COVID-19: Stop the Spread

Toolbox Talk

BISHOPS

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What is Coronavirus (COVID-19)?

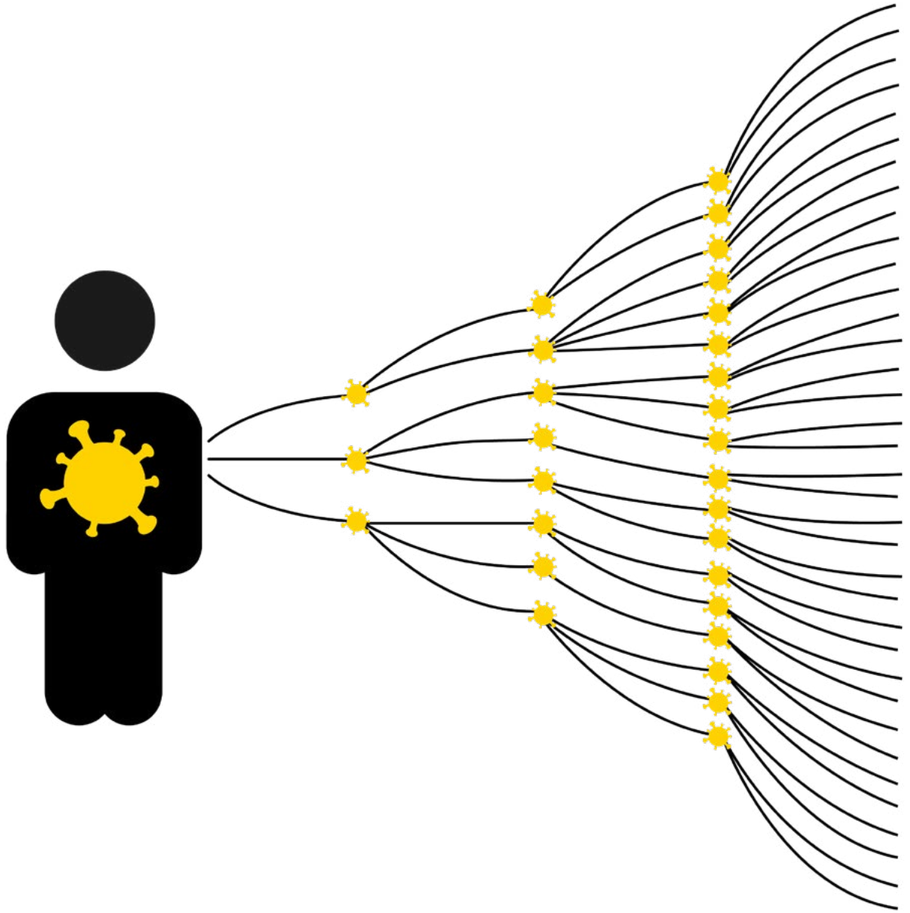
- COVID-19 is an infectious disease caused by the novel coronavirus with flu like symptoms
- Of those infected with COVID-19, many experience mild to moderate respiratory illness without requiring special treatment
- The vulnerable, such as senior citizens, those with underlying medical conditions, diabetes or chronic respiratory disease are more likely to develop a serious illness
- COVID-19 is spread via droplets from the nose or mouth that are ejected when an infected person coughs, sneezes or exhales
- There is currently no specific treatments or vaccines for COVID-19. Clinical trials are being conducted all over the world evaluating potential treatments

Symptoms include:
Fever
Tiredness
Dry cough
Shortness of breath
Aches and pains
Sore throat

How it Spreads

- The COVID-19 virus spreads through droplets excreted from the nose or mouth when an infected person coughs, sneezes or exhales
- These droplets may travel up to **1.5 metres**, and last on surfaces such as door handles, tables or the back of chairs for up to 72 hours*
- An infected person can become contagious before they start showing symptoms, although the risk of transmission is lower

Its up to all of us to minimise transmission and stop the spread



Prevention is the Best Policy

Follow these simple preventative measures to ensure the health and safety of your colleagues and the Australian community and prevent the spread of COVID-19 in the workplace

Wash hands frequently with soap and water

If handwashing facilities are unavailable use an alcohol based hand sanitiser

Practice social distancing. This includes stopping handshakes

Clean work stations and frequently used equipment twice daily or between uses

Maintain a 1.5m distance between you and others. Stagger lunch breaks to minimise cross contamination

