

QUICKFIRE EMERGENCY MANAGEMENT CORONAVIRUS SAFETY PLAN

Cleaning and Hygiene Procedures

- Benches/Desks and keyboards sprayed with antibacterial spray at the end of every day.
- Communal Kitchenette sprayed and wiped every afternoon. All personal cutlery and kitchenware items are put through dishwasher.
- Hand washing should be completed as often as required using correct techniques.
- Sanitise hands before entering and leaving the premises.
- Vacuum carpet- wash floors and disinfect toilet daily.



Staff Requirements

- Employees are restricted from entering the office when they have flu like symptoms.
- No more than 3 staff members occupy the office at any one time.
- Employees are required to complete an Infection Control Training for Covid-19.
- All staff members have evidence of 2020 Influenza immunisation.
- Update the website (Clients) with Covid-19 information regularly (Fortnightly or as changes dictate).