

Coronavirus (COVID 19) Store Guidance Plan

Introduction

[Name of store] is committed to protecting all our employees against the possibility of contracting illness due to the recent outbreak of the coronavirus. We have a duty of care to protect our employees wherever possible and we will take all precautions necessary to ensure the safety of our staff.

We understand that the coronavirus is highly contagious and that we need to have measures in place to ensure any risk of infection in the workplace is minimised.

We trust that all staff will understand that the requirements to keep everyone safe are essential and are not intended to cause any hardship to anyone. We have a duty of care and we intend to ensure that is provided to everyone.

Workplace guidelines

The following guidelines are intended to assist employees in regard to attendance at work. It is important for us to protect our employees and for us all to be aware of our personal obligations to protect ourselves and others in an effort to prevent and control the spread of the virus.

We believe it is essential to consider our need for high level hygiene practices, travel arrangements and coming back to work and the need for each one of us to take care in our daily practices.

1. Our hygiene policy

- Regular hand washing and sanitising is an essential part of this plan.
- Paper towels and tissues should be used and be disposed of in bins provided, immediately after use.
- Coughing and sneezing should be done into tissues or elbows, but not hands.
- Bacterial wipes should be used on shelves, counters and registers, or wherever there are areas used by several staff or members of the public.
- Maintain a safe distance and avoid close contact with those infected individuals or those exhibiting symptoms of the virus.
- Use cutlery when eating and avoid using your hands.
- Avoid touching your eyes and mouth.
- Eliminate the use of handshakes when greeting others.
- Monitor your personal health and condition, keeping an eye out on any of the symptoms.

2. Travel guidelines, close contact with infected individuals and return to work

- If you have recently travelled to a designated infected area such as China, South Korea Italy or Iran please notify the store, visit your doctor and follow the health guidelines that will be provided to you by the appropriate authorities. (Please note that these designated infected areas may be extended).
- If you have been in a lower health risk area, then we require that you visit a medical centre and obtain a clearance before returning to work. Please provide the medical clearance to your Manager on your return to work.
- If you are a permanent employee (full time or part time) and you are required to be absent from work, then you may take paid personal leave. A medical certificate will be required for your days absent from work.
- If you are a casual employee, then you will not be entitled to payment during your absence. A medical clearance will be required.

3. General on-going responsibilities

- We are uncertain how long the virus will last, and we should all take calm precautions and we should not overreact.
- If at any time during work time you feel unwell or show any symptoms of a cold, then you must inform management and immediately seek medical advice. Remember, although we all must take the necessary precautions, you do not have to have been overseas to contract the virus. Be conscious of your surroundings. Do not shake hands or embrace anyone and be careful on public transport.
- The Department of Health in each State and the Federal Government is providing guidelines on a daily basis for the management of the virus and its containment, so please ensure you adhere to the authorities' guidelines.

[Name of store] has an obligation under the relevant Workplace, Health and Safety Act to ensure the safety and well-being of all our employees and we hope that everyone will do their best to cooperate with us and keep our store virus free.

Should you require further information, please [click here](#) for a fact sheet or refer to the Australian Government Department of Health website about updated advice from your Federal Member of Parliament and Senator.

Signed

Manager.