



Occupational **COVID-19**
Workplace Training Scheme
preparing our workforce



WE ARE A COVID-19 SMART WORKPLACE

All our staff have undergone the **Occupational COVID-19 Workplace Training Scheme** to promote their safety as well as yours. We ask you to follow a few simple guidelines to ensure best practice is maintained.

If you too have completed the training program, we invite you to wear your badge when visiting our workplace. If you haven't and would like to you can find out more about the scheme at www.training.deakinco.com

COVID-19 symptoms

Please do not enter if you've had any of the following symptoms:



Fever



Dry cough



Sore throat



Tiredness



Shortness of breath

For the safety of our staff we respectfully ask you to notify us immediately if you do develop any of these symptoms within the next 14 days.

Social distancing

While in our workplace or in contact with any of our staff or customers please maintain at least 1.5 metres of distance from people at all times.



1.5 metres apart

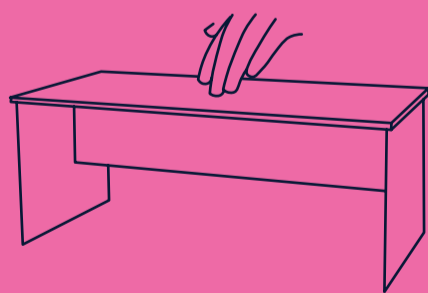


Hand Hygiene



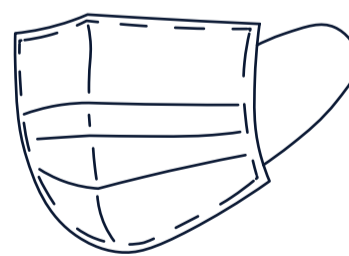
Frequent hand washing is important to control the spread of germs. Please follow the 7 key steps in handwashing as soon as you enter our workplace and after touching your face, coughing or sneezing.

Avoid Touching Items Unnecessarily



Your hands may help to spread germs so please avoid touching items unnecessarily.

Wear a mask



Wearing a mask helps reduce the risk of catching COVID-19 for you and our staff while interacting in the workplace.

Mental Health Matters



We take mental health very seriously in our workplace, especially during a difficult time such as the COVID-19 Global Pandemic. We ask that you be respectful towards everybody you encounter in our workplace.