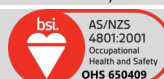




TITLE:	CORONAVIRUS
DOCUMENT NUMBER:	MINESPEC PARTS COVID-19
CONTENT MANAGER:	MANAGING DIRECTOR
APPROVED DATE:	16/03/2020

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On 30 January 2020, WHO announced that the COVID-19 outbreak was a Public Health Emergency of International concern. As of 4 March 2020, cases of COVID-19 have been reported in 77 countries. To date, most cases were reported from China with cases in some other countries among individuals with travel history to China. In February 2020, the number of cases in China declined while the number of cases and countries reporting cases increased.

Coronavirus Health Information Line – Ph 1800 020 080

24hrs / 7 days a week

1. How COVID-19 spreads

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

This document gives advice on:

1. Simple ways to prevent the spread of COVID-19 in your workplace
2. How to manage COVID-19 risks when organizing meetings & events
3. Travel advice and Restrictions
4. Plan - Getting your workplace ready in case COVID-19 arrives in your community

2. Simple ways to prevent the spread of COVID-19 in your workplace

The low-cost measures below will help prevent the spread of infections in your workplace, such as colds, flu and stomach bugs, and protect your customers, contractors and employees and reduce working days lost due to illness and stop or slow the spread of COVID-19 if it arrives at one of our workplaces.

- Workplace Hygiene
 - Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly
- Regular handwashing by employees, contractors and customers
 - Put alcohol-based hand sanitising dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
 - Display posters promoting hand-washing – ask your local public health authority for these or look on www.WHO.int.

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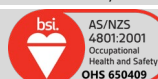
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- Respiratory hygiene
 - Promote respiratory hygiene, include guidance from occupational health and safety, briefing at meetings and other information.
 - Ensure that face masks and / or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
- Actively encourage employees, contractors and customers that if COVID-19 starts spreading in your community anyone with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home and seek medical attention.
 - They should also stay home (or work from home) if they have had to take simple medications, such as paracetamol/acetaminophen, ibuprofen or aspirin, which may mask symptoms of infection
 - Issue updates regularly as required via email, payroll, continually promote hygiene through posters.
 - **Make clear to employees that they will be able to count this time off as sick leave.**

3. How to manage COVID-19 risk when organizing meetings

When organising meetings understand the potential risk from COVID-19 because:

- There is a risk that people attending the meeting may be unwittingly bringing the COVID-19 virus to the meeting. Others might be unknowingly exposed to COVID-19.
- While COVID-19 is a mild disease for most people, it can make some very ill. Around 1 in every 5 people who catch COVID-19 require hospital treatment.

4. Travel Advice and Restrictions

No Business-related travel or transit through High risk locations.

Those that have travelled to or transit through high risk locations should self-quarantine / isolate for 14 days after leaving the location. High Risk locations currently include:




- Mainland China
- South Korea – Daegu, North Gyeongsang and Cheongdo,
- Iran
- Northern Italy
- Europe

If symptoms such as cough, fever or shortness of breath are experienced – seek medical advice and notify Managing Director immediately.

Those that have travelled to or transited through Cambodia, Hong Kong, Japan, Laos, Macau, Malaysia, Myanmar, Singapore, Taiwan, Thailand or Vietnam and develop symptoms of cough fever or shortness of breath must immediately self-quarantine / isolate, seek medical advice and notify Managing Director.

4.1. Before traveling

Consult national travel advice before going any travel, to ensure the latest information on areas where COVID-19 is spreading. <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>

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- Based on the latest information, assess the risks related to any upcoming travel plans.
- Request all contractors advise on recent travel prior to entry sites.

4.2. Local travel

- Encourage employees to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing
- Ensure employees know what to do and who to contact if they feel ill while traveling.
- Ensure employees comply with instructions from local authorities where they are traveling. If, for example, they are told by local authorities not to go somewhere they should comply with this. Your employees should comply with any local restrictions on travel, movement or large gatherings.

4.3. Direct Contact

- People who have been in contact with any confirmed coronavirus cases must be quarantined for 14days following exposure
- Any confirmed case of coronavirus in employees or contractors are to be notified to the Managing Director.

