

COVID-19 Office Policy



31st May 2021

POLICY POL-103
VERSION 1.3

WORKPLACE HEALTH AND SAFETY

COVID-19 Office Policy



1. Purpose

The purpose of this policy is to inform staff of their responsibilities regarding the adoption of COVID-19 infection control measures in the Elite Offices from Monday 31st May 2021.

2. Scope

This policy applies to all Office Staff of Elite Staffing Solutions across the Mulgrave and Niddrie Offices.

3. Policy

Elite Staffing Solutions is committed to ensuring that the safety and wellbeing of employees. These control measures are based on the latest Government advice and are designed to minimise the likelihood of infection spreading throughout Elite and the community.

4. Communication

Elite staffing will:

- conduct a weekly, 30-minute COVID-19 update meeting with all Office Staff
- distribute weekly Covid-19 Update via attachment to payslip
- distribute relevant Covid-19 information flyers from time to time

5. Requirements for Office attendees and Visitors

a. Entry Checks

Office staff members and visitors are required to complete several tasks when they attend Elite offices. It is the responsibility of the Elite Staff member who is supervising the visitor to ensure all procedures are adhered to by the visitor.

- On arrival, all Elite Office Staff and visitors must scan the Elite Staffing QR code using their mobile device and log in to the app.
- All visitors are required to complete the 'Covid-19 Office Entry Checklist' on entry to the office.
- All Elite Office Staff and visitors must then complete the 'Daily Office Entry Temperature Check' where a forehead temperature measurement is to be taken and recorded on the checklist.
 - If your temperature is 37.5 Deg C or above, you must:
 - Wait at entrance and re-test in 5 minutes
 - If your temperature remains 37.5 Deg C or over, you must leave the site immediately
 - Notify your supervisor via phone

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- Attend a Covid-19 test site for testing immediately
 - Isolate at home until test results are obtained
 - If your temperature is below 37.5 Deg C
 - Apply hand sanitiser before entering main office area

- b. Social Distancing
 - All staff must remain 1.5m apart when working in the Office
 - Face masks **MUST** always be worn in the office
 - Meeting numbers to strictly adhere to the number illustrated on meeting room doors
 - Video conferencing services should be used where possible

- c. Personal Hygiene
 - Wash hands as often as practicable
 - Sanitise hands as often as practicable
 - Follow other accepted good hygiene practices (e.g. sneezing into elbow)

- d. Workstation cleanliness
 - Keep work area clear and uncluttered
 - At day end, disinfect personal workstation before leaving
 - Desk
 - Phone
 - Keyboard
 - Mouse
 - Computer Screen
 - Door handle
 - Seat arms
 - Stationary (stapler, pens, calculator etc)

- e. General Housekeeping and Cleaning

A comprehensive clean occurs on each weekend. Between comprehensive cleans, daily quick cleans are required to be conducted by a member of the attending team at the close of business. Cleaning items included in the attached Cleaning Checklist.

- f. Food, drinks and supporting implements
 - All food and drinks are the responsibility of the individual and must not be shared between staff
 - All food and drink which is brought from home must be carried in sealed containers

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- All food stored in the fridge must be labelled with the owner's name
- Only the owner may access the food from the fridge
- All left over food must be disposed of in the kitchen bin
- No food is to be left in the fridge over night
- All plates, cutlery and cups/mugs must be provided by the individual and not shared between staff
- All plates, cutlery, containers, and cups must be washed by the user and stored in the Zip lock bags provided.

g. Mail

- All mail must be sprayed with disinfectant on arrival
- Mail to be placed in Boardroom for distribution

h. Covid-19 Pack

- Each Office Staff member will be supplied with a Covid-19 pack which will include:
 - Hand sanitiser
 - Back up Face masks
 - Disinfectant
 - Zip lock bags
 - Tissues
 - Paper towel

6. Further Information

Please contact Jessica Chandrasinghe for more information.

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Elite Office Daily Cleaning Checklist

Date:

Staff Member:

Area	Item	Frequency	Method	Checked (Y/N)
Kitchen	Microwave	Daily	Wipe with disinfectant	
	Kettle	Daily	Wipe with disinfectant	
	Fridge	Daily	Wipe with disinfectant	
	Sink & Taps	Daily	Wipe with disinfectant	
	Cupboard Handles	Daily	Wipe with disinfectant	
Bathroom	Door Handles	Daily	Wipe with disinfectant	
	Sink & Taps	Daily	Wipe with disinfectant	
	Paper dispenser	Daily	Wipe with disinfectant	
	Light Switches	Daily	Wipe with disinfectant	
Interview Rooms	Door Handles	Daily	Wipe with disinfectant	
	Tables	Daily	Wipe with disinfectant	
	Chair Handles	Daily	Wipe with disinfectant	
General Office	Air conditioner Switch	Daily	Wipe with disinfectant	
	Light switches	Daily	Wipe with disinfectant	
	Printer	Daily	Wipe with disinfectant	
	Water cooler handle	Daily	Wipe with disinfectant	
	Storage cupboard Handles	Daily	Wipe with disinfectant	
	Front desk pens	Daily	Wipe with disinfectant	

Note

- Wear rubber gloves
- Wash hands after cleaning
- Cleaning checklist to placed on Jessica's work desk after completion

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Document Control

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Document Approvers

S. No.	Approver	Approved Through Nominee	Nominee Contact
1	Elite Staffing WHS Committee	All Members	Jessica Chandrasinghe

Version History

Section / Page No.	Description of Amendment	Reason for Amendment	New Version No. & Effective Date	Amendment by:	Approved by:
	New document	Covid-19 requirements	1.0 29 Jul 2020	Jessica Chandrasinghe	Bruce van Twest
Sect 7 f	Food, drinks and supporting implements added	Added Covid-19 controls added	1.1 1 st Oct 2020	Jessica Chandrasinghe	Bruce van Twest
All	Various	Government update lifting from Stage 4 Lockdown	2 nd November 2020	Jessica Chandrasinghe	Bruce van Twest
All	Various	Government update enforcing 14 day lockdown	31st May 2021	Jessica Chandrasinghe	Bruce van Twest

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