

Prevention is The Best Policy

Follow these simple preventative measures to ensure the health and safety of all staff and prevent the spread of COVID-19 in the workplace



Wash hands frequently and thoroughly with soap and water, including before entering and after leaving any common areas



When hand washing facilities are unavailable, use an alcohol based hand sanitiser



Clean work stations twice daily with disinfectant wipes to ensure a clean working environment

Practice social distancing by avoiding close contact with others, particularly anyone displaying flu like symptoms. This includes no handshakes or any other form of personal contact

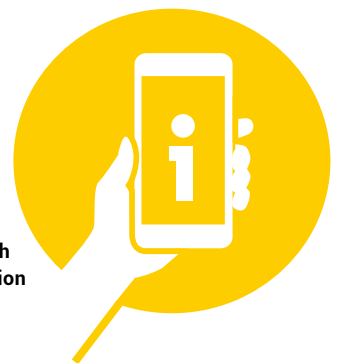


Ensure a distance of 1.5 meters is present between you and your nearest colleague, stagger lunch breaks and minimise cross department contact



Cover your nose and mouth with a tissue or with your elbow when coughing or sneezing, then immediately discard the tissue and clean your hands and work station

Keep up to date with the advice and information provided by the Government and the World Health Organisation



Please do not come into work and self-quarantine for 14 days if you:

- Have recently travelled overseas
- Share accommodation with someone who has recently returned from overseas travel
- Have been in close contact with a confirmed case of COVID-19
- Are experiencing any flu like symptoms or fever



BISHOPS