



australasian society of clinical immunology and allergy

COVID-19 Office Safety Plan

INTRODUCTION

This COVID-19 Safety Plan provides the framework through which ASCIA responds to the COVID-19 pandemic as an ongoing public health issue. This requires multiple actions to:

- Ensure our workplace continues to be a healthy and safe working environment.
- Implement and follow health measures based on advice from medical experts and governments.
- Be ready to respond immediately, appropriately, effectively and efficiently.

WELLBEING OF STAFF AND VISITORS

ASCIA is committed to maintaining a safe and healthy environment for staff and visitors to our workplace, as well as delegates at events hosted by ASCIA.

If any person attending the ASCIA Office or an ASCIA event is feeling unwell, or has had contact with a person confirmed as having COVID-19, they need to:

- Advise ASCIA staff as soon as possible, by email or text.
- Self-isolate immediately, seek medical advice from their GP or call the National Coronavirus and COVID-19 Vaccine Helpline 1800 020 080 (24-hour help line), and get tested.

ASCIA staff and contractors should be aware of the following:

- They should not work in the office if they are feeling unwell with respiratory symptoms or fever, and they are encouraged to be tested, in line with advice from NSW Health.
- When working from home during self-isolation or quarantine, they will be paid for their work.
- They cannot be dismissed if they need to quarantine or self-isolate to avoid the risk of spreading the virus in the workplace. Comprehensive guidance is available on the Fair Work website.
- They can request to work from home, particularly if they have a health condition that places them at higher risk of COVID-19.
- Weekly staff Zoom meetings are scheduled on Thursday afternoons to ensure all staff remain connected whilst they are working from home.

PHYSICAL DISTANCING

ASCIA is observing the current health advice which states that to reduce the risk of contact and droplet spread from a person, directly or indirectly, and from contaminated surfaces, people should maintain physical distance of at least 1.5 metres, practice good hand hygiene and engage in routine cleaning and disinfection of surfaces. To achieve this the following measures have been taken:

- ASCIA staff have each been assigned a dedicated workstation in the office to prevent COVID-19 transmission through the use of communal desks and equipment.
- Flexible working arrangements have been provided to allow staff to work from home or other suitable locations.

ASCIA is the peak professional body of clinical immunology/allergy specialists in Australia and New Zealand

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- Zoom videoconferencing is available for internal and external meetings.
- Where practical, 1.5 metres of physical distance is maintained in the office.
- Mail delivery is mainly collected from post boxes, and rarely delivered to the office.
- Physical distancing limitations in the office building lifts and lift waiting areas are indicated with signs near and in the lifts to advise of physical distancing requirements.

HYGIENE AND CLEANING

The main way COVID-19 spreads from person to person is through contact with respiratory droplets produced when an infected person coughs or sneezes. Research shows that the COVID-19 virus can survive on some surfaces for prolonged periods of time. ASCIA can protect staff and visitors to the premises from the risk of exposure to COVID-19 by implementing appropriate cleaning measures, including:

- Liquid hand sanitiser is available at the entrances to lifts and the office front door.
- Soap, water and disposable paper handtowels are provided in the office kitchen and the building bathrooms.
- Disinfectant wipes and surface spray are available in the office for staff to clean:
 - Workstations and personal work equipment such as computer screens, keyboards, mouse and phones at the start of the day.
 - Kitchen surfaces at the start of the day and after use, several times per day.
- Tea towels in the kitchen are only used to wipe washed dishes, and not to dry hands. Most dishes and cups are rinsed with hot water and then cleaned in the dishwasher.
- Disposable masks are available for staff use in the office.
- Posters on correct hand hygiene have been installed in the bathrooms and kitchen.
- Natural ventilation in the office is maintained by opening louvred windows and using a ceiling fan, instead of air conditioning. When air conditioning is required the ASCIA office has an independent system.

RECORD KEEPING

ASCIA will retain the following records:

- Visitor names, mobile numbers and entry times will be recorded. These records will be considered confidential and secure and will only be used for the purposes of tracing COVID-19 infections.
- Staff and visitors will be made aware of the NSW COVID Safe app and its benefits to support contact tracing should it be required.
- Once the ASCIA office has a QR code, all staff and visitors will need to check in and check out using the QR code.

ASCIA and its staff will cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at our office (or nearby) and notify SafeWork NSW on 13 10 50.

This plan is available on the ASCIA website <https://www.allergy.org.au/about-ascia#a2> and a copy is on display at the ASCIA office.

The plan was developed on 9 February 2021.