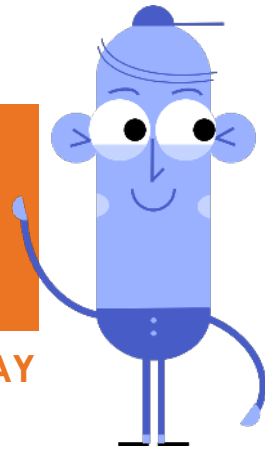


PROTECT YOURSELF & OTHERS

WASH YOUR HANDS

REGULARLY THROUGHOUT THE DAY



1. Wet hands



2. Soap Up (1 pump)



3. Wash hands back & front (at least 20 seconds)



4. Rinse hands



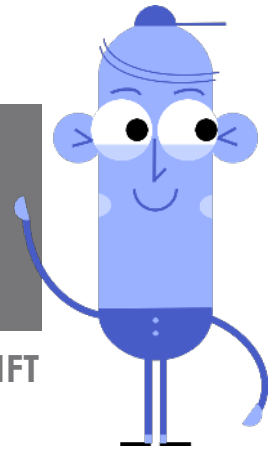
5. Dry hands

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PROTECT YOURSELF & OTHERS

SANITISE YOUR EQUIPMENT

BEFORE YOU START YOUR SHIFT



Have you wiped down your equipment before and after use

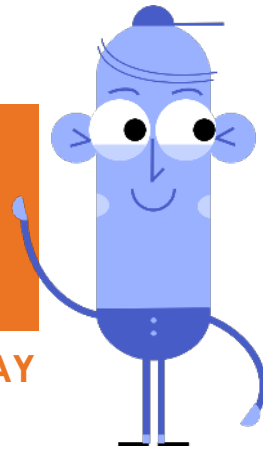


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PROTECT YOURSELF & OTHERS

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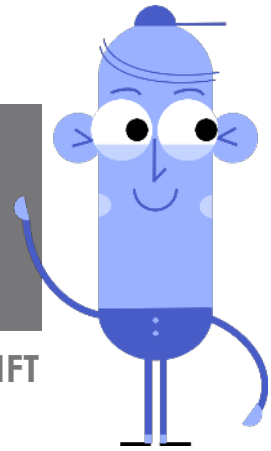


5. Dry hands

PROTECT YOURSELF & OTHERS

SANITISE YOUR EQUIPMENT

BEFORE YOU START YOUR SHIFT



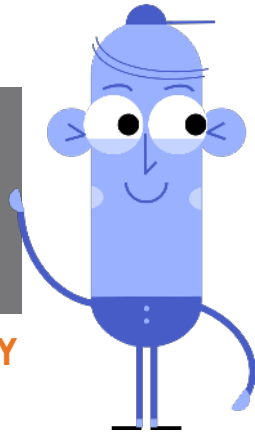
Have you wiped down your equipment before and after use



PROTECT YOURSELF & OTHERS

WASH YOUR HANDS

REGULARLY THROUGHOUT THE DAY



1. Wet hands



2. Soap Up (1 pump)



3. Wash hands
(back & front for at least 20 seconds)



4. Rinse hands

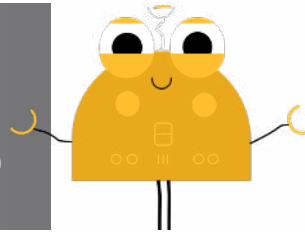


5. Dry hands

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PROTECT YOURSELF & OTHERS

KEEPING THE OFFICE SANITISED



1. Sanitise your hands regularly



2. Wipe down frequently touched equipment (keyboard, mouse, desk, chair) in between use



3. Keep your distance (1.5m) & observe max people numbers in each room



4. Bring your own or use disposable cutlery/crockery

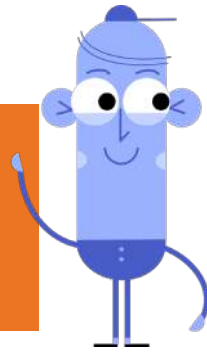


5. Eat your lunch at your desk or outside

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PROTECT YOURSELF & OTHERS

WHEN USING ENTO

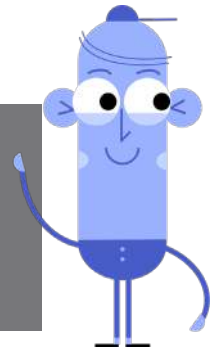


Sanitise your hands
BEFORE & AFTER clocking
in and out on ENTO

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PROTECT YOURSELF & OTHERS

SANITISE YOUR LUNCHROOM



Before you have your lunch
CHECK



Have you sanitised
your hands



Have you wiped down the
table and bench



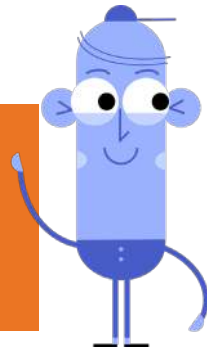
Are you 1.5m from the
next person



Are you using your own or
disposable cutlery/crockery

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PROTECT YOURSELF & OTHERS



SANITISE YOUR EQUIPMENT

Sanitise all shared equipment before & after use



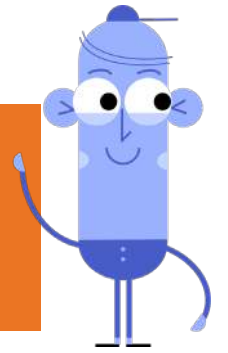
Spray sanitiser onto paper towel or use sanitiser wipes



