



## OCEANIA PROVINCE COVID-19 MITIGATION STRATEGIES

Following the announcement by the World Health Organization (WHO) on Thursday, March 12<sup>th</sup> 2020, that the COVID-19 is a global pandemic, it is vital that the Province is prepared for a potential lockdown of the office. In preparation for this, and to prevent the unnecessary spread of the virus, the following measures will be activated on the direction of the Province Leader in consultation with the Risk Management Working Group along with the Province Risk Management Consultant.

The following needs to be read as applying to specific areas and entities of the Province. Not all measures need be applied universally.

At this time, it is absolutely essential that all Brothers, staff and volunteers of the Province act with calm and common sense. We are faced with much information but also some exaggeration from non-professional commentators. Our advice will come directly from the WHO and the Federal and State Chief Health Officers.

1. Confirm all staff have the capacity to work from home completing normal duties. *(A memo from our IT Manager has been circulated to all)*
  - Identify the critical and non-critical activities.
  - Develop rosters for working from home for all staff.
2. All face to face meetings are to be minimised where possible. External meetings are to be held by phone, Video Conference or other electronic solution wherever possible.
3. Immediate increase in the depth of cleaning.
  - All hard surfaces, phones, door handles, keyboards, desks, meeting rooms, function areas etc. are to be disinfected every day.
  - Hand sanitiser to be provided at entrance door as soon as possible.
  - Gloves are to be provided to all Province cleaning staff.
  - Disposable cleaning products to be used only i.e. Paper towels.
  - Liaise with building management in relation to cleaning of common areas.
  - Avoid the sharing of vehicles where practical. Surfaces are to be wiped after each use if the vehicle is shared.
  - Chapel cleaning – clean all hard surfaces after each service,
4. Congregating in groups is to be discouraged.
  - People may eat at their desks or in isolation.
  - No meetings in offices with closed doors where possible.
  - No staff personal contact, hand shaking etc.
  - Functions may need to be cancelled. A Risk Assessment needs to be undertaken before a function is retained, postponed or cancelled.

5. Frequent Communication distributed to all staff.
  - External communication to all stakeholders outlining these measures.
6. All staff to take laptops home each night and check their emails each morning and night for notifications/updates.
7. Cross site visitation to be avoided wherever possible and individual vehicles are to be used for transport.

### **Communication**

Internal – via email or via SMS on changing nature of lockdowns, etc.

External – onsite signage, email, web, Facebook notifications etc. Especially to contractors etc.

#### *Diagnosed Employee:*

1. Self-isolation and medical test before returning to work.
2. HR to investigate payment options for special leave.

#### *Symptomatic Employee:*

1. Advised to stay at home and contact dedicated state health-lines or their GP.
2. Self-isolation and medical test before returning to work.
3. HR to investigate payment options for special leave.
4. The Province requires employees and Brothers to provide a medical certificate indicating that they are safe to return to the workplace.

#### *Exposed Employee:*

1. Send home immediately, self-isolate and be tested before return to work.

### **Travel of Any Type**

Unnecessary international or domestic travel for work purposes is on hold. Must get line manager approval before travelling.

Those returning from discretionary long distance personal travel will require a clearance before returning to the workplace. This includes Brothers and employees.

### **External expert advice**

We will source independent external medical advice e.g. DHHS (VIC), NSW Health etc. on overall strategy for ongoing management of the risk associated with Coronavirus.