

# COVID19 Business Cleaning Policy and Procedures

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To support tourism businesses and  
their customers in minimizing the  
spread of COVID19



## Report prepared for

|                 |                               |
|-----------------|-------------------------------|
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This report is intended as guidance only for your business and should not be relied on for future marketing considerations. ATIC recommends that you seek your own independent advice as well as the results from the diagnostic.

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# COVID-19 CLEANING PLAN

This document has been prepared by the responses provided by the business via the COVID Cleaning module in the Quality Tourism Framework.

This document should be used in addition to do the

Who is responsible for planning and preparing the business's COVID-19 cleaning plan?

Mark Baker

This cleaning plan provides the strategies identified within the following key activities:

- Staff training
- Materials
- How to clean
- Cleaning checklist
- Risk Register

# Staff training

The following provides an overview of staff training modules.

The person responsible for undertaking staff training is: Mark Baker

| Trained Item   | Task Complete |      |         |
|--|---------------|------|---------|
|  | Yes/No        | Date | Initial |
| All staff will be trained in enhanced cleaning and hygiene practices, and to follow the cleaning checklists and procedures as outlined in this document, in addition to the current workplace cleaning procedures.   | Yes           |      |         |
| Staff are trained in the correct use and storage of cleaning chemicals   | Yes           |      |         |
| Staff are trained in the appropriate cleaning methods for infection control<br><i>Provide guidance for staff on routine cleaning and disinfection methods for the workplace. Advice from Safe Work Australia can be found here:</i><br><a href="https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how-to-clean-disinfect-your-workplace-covid19.pdf">https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how-to-clean-disinfect-your-workplace-covid19.pdf</a>   | Yes           |      |         |
| Staff are advised not to come to work when they are unwell, even if they feel fit to work, and are recommended to seek medical advice.   | Yes           |      |         |
| Quarantine measures are enforced for staff in accordance with public health guidelines at the time (e.g. for contacts of confirmed cases and for returned travellers)  | Yes           |      |         |
| Staff are trained on how to wash their hands<br><i>With soap and water for at least 20 seconds</i>   | Yes           |      |         |
| Staff have been informed as to when they need to wash hands<br><i>Before and after eating, after coughing or sneezing, after going to the toilet, after changing tasks, after touching potentially contaminated surfaces.</i>  | Yes           |      |         |
| Staff have been trained on how to correctly use alcohol-based hand sanitiser   | Yes           |      |         |
| Staff have been trained on appropriate respiratory hygiene practices and cough/sneeze etiquette  | Yes           |      |         |
| Staff have been informed on how to follow good hygiene measures to limit the spread of the virus:<br><i>Staff should cover coughs and sneezes with an elbow or a tissue, avoid touching the face, eyes, nose and mouth, dispose of tissues hygienically, wash hands before and after smoking a cigarette, clean and disinfect surfaces and shared equipment, wash body, hair (including facial hair) and clothes thoroughly every day, stay more than 1.5 metres away from others, don't shake hands and avoid any other close physical contact where possible, no spitting, put cigarette butts in the bin.</i> | Yes           |      |         |

|   |     |  |  |
|---|-----|--|--|
| <b>Signage is displayed around key staff areas with safe hygiene practices</b><br><i>A sample workplace poster is available in Appendix 1</i>   | Yes |  |  |
| <b>There are adequate and accessible hand washing and hand sanitising stations to sustain workers practicing good hygiene</b>   | Yes |  |  |
| <b>Staff have been trained on pre-screening procedures and protocol for staff and customers</b>   | Yes |  |  |
| <b>Staff have been trained on social distancing procedures and protocols for staff and customers, including how social distancing will be enforced in relation to all business operations</b> | Yes |  |  |
| <b>Staff are supported with provision of tools and resources to promote a psychologically healthy and safe work environment</b>   | Yes |  |  |
| <b>Are staff encouraged to download the COVID19 app?</b>  | Yes |  |  |

