

IGA Store Team Notice/Guidance – COVID-19

(Staff only Areas)

The following information is intended to assist stores when implementing steps in providing a safe working and shopping environment for their staff and customers. We must all be aware of our personal obligations to protect ourselves and others in an effort to prevent and control the spread of the COVID-19.

Stores are encouraged to closely monitor official Government sources for current information and advice and ensure your employees are aware of the isolation/quarantine periods in accordance with advice from the Australian Government Department of Health.

It is most important to review your current cleaning and sanitising practices within your store and ensure an adequate supply of cleaning chemicals, sanitizers, wipes, hand soap and paper towel.

The information below has been derived from the guidance provided by State and National Government Health Departments.

- Regularly and thoroughly wash your hands with soap and warm water. Dry your hands with disposable paper towel or hands-free hand drying equipment.
- Ensure availability of hand sanitizer (consisting of 60% or more alcohol) for all team members, especially those at the checkouts handling cash and in close contact with customers.
 - Frequent use of hand sanitizer should be encouraged, and after serving each customer.
- Coughing and sneezing should be done into tissues or elbows, but not hands.
 - Paper towels and tissues should be used and be disposed of in bins provided, immediately after use.
 - Empty Bins frequently to avoid build up of cleaning waste
- Avoid touching your eyes, nose and mouth.
- Eliminate the use of handshakes when greeting others.
- Maintain a safe distance (1 to 1-5m) from others.
- Anti-Bacterial wipes should be used on trolley handles and baskets (at least 3 times per day, 7am-11am, 11am-3pm and 3pm-7pm).
- Door Handles, Conveyor belts, counter tops, pin pads, touch screens etc. or wherever there are areas used by several staff or common areas for customers should also be sanitised frequently.
- Some sanitisers, disinfectants require a minimum of 10 minutes contact time to be effective, follow manufacturers guidelines to ensure their proper use.
- Use cutlery when eating and avoid using your hands.
- Monitor your personal health and condition, keeping an eye out for any of the symptoms.
- Staff bathrooms and common areas (lunchrooms, etc.) need to be clean and checked regularly for hand soap and hand towels.
- Offer disposable gloves to checkout operators (money carries germs as do recyclable bags). Ensure gloves are changed regularly to avoid the gloves themselves from becoming a contaminant.

Additional and up to date information relating to COVID-19 can be located at:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

<https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources>