

# COVID-19 (coronavirus)

## Workplace Policy

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As Continuum Consulting continues to monitor the local, national and worldwide incidence of the coronavirus and the illness it causes, all Continuum employees are asked to review the following workplace policy and guidance. It is likely this information will change as the situation evolves and more becomes known. Questions may be directed to the [admin@continuumconsulting.net.au](mailto:admin@continuumconsulting.net.au).

### CONTINUUM PRIORITIES IN SETTING THESE WORKPLACE POLICIES ARE TO:

- Maintain a safe and healthy workplace, including minimizing the transmission of contagious disease.
- Sustain continued work practices and operations.
- Encourage an ethos of fairness, open communications and concern for the wellbeing of our employees and other work environments in which we operate.

### WORKPLACE POLICIES (AS OF 16/3/2020, SUBJECT TO CHANGE)

**Well Employees:** Employees who are well are expected at work as usual, even if they have been in contact with or caring for someone who is ill with an ordinary respiratory illness (in which case, typical preventive measures are recommended for them as care givers). Well employees are expected at work unless they have been:

- Caring for someone with a confirmed case of COVID-19, in which case they are required to self-isolate.
- Been exposed to someone who has recently returned from an overseas country considered an area of concern (eg: refer to the [smartraveller.gov.au](http://smartraveller.gov.au) website)
- Instructed to refrain from attending work by Continuum or health officials.

**Sick Employees:** Employees who have symptoms of respiratory illness must stay home and not come to work until they are free of fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom altering medicines (e.g., cough suppressants). A fever is defined as a temperature of 38 degrees celsius (low-grade fever starts at 37.3 degrees) or more taken by an oral thermometer. Those with concerns or questions about their illness or seeking advice about whether to come to work **must call** to confirm first.

**Return to Work:** In general, written medical clearance may be required for return to work.

**Employees at Higher Risk:** Employees who are at increased risk for complications from COVID-19 due to underlying health conditions are urged to consult their Doctors about steps they can take to protect their health.

#### **POTENTIAL ADDITIONAL POLICY CHANGES**

If public health conditions change, workplace policies may be further amended. This would be done to address the effects of more widespread illness or absences, more frequent needs for self-isolation or quarantine, disruption of care arrangements. Employees will be notified as necessary of such changes.

## **COVID-19 (coronavirus)**

### **Getting Our Workplace Ready**

#### **EMPLOYEES AND CONTRACTORS ENSURE REGULAR AND THOROUGH HANDWASHING**

**Why?** Because washing kills the virus on your hands and prevents the spread of COVID-19

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#### **PROMOTE GOOD RESPIRATORY HYGIENE IN THE WORKPLACE**

Ensure that you have paper tissues are available for those who develop a runny nose or cough at work, along with closed bins or bags for hygienically disposing of used tissues.

**Why?** Because good respiratory hygiene prevents the spread of COVID-19

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#### **HOW TO MANAGE COVID-19 RISK WHEN WORKING WITH CLIENTS**

**When working with clients we need to think about the potential risk from COVID-19**

There is a risk that people attending might be unwittingly carrying the COVID-19 virus to the meeting.

- Could the meeting or event be scaled down so that fewer people attend?
- Have enough supplies and materials, including tissues and hand sanitizer for all participants.
- Initial meeting to include etiquette in regards to COVID-19 ie: No hand shaking, touching and appropriate distance between attendees.
- Encourage regular handwashing or use of an alcohol rub by all attendees.
- Encourage attendees to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins or bags to dispose of them in.

- Open windows and doors whenever possible to make sure the venue is well ventilated.
- Retain the names and contact details of all attendees in reports. This will help trace people who may have been exposed to COVID-19 if one or more attendees become ill shortly after the event.
- In the case of facilitating family visits, contact in advance to ensure all parties have not experienced flu symptoms.
- Use cleaning products between families to sanitise shared spaces, such as car seats.
- In the case of assessments, call in advance and ask the family if they have had any exposure to the virus or travelled in the last 14 days.
- If there are any aspects of an assessment that can be completed via webinar, use this opportunity to minimise the time spent in the home environment.
- As practitioners, attending the home is an integral part of an assessment. If this is not appropriate in the current climate, raise with management to negotiate changed timeframes.

***Thank all participants for their cooperation with the provisions in place.***

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#### **STEPS to be taken if someone becomes ill with suspected COVID-19 in the workplace**

- Limit the number of people who have contact with the sick person and contacting the local health authorities.
  - Advise carers of the situation during a contact if a child or young person becomes ill.
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#### ***How to stay informed:***

##### **Find the latest information from WHO on where COVID-19 is spreading:**

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>

##### **Advice and guidance from WHO on COVID-19**

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.epi-win.com/>



World Health  
Organization

## Helping children cope with stress during the 2019-nCoV outbreak



Children may respond to stress in different ways such as being more clingy, anxious, withdrawing, angry or agitated, bedwetting etc.

Respond to your child's reactions in a supportive way, listen to their concerns and give them extra love and attention.

Children need adults' love and attention during difficult times. Give them extra time and attention.

Remember to listen to your children, speak kindly and reassure them.

If possible, make opportunities for the child to play and relax.



Try and keep children close to their parents and family and avoid separating children and their caregivers to the extent possible. If separation occurs (e.g. hospitalization) ensure regular contact (e.g. via phone) and re-assurance.

Keep to regular routines and schedules as much as possible, or help create new ones in a new environment, including school/learning as well as time for safely playing and relaxing.



Provide facts about what has happened, explain what is going on now and give them clear information about how to reduce their risk of being infected by the disease in words that they can understand depending on their age.

This also includes providing information about what could happen in a re-assuring way (e.g. a family member and/or the child may start not feeling well and may have to go to the hospital for some time so doctors can help them feel better).