

TECHNICIAN PROCEDURES FOR CORONAVIRUS.

General Hygiene:

- Must have hand sanitiser and disposable gloves available
- Must avoid/ minimise touching face with or without gloves on.
- **Must use hand sanitiser between unit inspections and between sites**
- Techs must not work together if possible and must practice social distancing if required. Where possible it should be the same teams together with no cross-over.
- Good practice (if wipes/ spray available) is to wipe down panels and equipment touched after use.
- Shaking hands or physical contact with all persons to be avoided.
- Stay up to date with: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- If you have travelled overseas, you must self-isolate for 14 days.
- If you have been in contact with anyone who has been in contact with someone exposed to COVID-19, you must inform your manager immediately and potentially self-isolate.

Office and communication:

- Attendance and use of facilities at the office should be minimised.
- If access to office is required, avoid all contact with other workmates and techs are not to enter the office upstairs.
- Maintain social interaction via phone, facetime, zoom meetings and Microsoft Teams. Video calls preferred wherever possible to increase the personal nature of the communication.

For Unit Inspections:

- Ask the following questions before entering every unit:
 - *Are you in quarantine or isolation due to COVID-19?*
 - *Have you been knowingly exposed to COVID-19 in the past 14 days?*
 - *Are you feeling unwell today?*
- If a unit occupant looks sick or answers yes to any of the above questions, you should not enter or touch anything – report it as “no access- occupant unwell (or similar reason)”.
- Remain more than 1.5 metres from any unit occupant- request this of them if concerned. Do not put yourself or others at risk!
- Fire doors and smoke alarms are to be tested as normal; however, touching of surfaces should be minimised and hand sanitiser used after each unit.