## Materials

The following materials are available in the workplace to enable staff to undertake appropriate cleaning:

| Materials   | Availability |
|---|--------------|
| <b>Gloves</b>   | Yes          |
| <b>Disposable gowns</b>   | Yes          |
| <b>Closed shoes</b>   | Yes          |
| <b>Facial protection with a face shield and impermeable aprons*</b> | Yes          |

\* This is for cleaning procedures that generate splashes (e.g. while washing surfaces)

At a minimum one of the following is available:

| Materials                                | Availability |
|--|--------------|
| <b>Sufficient disinfectant wipes</b>     | No           |
| <b>Disinfectant spray</b>                | Yes          |
| <b>Correctly-diluted bleach solution</b> | No           |

# Business and Customer Operations

| Trained Item  | Task Complete |      |         |
|---|---------------|------|---------|
|   | Yes/No        | Date | Initial |
| The business is compliant with State/Territory health regulations.  | Yes           |      |         |
| Develop and implement pre-screening policies and protocols to prevent potentially infected staff and customers from attending the premises  | Yes           |      |         |
| Develop and implement social distancing policies and procedures for staff and customers, covering all areas of operations   | Yes           |      |         |
| Develop and implement enhanced cleaning and hygiene practices to reduce the risk of infection and minimise the risk of transmission   | Yes           |      |         |
| Review Business operations have been reviewed and adapt in consideration of the most current health directives  | Yes           |      |         |
| Collect customer details and cooperate with authorities to assist with contact tracing should any reported or probable cases of COVID-19 be connected to my workplace.  | Yes           |      |         |
| Comply with relevant privacy regulations when handling and storing customer details.  | Yes           |      |         |
| Develop a plan for how to respond to suspected or confirmed COVID-19 infection of our staff or customers, and agree to cooperate with health professionals as may be required. These details are shared with all staff. | Yes           |      |         |
| Emergency Evacuation procedures reviewed and adapted to allow compliance with social distancing protocol  | Yes           |      |         |
| Hand washing stations or hand sanitizer are available for guest/visitor use   | Yes           |      |         |
| Are customers encouraged to use the COVID19 Safe app?<br><a href="https://www.health.gov.au/resources/apps-and-tools/covidsafe-app">https://www.health.gov.au/resources/apps-and-tools/covidsafe-app</a>                | Yes           |      |         |
| In your booking process, are customers advised of their health and hygiene expectations upon entering or engaging with your business?   | Yes           |      |         |
| There is clear signage in the business reminding customers of the health and hygiene expectations   | Yes           |      |         |
| Cancellation policies/terms and conditions clear on what refunds or credit notes are available due to the application of a COVID19 restriction on travel and trade  | Yes           |      |         |
| The business has undertaken a thorough deep clean prior to reopening.   | Yes           |      |         |

# How to clean

Our business will abide by the 'How to Clean' principles below.

1. Wear gloves when cleaning. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and should not be used for other purposes or shared between workers. Wash reusable gloves with detergent and water after use and leave to dry. Clean hands immediately after removing gloves using soap and water or hand sanitiser.
2. Thoroughly clean surfaces using detergent and water. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amounts of germs.
3. If you need to use a disinfectant, clean the surface first using detergent then apply a disinfectant or use a combined detergent and disinfectant. A disinfectant will not kill germs if the surface has not been cleaned first. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
4. Allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.



# Cleaning Procedure Checklist

The following areas are designated into a daily, weekly and annual checklist based on the frequency they are touched.

Please note, the following checklist seeks to cover all fixtures/furniture/equipment in the workplace, however if items are not listed below please refer to the [safeworkaustralia.com](https://www.safeworkaustralia.com) guide on how to clean specific surfaces e.g. plastics, metals, wood, laminate, glass etc.

