

Extend A Hand (EAH) – Coronavirus (COVID-19)

Public Statement

Issued 13th July 2020

This statement acknowledges the risks involved with the current issues involving COVID-19 and sets out actions EAH has taken to best manage this with EAH Staff, clients and work sites.

- Implemented a company policy – <http://www.extendahand.com.au/eah--covid-19>
- Provide staff with up-to-date information and guidance about COVID-19; its symptoms; the best ways of preventing the spread of the virus; and what to do if they experience symptoms.
- EAH each year runs a Flu Vaccination program where the company promotes and pays for the staff vaccinations.
- The nature of EAH's business allows for staff to work on multiple sites.

In the current environment EAH dividing our work groups into two and is enforcing a policy that no more than 50% of staff will be on one site where practical. Limit the number of sites attended to a practical level.

- Staff have been provided with up to the minute Covid-19 resources.
- All visitors in our working environments including customers, sub contractors and delivery personnel will need to declare their health and Covid-19 risk prior to entering the site.

In an effect to maintain good health staff are encouraged:

- Use PPE including gloves and masks where necessary
 - Sanitise after interaction with people as often as possible and generally maintain high levels/standards of Hygiene at all times. Clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty;
 - Cough / Sneeze into elbow;
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label;
 - monitor their own health and self-report any ill health immediately with the company's full support behind them.
 - to maintain a healthy diet;
- Employees are supported to self isolate if the risk of COVID-19 is present.



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