

## COVID-19 – occupied office space

Activity/task	Infection control for COVID-19 when working in an occupied office space.
Hazards/risks	<ul style="list-style-type: none"><li>Biological hazards</li></ul>

### COVID-19 infection control work instruction

#### Prepare to conduct work

Monitor official Government sources for current information and advice.

Employees should self-quarantine for 14 days if they have:

- Travelled to a destination considered high risk by the Australian Government
- Been in close contact with a confirmed case of COVID-19
- Meet any other relevant criteria set by the Australian Government

Workers with flu like symptoms must report to their supervisor and not attend the workplace while symptoms are present.

Ensure that the number of persons using the space is calculated and limited to ensure that each person can maintain 1.5 metres from others.

#### Prepare yourself

Wash hands regularly according to attached guidelines.

Clean your immediate work area using paper towel or disposable cloth using soap and water or other cleaning solution before commencing work.

Cough and sneeze into a tissue or upper sleeve rather than your hands.

Ensure tissues are available and disposed of immediately into a closed bin.

Wash hands after coughing or sneezing and regularly throughout the day.

Avoid touching the face.

Maintain 1.5 metre distance from other people at all time.

Do not shake hands or share equipment.

#### Perform the work

Conduct wipe down at the start and end of each shift and after each new user.

Dispose of used towels immediately into a closed bin.

Review the need for visitors to attend the office and consider alternative work arrangements such as video or teleconferencing.

Keep the front door locked at all times to deter unwanted visitors.

If other workers will be present adhere to social distancing guidelines by keeping at least 1.5m apart.

Consider opening windows/ doors to increase airflow.

If holding a meeting ensure the 1.5m distancing requirements can be met.

#### On completion of work

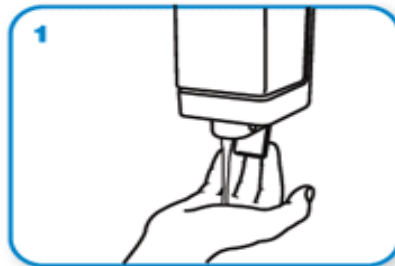
Use a disinfectant/alcohol based solution to clean your work area, including any surfaces which has had frequent hand contact such as door handles, tables, chairs, kitchen appliances, phones, keyboards etc.

Leave the disinfectant to sit for 10 minutes before wiping with disposable paper towel or cloth.

Diagram sourced from World Health Organisation.



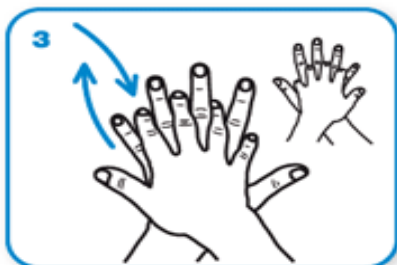
Wet hands with water



apply enough soap to cover all hand surfaces.



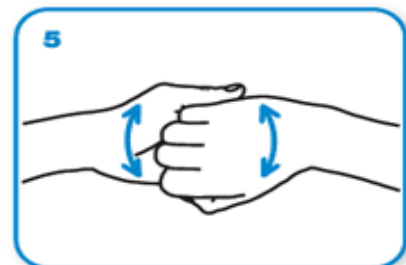
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



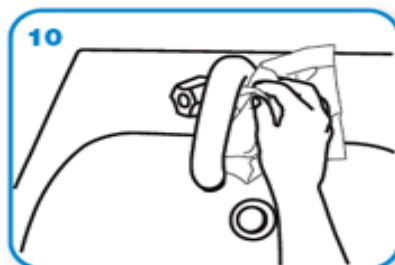
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



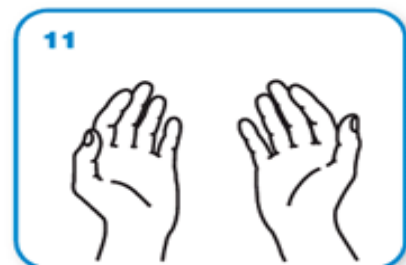
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.