4.4. Identify persons you maybe at higher risk include persons who:

- Have recently travelled
- Have medical conditions (e.g. diabetes, heart and lung disease, older age)

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5. Plan - Getting your workplace ready in case COVID-19 arrives in your community

Description	Risk	Control
Person becomes ill in workplace	Risk of spread of illness within workplace	Isolate person in separate room, contact local health authorities
Person recently travelled	Risk of spread of illness within workplace	<ul style="list-style-type: none"> Encourage employees to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing Ensure employees know what to do and who to contact if they feel ill while traveling. Ensure employees comply with instructions from local authorities where they are traveling. If, for example, they are told by local authorities not to go somewhere they should comply with this. Your employees should comply with any local restrictions on travel, movement or large gatherings.
Person ill on external worksite exposing workforce	Risk of spread of illness within workplace	<ul style="list-style-type: none"> People who have been in contact with any confirmed coronavirus cases must be quarantined for 14days following exposure Any confirmed case of coronavirus in employees or contractors are to be notified to the Managing Director.
Meetings Communication with Clients, external employees	Risk that people attending your meeting or event might be unwittingly bringing the COVID-19 virus to the meeting. Others might be unknowingly exposed to COVID-19.	<ul style="list-style-type: none"> Teleconference (is face to face required) Fewer persons in attendance Hygiene requirements Available hand sanitizer, surgical masks Advise participants in advance that if they have any symptoms or feel unwell, they should not attend
Meetings Communication with Clients, external employees	Someone at the meeting becomes ill with symptoms of COVID-19 (dry cough, fever, malaise).	<ul style="list-style-type: none"> If anyone who starts to feel unwell, follow your preparedness plan or call your hotline. Depending on the situation in your area, or recent travel of the participant, place the person in the isolation room. Offer the person a mask so they can get home safely, if appropriate, or to a designated assessment facility. Know what to do if a meeting participant, staff member or service provider tests positive for COVID-19 during or just after the meeting Plan in advance with your partner healthcare provider or health department

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		<ul style="list-style-type: none"> • Encourage regular hand-washing or use of an alcohol rub by all participants at the meeting or event • Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in. • If there is space, arrange seats so that participants are at least one meter apart. • Retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event. • If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer should let all participants know this. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day. • If they develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more) they should stay at home and self-isolate. This means avoiding close contact (1 meter or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms. • Thank all the participants for their cooperation with the provisions in place.
Contact with external persons	Face to face contact	Avoid crowded places and public transport
Significant loss of workers unable to work		Ability of workers to work in isolation or from home
Mental Health affect to workers		Employee assistance program



6. How to stay informed:

Remember:

Now is the time to prepare for COVID-19. Simple precautions and planning can make a big difference. Action now will help protect your employees and your business.

Find the latest information from WHO on where COVID-19 is spreading:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>

Advice and guidance from WHO on COVID-19

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.epi-win.com/>

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7. Communication Material

Symptoms	Coronavirus Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms
 Fever	Common	Rare	Common
 Fatigue	Sometimes	Sometimes	Common
 Cough	Common* (usually dry)	Mild	Common* (usually dry)
 Sneezing	No	Common	No
 Aches and pains	Sometimes	Common	Common
 Runny or stuffy nose	Rare	Common	Sometimes
 Sore throat	Sometimes	Common	Sometimes
 Diarrhea	Rare	No	Sometimes for children
 Headaches	Sometimes	Rare	Common
 Shortness of breath	Sometimes	No	No

Sources: World Health Organization, Centers for Disease Control and Prevention

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Welcome

The outbreak of COVID-19 has caused a lot of uncertainty and concern around the world. We would politely ask that our visitors follow the same prevention protocol as our staff.

This includes practising good personal hygiene habits:

- 1 washing your hands regularly
- 2 using hand sanitizers
- 3 coughing or sneezing into a tissue and throwing it away, or using your elbow instead of your hand to catch a cough or sneeze

Regular cleaning is taking place of our offices and facilities.

If you feel unwell during your visit please let a member of the reception team know and seek medical advice.



8. Revision History

Revision	Reason for review	Content Expert	Summary of Changes	Approved	Date
01	DRAFT	HSEQ	12/03/2020 Initial document	Managing Director	16/03/2020

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