# Prior to entering site

DO NOT ENTER SITE IF:

* You are displaying COVID-19 symptoms.
* You have returned from overseas travel in the last 14 days.
* You have been in contact with anyone diagnosed with COVID-19 in the last 14 days.
* You have been diagnosed with COVID-19.
* You have travelled to mainland China, Iran, Hong Kong, Italy, Republic of Korea, Mongolia (including transit via airports) within the past 14 days?
	+ You have been in contact with someone who has

If you are suffering from any of the following symptoms you will need to seek medical advice and are required to provide a medical clearance indicating you are fit for work:

* Fever
* Coughing
* Sore Throat
* Fatigue
* Shortness of Breath

# While working on site

## Social / Physical Distancing

* Maintain a **1.5 meter** **physical distance** between yourself and others
* One person per 4 square meters when working in enclosed or internal spaces
* Avoid physical contact with others
* Stagger break times to avoid crowding
* Essential workers only – Limit external visits to site (e.g. Inspections)
* Third party visits should be contactless when possible (e.g. Deliveries)

## Worker Hygiene

* Sanitise your hands before entering the site
* Wear gloves while working
* Avoid touching your eyes and face
* Cover mouth and nose when coughing and sneezing (use elbow or tissue)
* Wash hands frequently
* Bin cigarette butts

## Site Hygiene

* Provide adequate cleaning products and facilities for all workers
* Clean shared tools / plant before and after each use
* Clean shared site amenities frequently and to an industrial standard (lunch rooms, offices, toilets, drink fountains)
* Avoid shared contact of common touch points (e.g. Leave doors open when possible)
* General housekeeping

## Staying informed

* New on-site inductions explaining COVID-19 safety measures
* Conducting regular Toolbox Talks for any questions or updates regarding Government COVID-19 updates
* Print off Government educational posters to keep workers educated
* Advise all workers what steps should be taken if they contract the virus or have been in contact with someone with the virus
* Workers should know:
	+ When to stay away from the workplace
	+ What action to take if they become unwell
	+ What symptoms to be concerned about.