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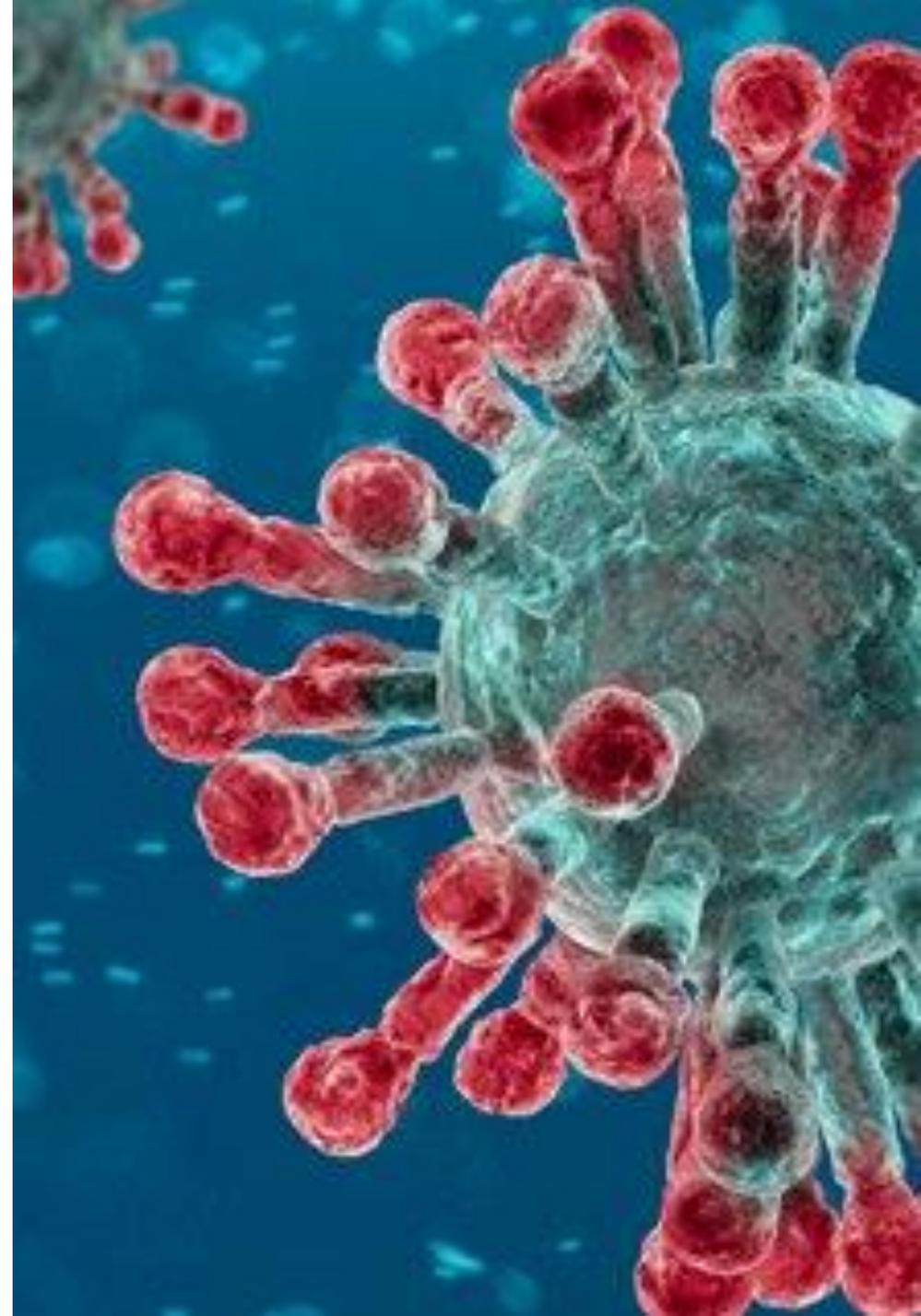
Novel Coronavirus (Covid-19)

Toolbox Talk for all John Holland
employees and subcontractors

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What is it?

- A virus that causes upper respiratory tract infection
- It's a new virus, and so it's called 'Novel Coronavirus'
- It's our first contact with this strain
- It's very contagious – we haven't built an immunity to it yet
- It's declared a 'pandemic', meaning it's spread worldwide



COVID-19 – Things you need to know

How does it spread?

- Through **direct close contact** from:
 - > close contact with an infectious person (including in the 24 hours before they started showing symptoms)
 - > contact with droplets from an infected person's cough or sneeze
 - > touching objects or surfaces (like doorknobs or tables) that have cough or sneeze droplets from an infected person, and then touching your mouth or face



What are the symptoms?