Wipe all touchpoints before & after use

DO NOT SPRAY ELECTRONIC EQUIPMENT DIRECTLY

PROTECT YOURSELF & OTHERS



SANITISE YOUR EQUIPMENT

Sanitise all shared equipment before & after use



Spray sanitiser onto paper towel or use sanitiser wipes



Wipe all touchpoints before & after use

DO NOT SPRAY ELECTRONIC EQUIPMENT DIRECTLY

COVID 19 – SELF ISOLATION CHECKLIST FOR MILLENNIUM EMPLOYEES

HAVE YOU



TRAVELED

- Returned from any overseas location on/after 16 March and showing **NO FLU LIKE SYMPTOMS**
- Returned from any overseas location on/after 16 March and showing **FLU LIKE SYMPTOMS**

Been in **CLOSE CONTACT**

- Spending more than 15 minutes face-to-face with a person who is a confirmed case in the 24 hours before they showed symptoms or once they showed symptoms
- Sharing a closed space for more than two hours with a person who is a confirmed case in the 24 hours before they showed symptoms or once they showed symptoms

Been in **CASUAL CONTACT**

- Spending less than 15 minutes face-to-face in any setting with a person who is a confirmed case **AND** they had symptoms at the time
- Sharing a closed space for less than two hours with a person who is a confirmed case **AND** they had symptoms at the time

Been in contact with someone who is **SUSPECTED** to have COVID 19 but has **NOT YET BEEN CONFIRMED**

Do you have **FLU LIKE** symptoms?

- Fever above 37.5
- Shortness of breath, cough

→ **YES** →

Contact your Millennium Supervisor & self-isolate for 14 days from arrival in Australia

→ **YES** →

Contact your Millennium Supervisor & **RING** the COVID19 Helpline for your state or your GP or visit your local Emergency Department

→ **YES** →

Contact your Millennium Supervisor & **RING** the COVID19 Helpline for your state or your GP or visit your local Emergency Department

→ **YES** →

Contact your Millennium Supervisor and go about your normal business but monitor yourself for 14 days for the most common symptoms of COVID 19

→ **YES** →

Contact your Millennium Supervisor and go about your normal business but monitor yourself for 14 days for the most common symptoms of COVID 19

→ **YES** →

Contact your Millennium Supervisor & **RING** the COVID19 Helpline for your state or your GP or visit your local Emergency Department



Contact with a **CONFIRMED** case of COVID 19



Contact with an **UNCONFIRMED** case of COVID 19



FEELING ILL

IF YOU ANSWERED 'NO' TO ALL THESE QUESTIONS THERE IS NO NEED TO SELF-ISOLATE. REMEMBER THAT GOOD GENERAL HYGIENE IS THE BEST WAY TO STAY HEALTHY & STOP THE SPREAD OF COVID-19

COVID19 Hotline Numbers

QLD – 13 432 584 | NSW – 1800 022 222 | ACT, SA & WA – 1800 020 080 | VIC – 1800 675 398 | TAS – 1800 671 738 | NZ – 0800 358 5453

COVID 19 – SELF ISOLATION CHECKLIST FOR MILLENNIUM SUPERVISORS

HAS YOUR TEAM MEMBER



TRAVELED

- Returned from any overseas location on/after 16 March and showing NO FLU LIKE SYMPTOMS
- Returned from any overseas location on/after 16 March and showing FLU LIKE SYMPTOMS



Contact with a CONFIRMED case of COVID 19

- Been in **CLOSE CONTACT**
- Spending more than 15 minutes face-to-face with a person who is a confirmed case in the 24 hours before they showed symptoms or once they showed symptoms
 - Sharing a closed space for more than two hours with a person who is a confirmed case in the 24 hours before they showed symptoms or once they showed symptoms
- Been in **CASUAL CONTACT**
- Spending less than 15 minutes face-to-face in any setting with a person who is a confirmed case AND they had symptoms at the time
 - Sharing a closed space for less than two hours with a person who is a confirmed case AND they had symptoms at the time



Contact with an UNCONFIRMED case of COVID 19

- Been in contact with someone who is **SUSPECTED** to have COVID 19 but has **NOT YET BEEN CONFIRMED**



