

# COVID-19 SIMPLE SOCIAL DISTANCING STEPS FOR BUSINESSES 20 MARCH 2020



Social distancing includes ways to stop or slow the spread of infectious diseases. It means less contact between you and other people.

- Be part of the solution
- Act now on what you can do
- Practice good hand hygiene - wash hands with soap and water for at least 20 seconds and if this isn't available, use hand sanitiser with at least 60 per cent alcohol
- Keep your distance from others as much as possible but stay connected

Organisations and employers who are responsible for a workplace or venue should start to take actions now to reduce the transmission risk of coronavirus (COVID-19). This includes any venue such as a school, university, office building or any workplace.

Social distancing is important because COVID-19 is most likely to spread from person-to-person through:

- direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared
- close contact with a person with a confirmed infection who coughs or sneezes, or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

The more space between you and others, the harder it is for the virus to spread. The situation is evolving and this advice will be updated as required. Please check the NSW Health website regularly for updates.

## Staying connected as a community:

Not Started	In Progress	Completed	
			Stay informed
			Use information from reputable sources such as the <a href="#">NSW Health COVID-19 website</a>
			Support others in your community, look out for your colleagues
			Keep connected to your community on phone, email and social media

**Taking action to reduce exposure and stay healthy:**

Not Started	In Progress	Completed	
			Wash your hands often with soap and water for at least 20 seconds or after blowing your nose, coughing or sneezing. If soap and water is not readily available, use a hand sanitiser with at least 60 per cent alcohol
			Use information from reputable sources such as the <a href="#">NSW Health COVID-19 website</a>
			Support others in your community, look out for your colleagues
			Keep connected to your community on phone, email and social media
			Avoid handshaking, hugging and kissing as a greeting
			Regularly disinfect high touch surfaces, such as tables, kitchen benches and doorknobs
			Increase ventilation in the home by opening windows or adjusting air conditioning
			Visit shops sparingly and buy more goods and services online
			Consider whether outings and travel, both individual and family, are sensible and necessary
			Stay home if you're sick and do not expose others. If you are unwell with flu-like symptoms, do not go outside your property or home, do not go to work, school or shops unless it is essential
			Get vaccinated for influenza. It is not yet known whether COVID-19 could significantly increase the risks of influenza infection
			Talk with your doctor and pharmacist about getting an emergency supply of any medications being taken regularly by you or your family.
			Avoid crowds where possible. If unavoidable, keep the time short
			Use debit and credit cards instead of cash and make use of online and self-serve transactions (eg. opal cards on public transport)
			Use public transport in off-peak periods if you can

**Actions your organisation can take:**

Not Started	In Progress	Completed	
			Stay at home if you are sick
			Promote good hand and sneeze/cough hygiene and provide hand sanitisers for all staff and workers
			Provide and promote hand sanitisers at building and floor entrances and within every bathroom
			Hold meetings via video conferencing or phone calls
			Defer large meetings
			Hold essential meetings outside in the open air if possible
			Take lunch at your desk or outside rather than in the lunch room
			Clean and disinfect high touch surfaces regularly
			Consider opening windows and adjusting air conditioning for more ventilation
			Limit food handling and sharing of food in the workplace
			Reconsider non-essential business travel
			Promote strictest hygiene among food preparation (canteen) staff and their close contacts
			Consider if large gatherings can be rescheduled, staggered or cancelled
			Plan for increased levels of staff absences
			Plan for what to do if staff arrive sick at work
			Employers should refer to SafeWork NSW's <a href="#">COVID-19: Advice and guidance for NSW workplaces</a>

**Communicate with your employees:**

Not Started	In Progress	Completed	
			Display posters promoting hand washing
			Communication from occupational health and safety officer offering guidance, briefing at meetings and information on the Intranet
			Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of a cold, flu or COVID-19
			Display posters within your workplace with your COVID-19 messages. Combine this with other communication channels commonly used in your organisation or business
			Promote regular teleworking (video conferencing) across your organisation. If there is an outbreak of COVID-19 in your community the health authorities may advise people to avoid public transport and crowded places. Teleworking will help your business keep operating while your employees stay safe
			Develop a contingency and business continuity plan for an outbreak in the communities where your business operates
			Communicate to your employees and contractors about the plan and make sure they are aware of what they need to do, or not do, under the plan
			<p>Make sure your plan addresses mental health and social consequences of COVID-19 case within the workplace or in the community and offer information and support.</p> <p>Encourage your employees and contractors, if they have any concerns or questions, to contact one of the services below: for support, or talk to their general practitioner.</p> <ul style="list-style-type: none"> <li>• Lifeline Australia: <b>13 11 14</b> or <a href="#">Lifeline Australia</a> A crisis support service that provides short term support at any time for people who are having difficulty coping or staying safe.</li> <li>• Kids Helpline: <b>1800 551 800</b> or <a href="#">Kids Helpline</a> A free, private and confidential 24/7 phone and online counselling service for young people aged 5 to 25 years.</li> <li>• NSW Mental Health Line: <b>1800 011 511</b> Mental health crisis telephone service in NSW.</li> </ul>
			For small and medium-sized businesses without in-house staff health and welfare support, develop partnerships and plans with your local health and social service providers in advance of any emergency. Find out more on the <a href="#">Australian Business website</a> .

**Coordinate with and help your community:**

Not Started	In Progress	Completed	
			Use information from reputable sources including the <a href="#">NSW Health COVID-19 website</a> and the <a href="#">NSW Health Facebook page</a>
			Support others in your community. Look out for neighbours, colleagues and family

