

COVID-19 CEO NEWS UPDATE



Hi all,

I would like to provide an update on the actions we have been undertaking in the ever-changing situation of the coronavirus (COVID-19).

The safety, health and wellbeing of our members, our people and our wider community continue to be our priority.

Please be assured that senior leaders in our organisation are actively monitoring COVID-19 developments in line with both the Australian Government and SA Health's recommendations.

We have been and will continue to convene regularly to evaluate our position and to determine our ongoing response as the situation unfolds.

Sources of Information

- We will be referring to reliable sources of information, including the Department of Health and SA Health to guide us.

Hygiene

- Hand sanitizer and/or hand wash is available at each site.
- All staff/apprentices/visitors to use hand sanitizer on entry and exit from MTA sites.
- All staff and apprentices to follow the recommended hygiene practices:
 - Wash your hands frequently with soap and water or an alcohol-based hand rub
 - Use a bent elbow to cover your mouth and nose when you cough or sneeze. (A tissue can also be used and disposed of immediately and hands washed)
 - Avoid touching your eyes or nose and mouth
 - Avoid close contact with others who are unwell
 - Clean surfaces regularly with disinfectant
- Signage is being organised.
- Cleaning wipes and/or disinfectant and paper towel have been ordered and all staff/apprentices are required to clean their desks, phones, computers, tablets on ceasing work each day.
- Staff are to use their own computer and phone only and not share devices unless cleaned prior.
- We are endeavouring to source a hand sanitizer dispenser for entrance to GHR building for all tenants/visitors to use on entry/exit. We foresee this may be challenging.
- Where safe, doors are to be propped open to minimise direct contact.

- Shared food and drinks i.e. biscuit tins and bottles/jugs of water will be removed.

Social Distancing

- We encourage social distancing of 1.5m where practical.
- Handshakes, close contact and embraces are not allowed.
- We recommend Lunch breaks are to be staggered at different times for Trainers and apprentices.
- Trainers are requested to take their breaks in separate areas, outside of the Trainer lunchroom.
- There will be no staff meetings.
- All other meetings and Workplace Relations training will be reviewed on an ongoing basis. Please discuss with your Manager if you have any questions.

Screening

- Managers are required to ask their staff each day and Trainers / Field Officers are required to ask apprentices they are in contact with each day 3 screening questions-
 - Are you presenting any flu like symptoms i.e. fever, cough, sore throat or shortness of breath?
 - Have you recently had close contact with a person who is a (Coronavirus) COVID-19 confirmed case?
 - Have you recently travelled overseas in the last 14 days or are you living with someone who has? Where applicable
- Anyone who is unwell will be asked to leave immediately until they have a clearance to return to work.
- These 3 screening questions are to be added to apprentice call-ups and Express 3 for apprentice applications.
- Visitors to the MTA will be restricted to essential visitors and they will need to sign in at reception and answer the 3 screening questions.
- All 'yes' responses, concerns and incidents to be referred to Cos Lamberto and or your manager for direction.

A Standard Operating Procedure is currently being finalised and will be communicated by Cos Lamberto

Travel

- There will be no work-related interstate travel.
- Please notify Cos Lamberto of any intended personal overseas travel

Working from home

- The Executive team are working with staff in their areas to determine working from home capabilities and test equipment. They are also determining at what point this could be required. They can assist you with instructions for accessing the MTA network through Citrix and accessing the MTA 3CX phone system.
- A working from home safety self-assessment checklist will be required to be completed by anyone working from home.

Flu Vacs

- Will continue- book in now for next week. If you are working from home, please come in only at your vaccination time and limit your movements straight to and from that area (Royal Park- First Aid Room, Greenhill Road- Stand up desk/Hot desk room).

Contact details

- Emma Flenley will be contacting you for an update of contact details, please respond ASAP.

Confirmed case

- If there is a confirmed case at one of our sites the MTA will notify the Department of Health and follow their directions.

Questions

- If you have any questions or concerns, please email Emma Flenley who will be compiling a Frequently Asked Questions list and distribute.

Support

If you are feeling anxious or would like further support, please use Access for free and confidential assistance.

I know this is a difficult time and there will be disruptions to normal arrangements, however, staff, apprentice and community safety remain our focus and I thank you for your cooperation.

Regards
Paul

