**

For more detailed information -

<https://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/coronavirus-and-australian-workplace-laws>

Steps to Protect Yourself:

	<p>Clean Your Hands Often</p> <ul style="list-style-type: none"> Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.
	<p>Avoid Close Contact</p> <ul style="list-style-type: none"> Avoid close contact with people who are sick. Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for <i>people who are at higher risk of getting very sick.</i> Take steps to protect others.
	<p>Stay Home If You're Sick</p> <ul style="list-style-type: none"> Stay home if you are sick, except to get medical care. <i>Learn what to do if you are sick.</i>
	<p>Cover Coughs and Sneezes</p> <ul style="list-style-type: none"> Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
	<p>Wear A Facemask If You Are Sick</p> <ul style="list-style-type: none"> If you are sick: You should wear a facemask when you are around other people (e.g. sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. <i>Learn what to do if you are sick.</i> If you are NOT sick: You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.
	<p>Clean and Disinfect</p> <ul style="list-style-type: none"> Clean AND disinfect <i>frequently touched surfaces</i> daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

For more information visit:

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-frequently-asked-questions>