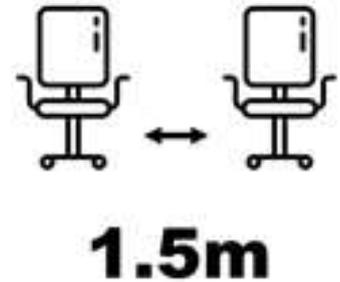


Social Distancing and COVID 19 Controls for Labour Hire

Around the Office

- Stop all physical contact including shaking hands
- Use hand sanitisers
- Promote good hand, sneeze and cough hygiene
- Ensure good ventilation in work areas and/or open windows or doors
- Regularly clean and disinfect surfaces commonly touched by workers
- Eat lunch at desk or outside rather than in a lunchroom.
- Limit food sharing in the workplace
- Modify seating arrangements to maintain 1.5m gap between personnel

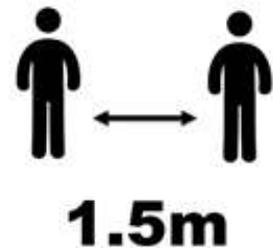


Greeting candidates & visitors

- Do not shake hands when greeting people
- Ask candidates/visitors to use the hand sanitisers when they enter the office
- Request candidates to sit apart keeping a 1.5m gap between other in the waiting areas or computer areas
- If the candidate brings a companion, ask the companion to wait outside

Interviews

- Only conduct face to face interviews for essential positions
- Stagger interview time slots.
- Avoid candidate waiting periods
- Avoid group interviews. If unavoidable, remove or rearrange furniture to maintain distance of 1.5m between people.
- Consider video link interviews
- Promote candidates to complete online inductions and other applications at home prior to coming into the office.



Housekeeping

- Maintain 1.5m distance where candidates use computers in the office.
- Clean surfaces with disinfectant once candidate have finished using the equipment (pens, tables, chairs, keyboard, mouse, functional capacity equipment, etc.)
- Promote good hand, sneeze and cough hygiene

Topic points to discuss with clients

- What are they doing regarding social distancing at work?
- Stagger breaks – Limit the amount of personnel in lunchrooms
- Maintain 1.5m distance between workers
- Ensure good ventilation in work areas
- Remove non-essential personnel



Site Visits

- Avoid non-essential site visits. Consider holding meetings via video conferencing or phone calls
- Stop shaking hands to greet clients and workers
- Put off large group meetings – Including group inductions; toolbox meetings etc.
- If essential meetings are to be held, encourage the use of an outside environment and maintain 1.5m gap between workers.

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