## Daily Cleaning Schedule

| Daily Cleaning Schedule (Standard)            |  |                                      |  |
|---|--|--------------------------------------|--|
| Area  | Method   | Tick, date and initial once complete |  |
| Vehicles/Vessel/Aircraft                      |  |                                      |  |
| Person responsible: Geoff Cherry / Mark Baker |  |                                      |  |
| Hand sanitiser dispenser (alcohol based)      | Clean at least daily<br>Isopropyl alcohol-based wipes/sprays   | <input type="checkbox"/>             |  |
| Floor (non-slip vinyl)                        | Damp mop daily<br>Detergent  | <input type="checkbox"/>             |  |
| Chairs (upholstered)                          | Clean at least daily<br>Generously spray any heavily soiled areas or stains with the hydrogen peroxide. Leave on for at least 10 minutes, use scrub brush or microfiber cloth. | <input type="checkbox"/>             |  |
| Hand rails, stair rails                       | Clean at least daily<br>Use Isopropyl alcohol-based wipes/sprays   | <input type="checkbox"/>             |  |
| Keys and locks and padlocks                   | Clean daily<br>Use Isopropyl alcohol-based wipes/sprays  | <input type="checkbox"/>             |  |

|   |   |                          |  |
|---|---|--------------------------|--|
| <b>Door handles</b>                                       | Clean at least daily<br>Use Isopropyl alcohol-based wipes/sprays                            | <input type="checkbox"/> |  |
| <b>Gear knobs</b>   | Clean at least daily or between users if shared<br>Use Isopropyl alcohol-based wipes/sprays | <input type="checkbox"/> |  |
| <b>Seat belts</b>   | Clean at least daily or between users if shared<br>Use Isopropyl alcohol-based wipes/sprays | <input type="checkbox"/> |  |
| <b>Steering wheels</b>                                    | Clean at least between shifts or between users<br>Use Isopropyl alcohol-based wipes/sprays  | <input type="checkbox"/> |  |
| <b>Switches and other controls</b>                        | Clean at least daily<br>Use Isopropyl alcohol-based wipes/sprays                            | <input type="checkbox"/> |  |
| <b>Hand sanitation stations</b>                           | Key areas on all main decks<br>Use sanitiser or alcohol-based wipes/sprays                  | <input type="checkbox"/> |  |
| <b>Handrails</b>  | Clean at least daily<br>Use Isopropyl alcohol-based wipes/sprays                            | <input type="checkbox"/> |  |
| <b>Thoroughly clean vehicle/vessel after each journey</b> | Clean at least daily or between journey   | <input type="checkbox"/> |  |
| <b>Doorknobs</b>  | Clean at least daily<br>Use Isopropyl alcohol-based wipes/sprays                            | <input type="checkbox"/> |  |
| <b>Seat backs</b>   | Clean at least daily<br>Use Isopropyl alcohol-based wipes/sprays                            | <input type="checkbox"/> |  |

# Weekly Cleaning Schedule

| Weekly Cleaning Schedule (Standard)           |  |                                      |  |
|---|--|--------------------------------------|--|
| Area  | Method   | Tick, date and initial once complete |  |
| Vehicles/Vessel/Aircraft                      |  |                                      |  |
| Person responsible: Geoff Cherry / Mark Baker |  |                                      |  |
| Windows                                       | Clean weekly<br>Sweep dirt from the window frame with a brush or vacuum it up with your machine's dusting attachment then use microfiber cloths to wipe window. You can opt to use detergent or window cleaning solution   | <input type="checkbox"/>             |  |
| Roof  | Spot clean weekly<br>Damp dust + Detergent   | <input type="checkbox"/>             |  |
| Arm rest                                      | Clean weekly<br>Isopropyl alcohol-based wipes/sprays   | <input type="checkbox"/>             |  |
| Windows                                       | Clean weekly<br>Isopropyl alcohol-based wipes/sprays   | <input type="checkbox"/>             |  |
| Keyboards                                     | Clean weekly<br>Use Isopropyl alcohol-based wipes/sprays   | <input type="checkbox"/>             |  |
| Garbage and recycling bins                    | Clean weekly<br>Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth | <input type="checkbox"/>             |  |
| Door frames                                   | Clean weekly<br>Use Detergent: Clean the frame all around the door, getting off all smudges and fingerprints. You can either spot-clean using a spray cleaner and paper towel or rag, or you can use a bucket  | <input type="checkbox"/>             |  |