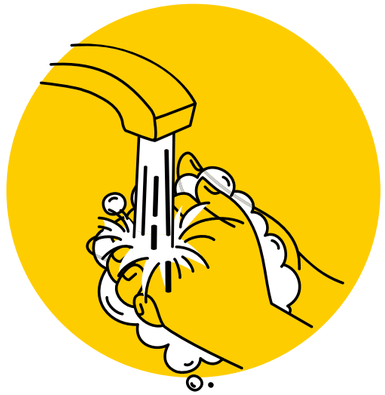
Cover your nose and mouth with a tissue (discarded immediately) or with your elbow when coughing or sneezing

The COVID-19 Arsenal

Not all safety and PPE gear may be right for you. We've colour coded these items so that you know exactly what you may need and when.

General Public | Infected | Undertaking Essential Work | Medical Professionals

Hand Soap & Water



Hand Sanitiser

Disposable Gloves

Surgical or P2 Respirators

Safety Glasses or Goggles

Coveralls or Gowns

How to Effectively Wash Your Hands

Wash your hands frequently with soap and water for at least 20 seconds
(including between your fingers, under your nails and on the top of hands.

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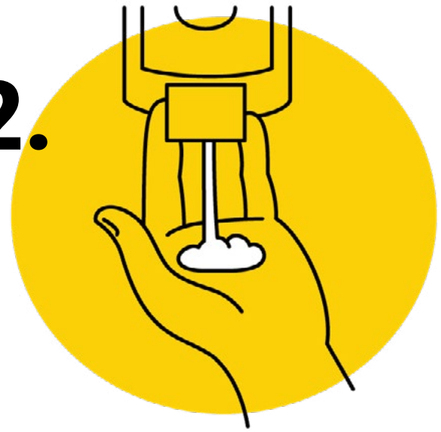
2.



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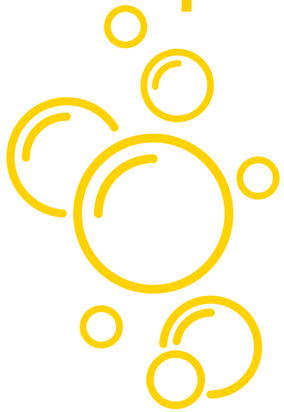
6.

Hand Soap or Sanitiser?

- The most effective and efficient way to remove the COVID-19 virus from your skin is through the use of hand soap and water (hot or cold)
- Hand sanitiser (alcohol based), although also effective are best used when the facilities to wash your hands are unavailable eg. use upon entry/exit to stores, offices or warehouse spaces
- If hands are visibly soiled, you must use hand soap and water, hand sanitiser will not be effective



How Soap Works

Soap molecules have two ends, one that binds to water, the other to lipids

Their interaction with the water and the virus disconnects the lipid layer encasing the virus and dislodged it from the skin

This process effectively breaks apart the virus, and removes it from the skin

How Sanitiser Works

Alcohol based sanitiser breaks up the virus membrane

However, it does not remove the neutralised germ from your hands, or any other matter such as mucus or dirt

How to Properly Clean Your Work Station

If the below infection control guidelines are followed, the risk of transmission of the virus via surfaces is minimised. Cleaning should take place several times per day. Surfaces that could have been exposed to droplets can be disinfected every 2-4 hours.

Frequently touched surfaces at your personal work station include:

Telephones	Computers	Draw Handles
Mobile Phones	Keyboards	Chair Arms
Desks	Mice	Chair Backs

Clean Surfaces Before Disinfecting

Cleaning surfaces before disinfecting is essential. If not removed prior, organic matter can inactivate the disinfectant.

Use Disinfectant to Kill Virus

Disinfectant solution or alcohol based wipes kill any virus on the surface. This does not replace actual environmental cleaning.

Do Not Dry Surface Immediately

The disinfectant needs to remain on the surface for the time specified on the product in order to be effective and neutralise the virus.

Dispose of Cleaning Materials

After cleaning, dispose of any cleaning materials. They should not be reused.

Wash Your Hands

Use soap and water to thoroughly wash your hands. If soap and water are not available, use an alcohol based hand sanitiser.

International Disposable Respirator Standards

If you're required to wear a disposable respirator, the recommended protection from COVOD-19 is what Australian/New Zealand standards refer to as a P2 respirator. American (N95) and Chinese (KN95) respirator standards, although slightly different, provide similar protection in the filtration of particles such as bio aerosols/virus, many businesses are now accepting these if they cannot access P2 respirators.

