

## IPA Covid-19 internal safety measures

All IPA Sydney head office and state branch offices have been addressed by management with education / explanation on the following points:

- Current world Covid-19 situation and the reasons for infections spreading, countries which controlled the spread and those which did not control spreading.
- Factors which contributed to spreading and suppression of spreading.
- Effects of public behaviour on the above factors.
- That this coronavirus situation is extremely serious and should be considered as life threatening to elderly people such as staff parents and grandparents.
- Importance of proper hand hygiene especially with public surfaces outside and inside IPA.
- WHO handwashing video shown to demonstrate correct handwashing methods.
- BBC video shown on cleaning smartphones.
- NYT article on virus life on surfaces circulated to all staff.
- Measures to be taken in high risk areas outside work to avoid catching and spreading including shopping malls, supermarkets and food courts.
- Concept and maintenance of sterile spaces at home, IPA office and IPA common areas.
- Procedures to follow in case of any CV symptoms.
- Procedure to follow in case of any symptoms of other unrelated illnesses.
- Minimisation of visitors to IPA offices and procedures to follow if unavoidable.

## IPA Covid-19 internal safety measures (cont'd)

### Other workplace measures:

- Doors left open to avoid public surface transmission.
- Hand cleaner and sanitiser placed at entry points with rules on use clearly posted.
- Public surfaces in workplaces are to be cleaned by staff with sanitisers.
- Restrictions on staff numbers and 1.5m distance in common areas such as kitchen and lunch rooms.
- Alcohol-based sanitisers and cleaning agents issued to all staff for daily self-cleaning of own workspaces and hands prior to entering common areas.
- Sales staff in all branches working remotely on rotating rosters to minimise head count and maintain minimum distancing space.
- External sales activities to customers are substantially reduced.
- Incoming equipment for service sanitised prior to handling with additional PPE used to minimise contact.