- Fever
- Cough
- Fatigue
- Sore throat
- Difficulty breathing
- Symptoms may take 5 – 6 days to show after infection

I may have been exposed – what do I do?

Scenario	Action
<p>I've recently returned from overseas.</p> <p>I've been in direct close contact with a suspected or confirmed case of COVID-19.</p>	<p>Notify your manager, self-isolate and seek medical advice, as required.</p>
<p>My child's school / day-care has been shut down due to a confirmed case of COVID-19.</p>	<p>Self-isolate at home if advised by your public health unit otherwise take carer's leave for duration of shutdown or arrange to Work From Home.</p>
<p>I've had direct close contact with someone who's just returned from overseas (less than 14 days)</p>	<p>You are not required to be isolated unless the traveller develops symptoms and is suspected to have coronavirus; you will be classified as a close contacts and will need to be isolated.</p>
<p>I'm feeling unwell or have become unwell at work.</p>	<p>Notify your manager, go home, self-isolate and seek medical advice.</p>
<p>All other situations</p>	<p>Watch for symptoms. If symptoms develop, self-isolate and seek medical advice.</p>

What does self isolate mean?

- Isolate yourself away from other people for at least 14 days in your home or at a hotel (if away from home)
- Wash your hands regularly or use an alcohol hand rub
- Cover coughs and sneezes
- Keep a 1.5 meter distance from other people
- Don't go out in public
- Don't have visitors
- Clean surfaces with disinfectant or detergent (door handles, light switches, kitchen and bathroom areas)
- People living with you don't need to self isolate unless they start to show symptoms or have travelled overseas to an infected area

What is social distancing?

Social distancing includes ways to stop or slow the spread of infectious diseases

It means less contact between you and other people

You don't have to be sick to social distance – we're all asked to do it to halt the virus' spread

This diagram gives us some ideas (the safe activities are with people who are well, not infectious!)



What workplaces need to do

Preventative hygiene measures

- > Complete the Coronavirus Workplace Checklist
- > Provide facilities for regular and thorough hand washing
- > Provide ample supplies of handwash/soap (or alcohol-based hand sanitiser if available), tissues and alcohol wipes for workspaces
- > Increase cleaning of project office and facilities (minimum twice daily)
- > Wash communal crockery and cutlery in a dishwasher at 60 - 70°C during the wash-cycle or provide disposable crockery and cutlery.
- > Update office check-in processes. Visitors must confirm that:
 - They have not travelled overseas in the last 14 days
 - They do not have symptoms such as fever or cough.

What workplaces need to do

Large group hygiene measures

- > Review meeting, prestart, toolbox and crib facilities:
 - > Ensure social distancing requirements can be met (ie people are more than 1.5 m apart)
 - > Ensure indoor gatherings are no more than 100 people (in accordance with Government requirements).
- > For Pre Start and Toolbox sessions to achieve social distancing consider:
 - > staggering pre-start meetings
 - > conducting the prestart meetings in open areas where appropriate facilities are available (microphone and portable speaker).
- > Stagger meal breaks
- > All face-to-face training sessions to be cancelled
- > Where possible use technology instead of face-to-face meetings
- > Avoid unnecessary travelling to multiple sites/offices where possible

What you need to do



Wash hands frequently (when you arrive at site, use washroom and before eating) with soap/sanitiser and avoid touching your mouth, nose, or eyes.



Keep a 1.5 meter distance from others, avoid group gatherings (>100 people), and avoid people showing symptoms



Avoid physical contact such as handshakes and do not share commonly handled items such as pens, gloves and masks



Sneeze or cough into a tissue or your elbow crook and dispose of tissues properly and immediately



Disinfect workspaces and other handled surfaces or equipment



If you are sick, start to feel sick, or have been in contact with someone who is sick, stay at home and isolate yourself



If sick, isolate yourself from other people, even from those living with you.



Track your symptoms



If symptoms worsen, call your doctor before heading into a clinic to discuss symptoms and next steps

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Handwashing & Social Distancing Activity

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If you're anxious & worried

- It's normal to feel anxious and worried during uncertain times
- The John Holland Employee Assistance Program is available to all John Holland workers, their families and subcontractors to discuss their concerns
- Speak to your manager if you feel comfortable, so they know your concerns and can help
- Speak to a Mental Health First Aider
- If you have to self isolate, special provisions will be made to ensure you stay connected and engaged

More Information

- Safety notice board
- Special Coronavirus John Holland intranet page and Workplace
- Workplace HSE Representatives
- Australian Dept. of Health ([health.gov.au](https://www.health.gov.au))
- New Zealand Ministry of Health ([health.govt.nz](https://www.health.govt.nz))
- Singapore Ministry of Health ([moh.gov.sg](https://www.moh.gov.sg))
- Medical professionals





Thank you

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