

## CORONAVIRUS ACTION PLAN

March 25, 2020



Hart has a responsibility for the safety and wellbeing of all our staff, contractors, collaborators and the greater community.

It is important we prepare for circumstances that might impact how Hart provides its services.

In recognition of the current Coronavirus pandemic (COVID-19) our action plan is guided by Australian Government and Health Department recommendations and will enable us to:

- minimise the risk to the wellbeing of staff, members, collaborators, external parties and the broader community;
- continue to operate business as usual for as long as circumstances permit.

### EFFECTIVE IMMEDIATELY

To limit the spread of COVID-19, Hart staff and contractors will:

- work from home wherever possible;
- observe recommended social distancing practices and reduce face-to-face contact as much as possible by utilising alternate methods of communication such as email, telephone, video conferencing;
- practise good hygiene to protect against infections - good hygiene includes:
  - washing your hands often with soap and water;
  - using a tissue and covering your mouth when you cough or sneeze;
  - avoiding close contact with others such as touching;
- respect the policy and direction of our partners and collaborators;
- limit unnecessary travel.
- Our field site is now open 'by appointment only' - please contact Bek Allen on 0428 782 470.

Staff, contractors, and any other person who works closely with or has recently worked closely with Hart staff or contractors, that has been directly exposed to or diagnosed with COVID-19 must immediately advise Hart:

- Sandy Kimber | Executive Officer | [admin@hartfieldsite.org.au](mailto:admin@hartfieldsite.org.au) | 0427 423 154 and
- Ryan Wood | Chairman | [chairperson@hartfieldsite.org.au](mailto:chairperson@hartfieldsite.org.au) | 0439 563 833

In accordance with our COVID-19 action plan, Hart encourages staff, members, collaborators, external parties to keep up-to-date with the latest medical advice and official reports available from the Department of Health (see [www.health.gov.au](http://www.health.gov.au)) so they can make informed decisions that best suit their own personal circumstances.

If you meet the 'who needs to isolate?' criteria under the Department of Health's [Coronavirus \(COVID-19\) Isolation Guidance](#), you must NOT ATTEND any Hart events, work site, or be involved in any face-to-face meetings.

If you have any symptoms of COVID-19 you must follow [Australian Government Department of Health recommendations](#).