

# INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN [CORONAVIRUS]



**Spiderman SE**  
Eco Pest Management

## Purpose

This procedure is designed to ensure all Spiderman SE Eco Pest Management ("Spiderman SE") employees are aware of the practices required to control the risks associated with Coronavirus (COVID-19).

## Scope

This procedure applies to all Spiderman SE workers, visitors and clients, both on our own premises and on third party and client sites.

## Responsibilities

### Managers and Supervisors

- Provide hand washing facilities and make sure these are kept clean, properly stocked and in good working order.
- Provide alcohol-based hand sanitiser, tissues and cleaning supplies.
- Promote good hygiene practices, e.g. display posters on handwashing and respiratory hygiene.
- Keep the workplace clean and hygienic. Regularly cleaning high-touch surfaces such as door handles and workstations helps prevent contamination.
- Visit the Smartraveller website before arranging business travel to destinations with cases of COVID-19. Workers who become sick while travelling or after returning from affected areas should seek immediate medical advice and notify their employer.
- Encourage workers who are sick with respiratory illness to stay home until they are recovered.
- If someone becomes ill with respiratory symptoms at work, isolate them by placing them in a room or an area away from others.
- Arrange for the person to be sent home and advise them to seek medical advice. If they are very unwell, call an ambulance.
- If a worker is confirmed to have COVID-19, call Coronavirus Health Information Line 1800 020 080 for advice. Inform co-workers about possible exposure to COVID-19 but maintain confidentiality. Advise workers to seek immediate medical advice if they develop symptoms or are concerned about their health.

### Workers

- Washing hands often, with soap and water, or carrying hand sanitiser and using it as needed.
- Cover your nose and mouth with a tissue or flexed elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands

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- or apply hand sanitiser.
- Avoid close contact with anyone who has cold or flu-like symptoms.
- See a health care professional if feeling unwell.
- If unwell, avoiding contact with others (including shaking hands or other touching, such as hugging).

## Overview

A novel (new) strain of coronavirus which originated in Hubei Province, China in 2019 can cause a respiratory disease called COVID-19.

COVID-19 spreads from person to person in a similar way to the flu:

- from close contact with an infected person
- from touching objects or surfaces contaminated by the sneeze or cough of an infected person and then touching your eyes, nose or mouth.
- COVID-19 can cause symptoms similar to the flu, including fever, cough, sore throat, tiredness or shortness of breath.

Most people who are infected experience mild to moderate symptoms from which they fully recover. However, some people develop more serious illness with pneumonia and other complications. People at increased risk of serious illness include the elderly and those with chronic medical conditions (e.g. diabetes, heart and lung disease) or a weakened immune system.

It is important to remember that most people who become ill with respiratory symptoms at work are likely suffering from a cold, the flu or other respiratory illness – not COVID-19.

## Infection Prevention Measures

Spiderman SE will ensure all staff implement good hygiene and infection control practices, including:

- Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Encourage workers to stay home if they are sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Provide customers and the public with tissues and trash receptacles.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

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- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, Spiderman SE will consult information on approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
- Advise customers of our procedures and requirements and remind them to reschedule any work if they are unwell, have travelled overseas or have been in contact with someone who may be exposed to Coronavirus.

## Prompt Identification and Isolation of Sick People

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.

Employers Spiderman SE encourages employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Spiderman SE requires employees to report when they are sick or experiencing symptoms of COVID-19.

Spiderman SE will immediately isolate people who have signs and/or symptoms of COVID-19. We will undertake the following measures:

- Move potentially infectious people to a location away from workers, customers, and other visitors.
- If there is no specific isolation room, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
- Limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated. Note: A face mask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).
- Arrangements should be made for their transport either to a doctor or to their home, preferably not using public transport.

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- A record should be kept of those who become ill and leave the workplace and the people they have had close or casual contact with.
- When a person with suspected infection has left the workplace employers should ensure that their workstation, work area and communal areas they have been in are thoroughly cleaned and disinfected.

## Workplace Flexibilities and Protections

Spiderman SE will:

- Actively encourage sick employees to stay home.
- Ensure that sick leave policies are flexible and consistent with Fairwork and Health guidance and that employees are aware of these policies.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Maintain flexible policies that permit employees to stay home to care for a sick family member.
- Recognise that workers with ill family members may need to stay home to care for them.
- Be aware of workers' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks.
- Provide adequate, usable, and appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE). Informed workers who feel safe at work are less likely to be unnecessarily absent.