FEELING ILL

- Do you have FLU LIKE symptoms?
- Fever above 37.5
 - Shortness of breath, cough

YES

Contact your Millennium Supervisor & self-isolate for 14 days from arrival in Australia

YES

Contact your Millennium Supervisor & RING the COVID19 Helpline for your state or your GP or visit your local Emergency Department

YES

YES

Contact your Millennium Supervisor and go about your **normal business** but monitor yourself for 14 days for the most common symptoms of COVID 19

YES

Contact your Millennium Supervisor & RING the COVID19 Helpline for your state or your GP or visit your local Emergency Department

YES

SUPERVISOR TASK

Fill out / approve leave (annual or long service) form and send to Payroll. Sick leave not to be used.

YES

If COVID 19 **IS CONFIRMED**, obtain medical certificate (not stat dec.) and fill out / approve sick leave form. Send to Payroll. **Notify Sarah Watt within 24-48 hours.**

NO

If COVID19 **IS NOT CONFIRMED**, fill out / approve leave (annual or long service) form and send to Payroll. Sick leave not to be used.

YES

If COVID 19 **IS CONFIRMED**, obtain medical certificate (not stat dec.) and fill out / approve sick leave form. Send to Payroll. **Notify Sarah Watt within 24-48 hours.**

NO

If COVID19 **IS NOT CONFIRMED** follow any medical advice. Sick leave will only be approved with a medical certificate.

ALL CONFIRMED CASES OF COVID 19 MUST BE REPORTED TO SARAH WATT – sarah.watt@millenniumsg.com

COVID19 Hotline Numbers

QLD – 13 432 584 | NSW 1800 022 222 | ACT, SA & WA – 1800 020 080 | VIC – 1800 675 398
TAS – 1800 671 738 | NZ – 0800 358 5453

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Colour Coded Cleaning System

Toilets Only



Parent's Room
Change Table, Basin, Showers



General Cleaning



Food Courts
Kitchen Areas, Eating Areas



Blood Spills & Bodily Fluids



Colour Coded Cleaning System

Toilets Bowl & Urinal Cleaning



Basin, Bench Tops & Mall Patrol



Office & General Cleaning



Food Courts & Kitchens



Medical Use
White or disposable



Colour Coded Cleaning System – Medical Sites

Toilets Bowl & Urinal Cleaning



Basin, Bench Tops & Mall Patrol



Office & General Cleaning



Food Courts & Kitchens

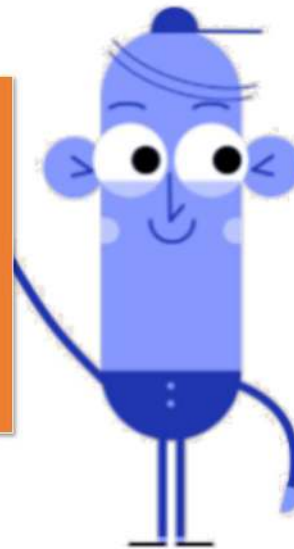


Medical Use



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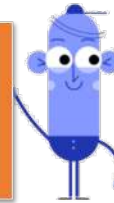
Safety Sam's Tips
**Tip #4 – Good Hygiene
Matters**



Safety First

With Safety Sam

Hi, I'm Safety Sam from Millennium and I'm here to share some of my best tips to keep you safe



TIP #4 Good Hygiene Matters

GOOD HYGIENE PRACTICES HELP REDUCING THE SPREAD OF INFECTION

The recent Novel Coronavirus (2019-nCoV) outbreak is receiving a lot of news coverage and may be of concern to some of our people, particularly when working in public areas.

It is important to highlight the Australian and NZ Governments' current advice is that the Novel Coronavirus (2019-nCoV) outbreak remains a relatively low risk to the Australian and NZ public but good hygiene practices can help with reducing the spread of infections.

WHO IS AT RISK?

- People who are living or travelling in affected areas, such as certain regions in China, may be at risk of catching the disease.
- People that come into close contact with a person with the disease may also be at risk of infection.
- People vulnerable to respiratory disease, suppressed immune systems and the elderly

GOOD HYGIENE PRACTICES

Although the risk in Australia and NZ remains low, it is a reminder that everyone should practice good hygiene measures to protect against infections.

These measures include:

- Washing your hands;
- Covering your mouth with a disposable tissue or clothing while coughing or sneezing; and
- Avoiding contact with wild or farm animals.

When working in public spaces remember to:

- Wear task appropriate gloves;
- Use tools such as an ash pan and broom or tongs to pick up items where possible;
- Wash hands regularly with soap and water or alcohol based hand sanitizer; and
- Avoid touching your face and mouth after touching surfaces.

visit your GP. Call ahead and let coming.

millennium
29 January 2020



