

# Looking after yourself in the workplace throughout the COVID-19 pandemic



Whilst some of your people may be able to work from home, there will be many who are unable to do so because their roles cannot be performed remotely. If you or anyone in your team is unable to work from home, it is natural to feel quite worried about this.

**Below are some tips to staying well:**



**1** Where possible, **try not to use public transport.** Determine whether you are able to drive or have a family member drop you into work, or as close to work as possible to reduce the amount of time spent on transport. If this will have an effect on your start or finishing times, speak to your Leader about whether these are able to be slightly adjusted. If you aren't able to avoid using public transport, be careful to avoid direct contact with other passengers and practice good hand hygiene.

**2** As much as we want to spend time with our colleagues, **avoid touching such as hugs, kisses, hand shaking and anything involving spending time in close proximity to each other.** Spread out over desks and as a rough rule, try to remain 1.5 metres apart from those around you where possible.

**3** Make sure your work environment has **lots of easy access to hand sanitisers, anti-bacterial soaps, and disinfectant sprays and wipes.** Practice good hygiene by sanitising your hands after coming into contact with surfaces touched by others, including obvious things like door handles, switches, and other surfaces. Throughout the day, get into the habit of wiping these surfaces down regularly.

**4** **Clean workstations before and after use** and remind your colleagues throughout the day to use the available sanitisers and disinfectant wipes. Let your manager know if any of these things need re-stocking.

**5** **If you are unwell even with mild cold or flu like symptoms, stay away from the workplace.** Exercise caution more than usual and advise your colleagues to do the same. If you have recently returned from overseas, ensure you remain up to date with current government isolation requirements, and ensure that your colleagues do so as well.

**6** **If you are concerned about your health or wellbeing, contact your doctor.** If you are concerned that you have come into contact with COVID-19 or have symptoms, contact the COVID-19 hotline for advice and information on 1800 020 080

This may be a stressful and worrying time for many people and is disruptive to our everyday lives with uncertain timeframes as to when the situation will ease. It is just as important to look after your mental health as it is to look after your physical health.

*Spend time attending appointments with a support service such as our Employee Assistance Program.*