

Coronavirus (COVID - 19) – Preventing Exposure & Customer Contact

Guidance for Bay Building site construction teams, estimators, and contractors who attend occupied sites to prevent the spread of Coronavirus (COVID -19) You are attending an occupied site – what to do

Coronavirus - General Information

Coronaviruses are a large family of viruses that can make humans and animals sick.

They cause illnesses that can range from the common cold to more severe diseases.

Symptoms

Symptoms can range from mild illness to pneumonia.

Some people will recover easily, and others may get very sick very quickly. People with coronavirus may experience:

- fever
- flu-like symptoms such as coughing, sore throat and fatigue
- shortness of breath

Who is at risk

Most cases of coronavirus (COVID-19) are in Wuhan City in Hubei Province, China.

In Australia, the people most at risk of getting the virus are those who have:

- recently been in mainland China and Iran
- been in close contact with someone who is a confirmed case of coronavirus

How it spreads

There is evidence that the virus spreads from person-to-person.

The virus is most likely spread through:

- close contact with an infectious person
- 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

Close Contact

A close contact is someone who has been face to face for at least 15 minutes, or been in the same enclosed space for at least 2 hours, as someone who has been tested positive for the COVID-19 when that person was infectious.

Casual Contact

A casual contact is someone who has been face to face for less than 15 minutes, or been in the same enclosed space for less than 2 hours, as a person who has been tested positive for the COVID-19 when that person was infectious.

Isolation

If you have travelled overseas to a country that is affected by COVID-19 and deemed Level 1 (currently China, South Korea, Italy and Iran) seek medical attention and follow directions to self-isolate.

If you have been identified to have close contact with someone who is confirmed to have infection with COVID-19 while they are infectious you must:

- Isolate yourself at home until 14 days after you were last exposed to the infectious person. You should not leave the house, except for seeking medical care. You should stay in a different room to other people as much as possible, and wear a surgical mask when you are in the same room as another person and when seeking medical care. Use a separate bathroom if available. Do not go to work, school, or public areas, and do not use public transportation, taxi services or rideshares.



HEAD OFFICE
16 North Drive, Virginia Park
Bentleigh East VIC 3165
T 03 8855 4444
E: whse@baybuilding.com.au

24HRS 1300 766 216
baybuildinggroup.com.au

Prevention – Hygiene

As with most viruses, the best way to help prevent spreading it is to maintain good hygiene by adopting the following techniques:

- Practice good hand hygiene – wash your hands often with soap or alcohol-based solutions, particularly before and after eating, as well as after using the bathroom.
- Cover your nose and mouth when coughing and sneezing with tissue or a flexed elbow
- Avoid close contact with anyone with cold or flu-like symptoms.
- Practice cough etiquette, cover coughs and sneezes with disposable tissues or clothing, and clean your hands.
- Avoid shaking people's hands to minimise the risk to yourself and others.
- Maintain social distancing whenever possible by keeping 1.5m away from other people.

Customer Contact

It is important that you feel safe when attending sites. If there are any concerns when making a customer booking or when at site contact should be made with the Bay Building representative.

When attending site avoid shaking hands politely explain to the customer that no doubt they have heard about the virus and this is a precaution to protect both of you. Politely query if anyone at the home has travelled overseas in the last month, come into contact with anyone confirmed with the virus, if they are currently in isolation, or suffering the symptoms of the virus.

If yes, undertake a risk assessment of the works being performed (e.g. working outside rather than inside) and if close contact can be avoided. If the answer is no make contact with Bay Building representative.

Customer in Isolation

If a customer or anyone in their home is diagnosed with Coronavirus (or is required to undertake mandatory self-isolation) do not proceed with works and make contact with your Bay Building representative. Advise the customer to make contact with the Bay Building representative and/or their insurer. It is expected that works will be delayed until the period of isolation concludes.

Issued By: Chris Munday	Date : 12 th March 2020	Doc No. WHSMS-7.4.3/SA/007
-------------------------	------------------------------------	----------------------------