|  |   |  |  |
|--|---|--|--|
|  | of warm, soapy water and a sponge, but be sure to also dry it with a soft cloth if you use the latter method. |  |  |
|--|---|--|--|

# Monthly/Annual Cleaning Schedule

| Monthly/Annual Cleaning Schedule (Standard)   |   |                                      |  |
|---|---|--------------------------------------|--|
| Area  | Method                                      | Tick, date and initial once complete |  |
| Vehicles/Vessel/Aircraft                      |   |                                      |  |
| Person responsible: Geoff Cherry / Mark Baker |   |                                      |  |
| Roof  | Wash every 3 years<br>Damp dust + Detergent | <input type="checkbox"/>             |  |

# COVID19 Suspected/Confirmed Clean

If a person who has been at your workplace is suspected or confirmed to have COVID-19, you must thoroughly clean and disinfect all areas of suspected contamination.

Cleaning and disinfection must occur before any workers or guests return to affected areas.

## Personal Protective Equipment

Those undertaking the cleaning of a suspected contaminated space should be equipped with appropriate Personal protective equipment (PPE). This includes:

- disposable gloves
- safety eyewear to protect against chemical splashes
- If there is visible contamination with respiratory secretions or other body fluids in the area, the cleaning staff should also wear a disposable apron.
- If the person with suspected or confirmed COVID-19 is in the area to be cleaned (e.g. a hotel room), put on a surgical mask and ask the person to step outside if possible.

## How to clean:

1. Clean and disinfect hard surfaces using either:
  - A 2 step clean
    - a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Bleach solutions should be made fresh daily.
  - A 2-in-1 clean
    - a physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution (refer to the [Department of Health website](#) for more information on achieving the correct bleach solution).
2. Open outside doors and windows if possible to increase air circulation and then commence cleaning and disinfection.
3. Cleaning equipment including mop heads and cloths should be laundered using hot water and completely dried before re-use. Cleaning equipment such as buckets should be emptied and cleaned with a new batch of disinfectant and allowed to dry completely before re-use.
4. Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag (double-bagging) and dispose of the bag in the general waste.
5. Wash your hands thoroughly with soap and water for at least 20 seconds after removing the gloves and disposing of items

## Daily Cleaning Schedule if COVID19 Case Suspected/Confirmed

| Daily Schedule (if COVID19 case suspected/confirmed) |   |                                      |  |
|--|---|--------------------------------------|--|
| Area   | Following suspected or confirmed case of COVID19 –(as soon as you become aware) with the following method   | Tick, date and initial once complete |  |
|  |   | <input type="checkbox"/>             |  |
| <b>Vehicles/Vessel/Aircraft</b>                      |   |                                      |  |
| <b>Person responsible: Geoff Cherry / Mark Baker</b> |   |                                      |  |
| <b>Hand sanitiser dispenser (alcohol based)</b>      | Clean at least daily<br>Isopropyl alcohol-based wipes/sprays<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant  | <input type="checkbox"/>             |  |
| <b>Floor (non-slip vinyl)</b>                        | Damp mop daily<br>Detergent<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant   | <input type="checkbox"/>             |  |
| <b>Chairs (upholstered)</b>                          | Clean at least daily<br>Generously spray any heavily soiled areas or stains with the hydrogen peroxide. Leave on for at least 10 minutes, use scrub brush or microfiber cloth.<br><b>Additionally:</b><br>Clean and disinfect using detergent + steam clean | <input type="checkbox"/>             |  |
| <b>Hand rails, stair rails</b>                       | Clean at least daily<br>Use Isopropyl alcohol-based wipes/sprays<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant  | <input type="checkbox"/>             |  |
| <b>Keys and locks and padlocks</b>                   | Clean daily<br>Use Isopropyl alcohol-based wipes/sprays   | <input type="checkbox"/>             |  |

