



Prepare, prevent, protect

Guidelines for staff at Pacific Palms Real Estates based in Smiths lake and Blueys Beach.

Purpose:

The purpose of this information is to help Pacific Palms Staff minimise workplace exposures to Covid-19.

How does it spread:

There is evidence that the virus spreads from person to person.

The virus is most likely spread through:

- Close contact with an infectious person
- Contact with droplets from an infected person's cough or sneeze.
- Touching objects or surfaces (like doorknobs or tables) that have cough or sneeze droplets from an infected person, and then touching your mouth or face.

Recommended strategies in the workplace.

- Wash your hand frequently with soap and water, before and after eating and after going to the toilet
- Wash your hands after using the eftpos machine or iPad.
- Cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser
- If unwell, please contact Kim immediately and do not attend the work place.
- Stay more than 1.5 metres from people
- No hugging and kissing in the office
- Use only your work station, do not use any other work station or phone other than your own.

- Clean your workstation including phone and laptop and keyboard twice a week with hot soapy water.
- The front and back door handles to be cleaned with hot soapy water every half hour.
- Use of cars will be limited if you do use the car please wipe over the door handles, steering wheel, hand brake and gear stick with hot soapy water.

Please note each department will receive further instructions regarding, appointments, open homes, check in and key handling.