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## Work Health and Safety Plan for COVID-19

**Business Name: Fire System Services** **Date Completed: 26/11/2020**  
**Manager Approval: Nick Papamichael** **Revision Date: 26/11/2020** **Date Distributed: 27/11/2020**

The COVID-19 pandemic has created an exceptional set of circumstances and Fire System Services aims to provide a safe working environment for employees, subcontractors, customers and suppliers, especially for those who are required to continue working on site, outside of the home, and those who are returning to work as government restrictions ease. These concerns include the actions that should be taken to ensure workplace hygiene and cleanliness is achieved to the standard necessary to prevent the spread of infection.

To address these cares, this document has been developed by Fire System Services to outline measures to be undertaken in the workplace to protect people against COVID-19 infection.

As the COVID-19 pandemic is an evolving situation, Fire System Services will review this plan regularly and make changes as required.

- Social distancing and hand sanitiser signs at reception area (do not shake hands to greet people)
- All employees have been advised to keep their distance 1.5 mts
- All workstations are 1.5 metres apart
- FSS uses the SA Gov APP and record keeping - to get registered all visitors in our premises.
- Reception surfaces are cleaned twice per day
- Hand sanitiser is available at reception area, lunchroom, and upstairs area
- Restrict visitors with any flu-like symptoms to the workplace (Signs at external doors)
- It is mandatory to use only own keyboard and mouse
- Encourage all workers to practise good hygiene by frequently cleaning their hands – Signs on walls in all toilets
- All employees should cover their coughs or sneezes with an elbow or tissue, dispose of the tissue immediately and wash their hands, and avoid touching their face.
- Cleaners sanitise all surfaces on weekends
- CEO's informative emails are sent to all employees regularly
- All workers have been advised not attend work if they develop a flu-like illness or have been directed by health authorities to self-quarantine or self-isolate. For all