|   |   |                          |  |
|---|---|--------------------------|--|
|   | <b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant  | <input type="checkbox"/> |  |
| <b>Door handles</b>                                       | Clean at least daily<br>Use Isopropyl alcohol-based wipes/sprays<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant                            | <input type="checkbox"/> |  |
| <b>Gear knobs</b>   | Clean at least daily or between users if shared<br>Use Isopropyl alcohol-based wipes/sprays<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant | <input type="checkbox"/> |  |
| <b>Seat belts</b>   | Clean at least daily or between users if shared<br>Use Isopropyl alcohol-based wipes/sprays<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant | <input type="checkbox"/> |  |
| <b>Steering wheels</b>                                    | Clean at least between shifts or between users<br>Use Isopropyl alcohol-based wipes/sprays<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant  | <input type="checkbox"/> |  |
| <b>Switches and other controls</b>                        | Clean at least daily<br>Use Isopropyl alcohol-based wipes/sprays<br><b>Additionally:</b><br>Clean and disinfect using Isopropyl alcohol-based wipes/sprays.               | <input type="checkbox"/> |  |
| <b>Hand sanitation stations</b>                           | Key areas on all main decks<br>Use sanitiser or alcohol-based wipes/sprays<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant                  | <input type="checkbox"/> |  |
| <b>Handrails</b>  | Clean at least daily<br>Use Isopropyl alcohol-based wipes/sprays<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant                            | <input type="checkbox"/> |  |
| <b>Thoroughly clean vehicle/vessel after each journey</b> | Clean at least daily or between journey<br><br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant   | <input type="checkbox"/> |  |



|                   |  |                          |  |
|-------------------|--|--------------------------|--|
| <b>Doorknobs</b>  | Clean at least daily<br>Use Isopropyl alcohol-based wipes/sprays<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant | <input type="checkbox"/> |  |
| <b>Seat backs</b> | Clean at least daily<br>Use Isopropyl alcohol-based wipes/sprays<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant | <input type="checkbox"/> |  |

# Weekly Cleaning Schedule if COVID19 Case Suspected/Confirmed

| Weekly Schedule (if COVID19 case suspected/confirmed) |  |                                      |  |
|---|--|--------------------------------------|--|
| Area  | Following suspected or confirmed case of COVID19 –(as soon as you become aware) with the following method  | Tick, date and initial once complete |  |
|   |  | <input type="checkbox"/>             |  |
| <b>Vehicles/Vessel/Aircraft</b>                       |  |                                      |  |
| <b>Person responsible: Geoff Cherry / Mark Baker</b>  |  |                                      |  |
| <b>Windows</b>  | Clean weekly<br>Sweep dirt from the window frame with a brush or vacuum it up with your machine's dusting attachment then use microfiber cloths to wipe window. You can opt to use detergent or window cleaning solution<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant | <input type="checkbox"/>             |  |
| <b>Roof</b>   | Spot clean weekly<br>Damp dust + Detergent<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant   | <input type="checkbox"/>             |  |
| <b>Arm rest</b>                                       | Clean weekly<br>Isopropyl alcohol-based wipes/sprays<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant.  | <input type="checkbox"/>             |  |
| <b>Windows</b>  | Clean weekly<br>Isopropyl alcohol-based wipes/sprays<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant   | <input type="checkbox"/>             |  |
| <b>Keyboards</b>                                      | Clean weekly<br>Use Isopropyl alcohol-based wipes/sprays<br><b>Additionally:</b>   | <input type="checkbox"/>             |  |

