

COVID Safe Workplace

Date Approved: 20 July 2020

Latest Amendment Date: 1 September 2020

Approved By: Michelle Loveday, Director

Indicative time for review: 1 January 2020

General Practices

- Employees will not come to work if sick.
- A daily cleaning procedure is followed for common areas at work. Employees sign a daily cleaning checklist after cleaning each area.
- Employees wear gloves when cleaning and discard gloves after use straight into general waste bin. Hands are cleaned after removing gloves.
- Physical interactions are limited where necessary.
- Outside the Brandition office is a sanitisation station.
- All employees have signed a COVID Safe Workplace Policy.

Office

- All work stations are separated by at least 1.5m.
- After initial cleaning phase on Monday 20th July the office is cleaned every afternoon upon leaving for the day. Once cleaned, employees sign the daily cleaning checklist.
- Cleaning entails spraying all surfaces in close contact such as monitors, keyboards, printers, door handles, office counters, and light switches.
- Waste is removed from bins at the end of each working day.

Kitchen

- After initial cleaning phase on Monday 20th July the kitchen is cleaned every afternoon upon leaving for the day. Once cleaned, employees sign the daily cleaning checklist.
- Cleaning entails spraying all surfaces in close contact such as sink and counter top surface and any other items.
- All kitchen items are cleaned after use, dried, and put away.
- Hand towels have been removed and replaced with paper towel.
- Waste is removed from bins at the end of each working day.

Toilet

- After initial cleaning phase on Monday 20th July the toilet is cleaned every afternoon upon leaving for the day. Once cleaned, employees sign the daily cleaning checklist.
- Cleaning entails spraying all surfaces in close contact such as the toilet, toilet roll holder, and sink.
- Hand towels have been removed and replaced with paper towel.
- Waste is removed from bins at the end of each working day.

Warehouse

- Warehouse door handles are cleaned at the end of each day. Once cleaned, employees sign the daily cleaning checklist.
- Waste is removed from bins at the end of each working day.
- Pens are cleaned at the end of each day.

Truck

- After initial cleaning phase on Monday 20th July the truck is cleaned after every use. Once cleaned employees sign the daily cleaning checklist.
- Cleaning entails wiping all surfaces in close contact such as steering wheel, gear stick, hand brake, door handle, and panted handle.
- Waste is removed from bins at the end of each working day.

Logistics

- Deliveries
 - Furniture is cleaned onsite as the furniture is delivered so the client can see it is clean.
- Collections
 - Furniture is cleaned onsite upon collection before it comes back to the warehouse.
- Trolleys are cleaned before putting back into the truck upon delivery or collection.
- Hands are sanitised when getting back into the truck before leaving the event.
- Direct visiting delivery drivers and contracts to use gloves before handling furniture being delivered or collected.

Client Meetings



- Clients are sent a text message before the meeting highlighting our safe work practices to not shake hands or engage in unnecessary physical contact.