Coronavirus (COVID-19) Policy

1. Overview

Leadership Management Australia (LMA) acknowledges the impact Coronavirus (COVID-19) is having and our responsibility for the health of our employees, stakeholders, Participants and clients. We are regularly monitoring government sites for information and updates which will be forwarded as soon as practicable.

There are no known cases of Coronavirus (COVID-9) in our Resource Centre workplace or amongst any of our staff or LMA partners nationally. To our knowledge there are no known cases in any of our Clients' workplaces. Most people infected with Coronavirus (COVID-19) experience mild symptoms and recover. There is no current instruction from the Government to shut down our workplace.

To prevent or reduce the impact of the virus within our workplace in Melbourne we have developed the following guidelines for all staff and contractors working at our premises.

We would also ask each of our stakeholders nationally to achieve these hygiene practices.

We aim to follow the Government requirements, recommendations and practices

2. Everyone in the workplace should practice good hygiene by:

- Regularly cleaning hands with soap and water (minimum 20 seconds) or an alcohol-based hand rub before and after contact with people, food and personal hygiene. If hands are visibly dirty, wash them with soap and water
- Covering nose and mouth when coughing and sneezing, and disposing of used tissues immediately, then washing hands
- Avoiding close contact with anyone with cold or flu-like symptoms
- Wiping down public used surfaces after each use e.g. Phones, benches, keyboards
- Seeking a health care professional if unwell, and stay away from the workplace and other public places

Please note – we have been purchasing antibacterial surface sprays and hand sanitizers wherever possible and distributing these to our program delivery venues.

3. Recognising the symptoms of Coronavirus (COVID-19)

Typical symptoms (as provided by the Victorian government) can be:

- Fever
- Breathing difficulties such as breathlessness
- Cough
- Sore throat
- Fatigue or tiredness.

If an employee or LMA Partner/Stakeholder thinks they have symptoms, please visit the Government website for information about how to get tested and what further action you should take.

4. **What is the process if people are at risk?**

   Anyone who has these symptoms should immediately go home, then do the following.

   1. Contact your GP or a local hospital or screening clinic to organise testing
      o Follow the instructions of the medical professional
      o This may include self-isolation for a 14 period
   2. Notify Michelle Ioannidis immediately by calling (03) 9822 1301 or email mioannidis@lma.biz.
   3. Advise Michelle of all interactions or contact with other people such as:
      o other employees during meetings, breaks or working in teams
      o customers
      o suppliers
   4. Update Michelle with your medical diagnosis as soon as possible
   5. Seek a clearance from a medical professional before returning to work

5. **COVID-19 Testing facilities.**

All Hospitals with Emergency Departments have now set up Corona Virus Clinics for testing. People are required to contact their local GP via phone to find their closest testing clinic. Not all Medical Clinics have testing facilities.

Coronavirus Health Information Line

Call this line if you are seeking information on coronavirus (COVID-19). The line operates 24 hours a day, seven days a week.

1800 020 080

6. **Who is most at risk?**

   In Australia, the people most at risk of getting the virus are those who have:

   - recently been in in a high-risk country or region (mainland China, Iran, Italy or Korea)
   - been in close contact with someone who has a confirmed case of COVID-19

   Based on what we know about Coronaviruses, those most at risk of serious infection are:

   - people with compromised immune systems (such as people who have cancer)
   - elderly people
   - Aboriginal and Torres Strait Islander peoples (as they have higher rates of chronic illness)
   - people with chronic medical conditions
   - people in group residential settings
   - people in detention facilities

   To help protect people most at risk, we have recommended limits on public gatherings and visits to vulnerable groups.

7. **Overseas Travel**

Starting Monday 16 March 2020, Australians are being asked not to hold non-essential mass gatherings of 500 people or more.

Travel Restrictions:

- Australian citizens and permanent residents will still be able to enter, as will their immediate family members (spouses, legal guardians or dependants only). They will be required to self-isolate at home for 14 days.
- Australia will deny entry to anyone who has left or transited a country subject to travel restrictions within the previous 14 days, with the exception of:

8. **Information about home isolation when unwell (suspected or confirmed cases)**

If an employee has been diagnosed with COVID-19, they must stay at home to prevent it spreading to other people.

- They may also be asked to stay at home if there is a possibility that they may have been exposed to the virus.

Staying at home means:
- do not go to public places such as work, school, shopping centres, childcare or university
- ask someone to get food and other necessities and leave them at their front door
- NO Visitors — only people who usually live with them should be in their home

They do not need to wear a mask in their home. If you need to go out to seek medical attention, wear a surgical mask (if you have one) to protect others.

They should stay in touch by phone and on-line with family, friends and the workplace.

Source: health.gov.au

9. **Looking after yourself during the Coronavirus (COVID-19) outbreak**

Try to maintain perspective: While it is reasonable for people to be concerned about the outbreak of Coronavirus (COVID-19), try to remember that medical, scientific and public health experts around the world are working hard to contain the virus, treat those affected and develop a vaccine as quickly as possible.

- ✓ **Find a healthy balance in relation to traditional and social media coverage:** Being exposed to large volumes of negative information can heighten feelings of anxiety.

- ✓ **Access good quality information:** It's important to get accurate information from credible sources such as those listed. This will also help you maintain perspective and feel more in control.

- ✓ **Try to maintain a practical and calm approach:** Widespread panic can complicate efforts to manage the outbreak effectively. Do your best to stay calm and follow official advice, particularly around observing good hygiene habits. Try not to make assumptions.

✓ **Maintain good physical health:** Follow a balanced, nutritious diet, continue exercising and maintain healthy lifestyle habits. Minimise or quit smoking. Have the strongest immune system possible.

✓ **Look after vulnerable people:** Check in with and support any vulnerable people.

10. Working from home requests

All working from home requests must be discussed with and approved by your Manager/Supervisor.

11. Information Sources

Department of Health and Human Services https://www.dhhs.vic.gov.au/coronavirus

- Coronavirus (COVID-19) health alert - Australian Government: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert
- Smartraveller - Australian Government www.smartraveller.gov.au/
- World Health Organisation https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7_6
- Department of Human Services https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19
- Worksafe VIC https://www.worksafe.vic.gov.au/safety-alerts/exposure-coronavirus-workplaces
- Statement from Doctor Brett Sutton, Victoria's Chief Health Officer - 15 March 2020
- Beyond Blue https://www.beyondblue.org.au/the-facts/looking-after-your-mental-health-during-the-coronavirus-outbreak
- Quit https://www.quit.org.au/articles/faqs-coronavirus-covid-19-and-smoking/

This document has been prepared with the help of Steve Luxmoore of Your HR Team and a team of doctors with whom he has collaborated.