|                                   |   |                          |  |
|-----------------------------------|---|--------------------------|--|
|                                   | Clean using detergent + disinfectant on wipeable covers, or isopropyl alcohol-based wipes/sprays. Ensure you refer to manufacturer's recommendations so damage is not made to the item.   |                          |  |
| <b>Garbage and recycling bins</b> | <p>Clean weekly</p> <p>Start off by taking out the trash so that your garbage can is empty. Spray an all-purpose cleaner on the outside surface of the garbage can. Spray down the inside of the garbage can with the same all-purpose cleaner. Be sure that every inch of that interior surface is absolutely soaked. Focus on any areas with stuck-on garbage stains. Use disinfectant inside the bin and leave for 5 minutes. Use a rag or cloth to wipe down outside of bin. take a durable sponge and scrub the inside of the garbage bin then rinse and dry with absorbable cloth</p> <p><b>Additionally:</b></p> <p>Clean and disinfect using detergent + disinfectant</p> | <input type="checkbox"/> |  |
| <b>Door frames</b>                | <p>Clean weekly</p> <p>Use Detergent: Clean the frame all around the door, getting off all smudges and fingerprints. You can either spot-clean using a spray cleaner and paper towel or rag, or you can use a bucket of warm, soapy water and a sponge, but be sure to also dry it with a soft cloth if you use the latter method.</p> <p><b>Additionally:</b></p> <p>Clean and disinfect using detergent + disinfectant</p>  | <input type="checkbox"/> |  |

## Monthly/Annual Schedule if COVID19 Case Suspected/Confirmed

| Monthly/Annual Schedule (if COVID19 case suspected/confirmed) |   |                                      |  |
|---|---|--------------------------------------|--|
| Area  | Following suspected or confirmed case of COVID19 –(as soon as you become aware) with the following method                 | Tick, date and initial once complete |  |
|   |   | <input type="checkbox"/>             |  |
| <b>Vehicles/Vessel/Aircraft</b>                               |   |                                      |  |
| <b>Person responsible: Geoff Cherry / Mark Baker</b>          |   |                                      |  |
| <b>Roof</b>   | Wash every 3 years<br>Damp dust + Detergent<br><b>Additionally:</b><br>Clean and disinfect using detergent + disinfectant | <input type="checkbox"/>             |  |

# Workplace Signage

# KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance.  
Remember, don't shake hands or exchange physical greetings.  
Wherever possible stay 1.5 metres apart and practise good  
hand hygiene, especially after being in public places.

## TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

Advice regarding **Coronavirus (COVID-19)**  
will change regularly. Keep up to date.  
Visit **health.gov.au**



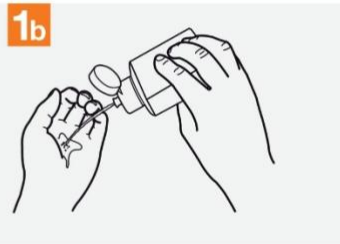
# How to Handrub?

**RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED**

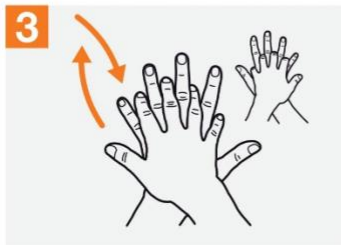
 **Duration of the entire procedure: 20-30 seconds**



Apply a palmful of the product in a cupped hand, covering all surfaces;



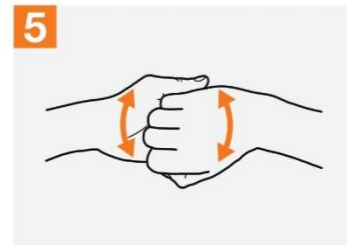
Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



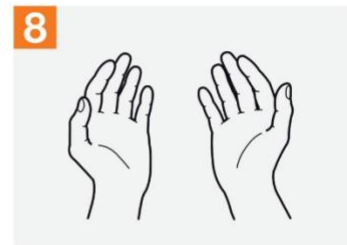
Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.



