ONE AGENCY
HERVEY BAY

COVID-19

WHAT YOU NEED TO DO

DO	DON'T
• DO remain calm and use common sense	• DONT come to work if you are unwell
• DO keep us informed – tell us if you have any symptoms or believe you are at risk of having the virus	• DONT com to work if you have any reason to believe you could be at risk of having contracted the virus
• DO tell us if you plan on travelling overseas	• DONT organise a work event unless the event is approved
• DO tell us if you believe you could be at risk of having the virus	• DON'T go to external events with more than 500 people
• DO call the 13-HEALTH (13 43 25 84) if you have any reason to believe you could be at risk of having contracted the virus (even if you are unsure)	• DONT come to work if you are required to self-isolate (as per our policy or the Department of Health's directions)
• DO self-isolate if you have travelled overseas (for 14 days from the date of your return)	• DONT go to any work related meetings if you are required to self-isolate
• DO tell us about any of your travelling plans (even if for private travel) in advance of leaving	• DON'T go to any other worker's home if they are self-isolating
• DO use phone and video conferencing instead of physical meetings	• DONT knowingly allow any visitor that you know to be at risk of having contracted the virus or who is supposed to be self-isolating attend any of the group's workplaces
• DO ensure you are using increased hygiene at all times (as shown in the WHO's diagrams below)	• DONT victimize or discriminate against people that may or do have the virus
• DO ask any visitors that attend the workplace about their previous travel and potential exposure to the virus and refuse entry if they are required to self-isolate or may have the virus	• DONT give others medical advice, we are not qualified to diagnose the virus
• DO tell us if you are exhibiting any symptoms of the virus	• DONT shake hands or get in close contact with other workers, visitors or contractors
• DO maintain a good social distance from others where possible (at least 1.5 metres)	• DONT come back to work after the end of any self-isolation period if you are unwell
• DO tell us if you believe that another worker is required to self-isolate and they have not done so	• DON'T attend any non-essential meetings.
• DO rely on information from reliable and official sources	

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

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.

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.
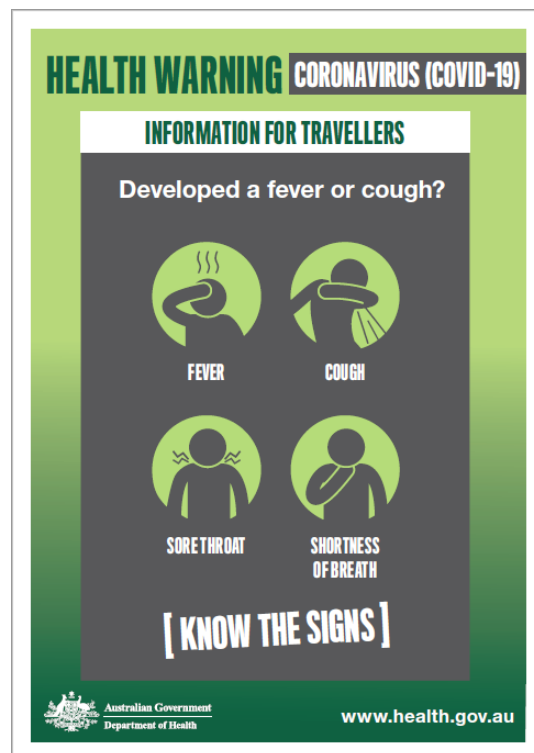
Symptoms of Corona Virus

According to the Australian Department of Health (as at 15/3/20), symptoms reported in identified cases of COVID-19 novel coronavirus include:

- fever
- a cough
- sore throat
- fatigue
- shortness of breath

However, the government are also advising anyone who has travelled overseas in the past 14 days, and feels unwell, should see a doctor immediately. They are also recommending that before your appointment, you must call ahead and advise of your symptoms and recent travel so they can prepare for your visit.

The Government are testing people with suspected cases.

If you are unsure about whether your symptoms could be related to the virus, please call 13-HEALTH (13 43 25 84) and they will provide you guidance on whether you should be tested.

Who to Speak to

If you suspect you have Coronavirus or have come in contact with someone with Coronavirus, **do not come to work** (or if you are at work, isolate yourself from other workers).   You must immediately contact the Department of Health by calling 13-HEALTH (13 43 25 84).

Once you have spoken to 13-HEALTH, inform your employer so they are aware of other action they may need to take immediately.

Of course, if you are experiencing an emergency (e.g. you are unable to breath) call 000.

You can also call the Government's COVID-19 national hotline: 1800 020 080

Helpful Links

Guildelinjes on Self-Isolation	https://www.qld.gov.au/health/conditions/health-alerts/coronavirus- covid-19/take-action/self-quarantine
WOrls Health Organisation	https://www.who.int/emergencies/diseases/novel-coronavirus-2019
Australian Department of Health	https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert
Smart Traveller Warnings	https://www.smartraveller.gov.au/news-and-updates/coronavirus- covid-19

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