

## Coronavirus (COVID-19)

We hope everyone is safely enjoying the eased restrictions that have been in effect since Friday, 15 May. While it has been refreshing to be able to catch up with family and friends over the weekend, it is important we continue to do our best to keep our loved ones and our community safe by following the social distancing and hygiene rules set out by the Government.

We would like to keep you updated with Mai-Wel's response to COVID-19, so below we have outlined what we have been doing so far and what our plans are for the future to make sure we are following the rules set out by the Government:



### WHAT WE ARE DOING NOW

- there have been changes to office spaces so that there is 4sqm and 1.5m between each person,
- all Mai-Wel sites have hand washing and hand sanitising stations for everyone to use regularly,
- signage is being displayed around all Mai-Wel offices to remind everyone of the rules and restrictions,
- walkways have been blocked off in some offices to reduce the number of people walking through,
- a lot of staff are working from home and only essential people are working in Mai-Wel offices,
- staff and visitors are required to complete a health checklist before entering the building and starting work,
- staff have completed specific hygiene and infection control training, and
- regular updates are being sent out to staff with information on COVID-19.



### WHAT WE ARE GOING TO DO

- further signage will be displayed around offices, which will include information for staff on where they can safely stand, how many people are allowed in rooms, reminders of hygiene practices and more,
- in-depth training videos are being developed for staff on correct hygiene procedures and changes to the office space,
- COVIDsafe business plans are being developed in line with Government requirements. These are guided by our current Pandemic Plan, and
- sign-in wellness check procedures have been expanded to now include temperature checking.

### THINGS TO REMEMBER

It is very important that you practice the following hygiene measures both at home and at work:

- washing your hands regularly,
- avoiding areas with lots of people,
- practice social distancing, and
- only go out for essentials e.g. medical appointments and groceries.

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