Certification/Class (Standard)	Australia/New Zealand P2 (AS/NZA 1716:2012)	United States N95 (NIOSH-42CFR84)	China KN95 (GB2626-2006)
Filter performance – filter is assessed to see the reduction in concentration of the test agent in the air that has passed through the filter. (must be ≥ X% efficient to pass)	≥ 94%	≥ 95%	≥ 95%
Test agent – Aerosol used for the filter performance testing	NaCl – Sodium Chloride	NaCl – Sodium Chloride	NaCl – Sodium Chloride
Flow rate	95L/min	85L/min	85L/min
Total inward leakage (TIL) – tested on human subjects each performing exercises	≤ 8% leakage (individual and arithmetic mean)	N/A	≤ 8% leakage (arithmetic mean)
Inhalation resistance – max pressure drop	≤ 70Pa (at 30L/min) ≤ 240Pa (at 95L/min)	≤ 343Pa	≤ 350Pa
Flow rate	30 – 90L/min (as above)	85L/min	85L/min
Exhalation resistance - max pressure drop	≤120Pa	≤ 245Pa	≤ 250Pa
Flow rate	85L/min	85L/min	85L/min
Exhalation valve leakage requirement	Leak rate ≤ 30mL/min	Leak rate ≤ 30mL/min	Depressurisation to 0Pa ≥ 20sec
Force applied	-250Pa	-245Pa	-1180Pa
CO2 clearance requirement	≤ 1%	N/A	≤ 1%

Bishops recommend that you check with your local public health authority for selection guidance and read user instructions before using any respirators

Maintaining A Healthy Mental State

The evolving nature of the coronavirus pandemic makes it difficult to take care of your mental health in the workplace. Here are tips from Headspace, Beyond Blue, Lifeline and The Australian Psychological Society on how to cope with COVID-19 anxiety.

Keep Perspective

Know that Government agencies worldwide at working hard to find treatments and vaccines. Currently Australia has a relatively low case rate, with most only experiencing mild symptoms.

Limit the COVID-19 Content You Consume

Instead stay informed via a credible news source such as the World Health Organisation or The Department of Health.

Take Reasonable Precautions

Follow Government isolation regulations and good hygiene practise. Take comfort in the fact that you are doing everything you reasonably can to avoid contracting or transmitting the virus.

Practice Self-Care and Remain Calm

Try not to give into feelings of panic. Maintain an healthy balanced lifestyle by drink plenty of water, getting enough sleep and eating healthy. Engage in activities that make you happy, if it safe for you to continue doing so.

Stay in Contact

Social isolation does not mean that you are alone. Find creative ways to stay in touch with friends and family. Lean on them for support and reassurance. Reach out to your manager to let them know how you are feeling.

Seek Support

Feelings of fear, anxiety, anger, frustration, confusion, sadness and denial are normal. But if you are feeling overwhelmed ensure you seek professional help.

Isolate for 14 Days If You Meet Any of the Following Criteria

- Have recently travelled overseas
- Share accommodation with someone who has recently travelled overseas
- Have been in close contact with a confirmed case of COVID-19
- Are experiencing any flu like symptoms or fever

What To Do If An Employee Has COVID-19

Confirmed COVID-19 case while at work: (Steps 1-6)

1. Isolate

Isolate from others. If available, provide them with a surgical mask.

2. Transport

Ensure the employee has safe transport to their home or a medical facility.

Confirmed COVID-19 case while not at work: (Steps 3-6)

3. Communicate

Call the COVID-19 hotline. Follow advice of health professionals.

4. Identify

Identify those who have come into close contact with the person in the last 24 hours. Ask them to self-isolate for 14 days and seek medical attention if they develop symptoms.

5. Disinfect

Clean all the areas where the person, and those who have come into contact with the person, are known to have been.

6. Review

Review your COVID-19 risk management strategy. Communicate updates with employees as they happen.

REMEMBER

Ensure the appropriate PPE is provided to those who need it.

Privacy obligations need to be met.

Health advice from professionals must be followed at all times.

Stay Up To Date

Care was taken when writing this guide and this information was correct at the time of publishing, however the COVID-19 situation evolves rapidly. For up-to-date information on COVID-19 visit the following online resources:

World Health Organization

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