**World Health Organization**

**Patient Safety**

A World Alliance for Safer Health Care

**SAVE LIVES**  
Clean Your Hands

May 2009

# SIMPLE STEPS TO HELP STOP THE SPREAD.

**Cough or sneeze  
into your arm**



**Use a tissue**



**Bin the tissue**



**Wash your hands**



**TOGETHER WE CAN HELP STOP  
THE SPREAD AND STAY HEALTHY.**

For more information about **Coronavirus  
(COVID-19)** visit **health.gov.au**



Australian Government

Authorised by the Australian Government, Canberra

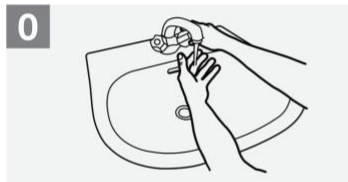


# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB



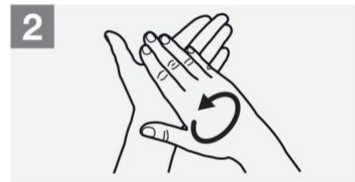
**Duration of the entire procedure: 40-60 seconds**



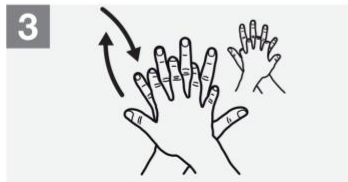
Wet hands with water;



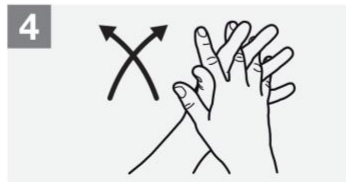
Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



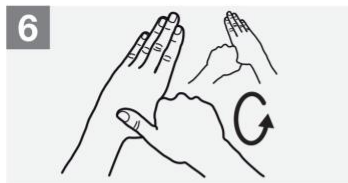
Right palm over left dorsum with interlaced fingers and vice versa;



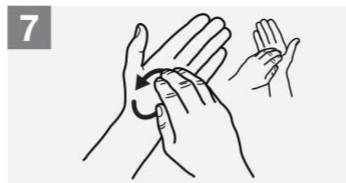
Palm to palm with fingers interlaced;



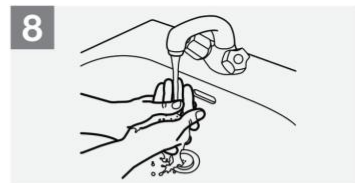
Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



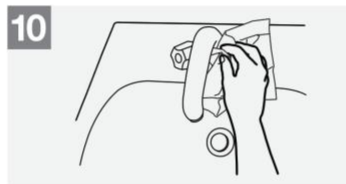
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



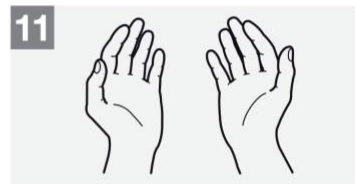
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



**World Health Organization**

**Patient Safety**

A World Alliance for Safer Health Care

**SAVE LIVES**

Clean Your Hands

May 2009

# Protect others from getting sick

When coughing and sneezing  
**cover mouth and nose** with  
flexed elbow or tissue



**Throw tissue into closed bin  
immediately after use**

**Clean hands** with alcohol-based  
hand rub or soap and water  
after coughing or sneezing and  
when caring for the sick



World Health  
Organization

Protect yourself and others from getting sick

## Wash your hands



- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste



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Organization

# Wash your hands

Wash your hands with soap and running water when **hands are visibly dirty**



If your **hands are not visibly dirty**, frequently clean them by using alcohol-based hand rub or soap and water



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# Protect others from getting sick



**Avoid close contact** when you are experiencing cough and fever

**Avoid spitting in public**



If you have fever, cough and difficulty breathing **seek medical care early** and share previous travel history with your health care provider



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