**Policy on controlling the risks of infectious diseases in the workplace**

In order to restrict and reduce the risk of infection in the workplace, we (as a PCBU) will:

* have systems in place that assess the risk of and prevent, detect and control the risk of infection
* ensure sufficient resources are available to secure effective prevention and control of infection, including accessible supplies of disposable masks and gloves
* ensure Employees are provided with relevant and timely information from the Ministry of Health about the importance and benefits of vaccination, and allowing Employees to access vaccinations during work hours for themselves and their dependents (without using leave or losing pay)
* ensure Employees, Contractors and other persons who directly or indirectly provide work are provided with suitable information, instruction, training and supervision in the precautions to follow
* ensure information is obtained from and shared with other PCBU’s we work with
* ensure an appropriate standard of cleanliness and hygiene is maintained throughout the premises and that the premises are maintained in good physical repair and condition
* ensure appropriate standards of cleanliness and hygiene are maintained in relation to equipment
* ensure that a suitable cleaning schedule is in place and followed including routinely cleaning all frequently touched surfaces in the workplace (site toilets, lunchrooms, workstations, countertops, phones, light switches, touchscreens, EFTPOS machines, doorknobs etc)
* ensure there are suitable and sufficient tissues, hand washing facilities, sanitizer and no-touch bins where appropriate
* educate all Workers on cough and sneeze etiquette, safe use of PPE, and correct hand washing technique
* ensure suitable information is provided (including displaying signage) to Customers and Visitors, including the importance of correct hand washing techniques, use of masks, and social distancing
* ensure contact tracing processes are in place, including ensuring QR codes and manual Contact Trace Registers are in prominent places. Encourage Workers to enable Bluetooth on the Covid app.
* ensure all Workers co-operate with our control of infection procedures
* provide regular suitable training, including induction training to all Workers on the prevention and control of infection
* keep a record of all training and updates to Workers
* operate in accordance with Ministry of Health and all of Government requirements, including but not limited to (as required):
  + cancelling face-to-face meetings, conferences, and working from home where possible
  + cancelling or restricting domestic travel
  + cancelling overseas travel
  + ensuring Workers returning from overseas are complying with quarantine requirements
  + working with Clients/Customers by phone, email, video call/online or by contactless delivery or pick up
  + ensuring social distancing practices are in place including separating workstations
  + staggering start, break and finish times so that fewer people are together at once
  + **actively encouraging Workers to stay home at the first signs of illness and not to return until they are free of symptoms for at least 24hrs**
  + ensuring information regarding infection is passed on to any other person, as necessary
  + ensuring individuals who develop an infection are identified promptly and that they receive the appropriate treatment and care
  + informing the Ministry of Health of any outbreaks relating to infection
  + receiving external advice if necessary