



## Shayne Reese Swimming **COVID-19 POLICY**

The intent of this Plan is not to alarm anyone or cause panic. This is a plan in the event of an employee being diagnosed with COVID-19 and following a Plan.

On 11 March WHO declared COVID-19 a pandemic. The WHO used this declaration to call for urgent and aggressive action. WHO stated there is a high risk of the 2019 coronavirus disease (COVID-19) spreading to other countries around the world. The disease has the potential to drive significant business and operational impact on you as employees of Shayne Reese Swimming. It is critical that we have a clear plan and lines of communications with you as our employees, as well as customers and third-party entities.

### **Our guiding principles as we continue to move forward:**

1. Keep Shayne Reese Swimming employees safe
2. Continue to serve our customers with the highest standards
3. Do our part to slow community spread of the virus where there appear to be outbreaks, so that the most vulnerable people are able to get the care they need.

### **How COVID-19 spreads**

Let's start with the World Health Organisation's information about the spread of COVID-19.

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects – such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them.

In other words, COVID-19 spreads in a similar way to flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

**What should I do to minimize the spread of germs including Covid-19 in our working environment?**

- **Wash Your Hands** – Wash your hands with soap and water when they are visibly dirty, after coughing or sneezing, when caring for the sick, before and after eating and after toilet use.
- **Use Hand Sanitiser** – If your hands are not visibly dirty, frequently clean them by using alcohol-based hand rub or soap and water.
- **Cover You Mouth and Nose** – When coughing and sneezing, cover mouth and nose with flexed elbow or tissue. Throw tissue into closed bin immediately after use.
- **Stay Healthy** – Avoid touching your nose, eyes and mouth with unwashed hands.
- **Protect You and Others** – Avoid others who are sick and stay at home if you are sick.
- **Seek Medical Help Early** – If you have fever, cough and difficulty breathing, seek medical care early.

**What is Shayne Reese Swimming doing to minimize the spread of germs including Covid-19 in our working environment?**

- The Shayne Reese Swimming will increase our already vigorous disinfecting and cleaning procedures.
- The Shayne Reese Swimming will make more hand sanitizing products available to our Team and customers.
- Through signage, Shayne Reese Swimming will increase Team awareness of how best to minimize the risk of contracting and/or passing on germs.
- The Shayne Reese Swimming will communicate and work with our Team regarding the management of sick employees.

**The following checklist is our guideline in the case you as an employee suspect you may have COVID-19. Or, that a family member has become infected with COVID-19, a household member or anyone you have been in contact with.**

**What if I suspect I have symptoms of COVID-19?**

- It is important that you stay away from work if you have only mild symptoms or have had to take simple medications (e.g. paracetamol, ibuprofen) which may mask the symptoms
- We need to take every precaution to not spread a possible case of COVID-19
- If you have symptoms and suspect you may have COVID-19 - see your nearest emergency hospital for testing, or call your local GP as many pathologists are now able to test for COVID-19
- Notify Shayne Reese Swimming via phone, text or FB private message

**What if I am diagnosed with COVID-19?**

- Notify Shayne Reese Swimming via phone, text or FB private message
- Follow all medical advice to recover from your infection as soon as possible
- Once cleared from the infection (being given the all-clear from a medical professional) - you are to self-isolate for a period of 14 days

**What if a Family Member or Household Member is diagnosed with COVID-19?**

- Notify Shayne Reese Swimming via phone, text or FB private message
- You are to self-isolate for 14 days
- If you are a carer of an infected family member / dependent, notify Shayne Reese Swimming via phone, text or FB private message
- You should monitor yourself for symptoms for 14 days and take your temperature twice a day
- If you develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more) you should stay at home and self-isolate. You should also telephone your healthcare provider or the local public health department, giving them details of your symptoms. You may be asked to go to your nearest hospital to be tested

**What if I have recently travelled to an area with known cases of COVID-19?**

- You must self-isolate for 14 days or longer as prescribed
- Notify Shayne Reese Swimming via phone, text or FB private message
- If you have returned from an area where COVID-19 is spreading you should monitor yourself for symptoms for 14 days and take your temperature twice a day
- If you develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more) you should stay at home and self-isolate. This means avoiding close contact (one meter or nearer) with other people, including family members. You should also telephone your healthcare provider or the local public health department, giving them details of their recent travel and symptoms

**If I have been diagnosed with Covid-19, can I come to Shayne Reese Swimming to collect my things?**

- **No, you cannot.** Contact Shayne Reese Swimming and arrangements will be made to secure your items and get them to you.
- We will keep in contact with you and during your self-isolation stage and together we will work out when it is possible to return to work.



Shayne Reese Swimming  
**COVID-19 POLICY**

**What if an employee is diagnosed with COVID-19?**

- You and the entire company will be notified immediately by a Director
- **Shayne Reese Swimming will potentially be closed for a minimum of 14 days or as prescribed**
- Shayne Reese Swimming will undergo a comprehensive health certified cleaning of the entire premises
- You should monitor yourself for symptoms for 14 days and take your temperature twice a day
- We will ask you to submit a list of anyone you have had contact with in the past 14 days at Shayne Reese Swimming (clients, candidates, friends)
- Please notify anyone in your personal life that your work has had a case of COVID-19 - anyone you have had contact with should also self-isolate themselves and monitor themselves for symptoms
- If you have symptoms follow the above advice on calling your closest healthcare professionals who will advise you on next steps
- If you are diagnosed with COVID-19 yourself, notify Shayne Reese Swimming via phone, text or FB private message and follow all medical advice to recover as soon as possible

**Conclusion:**

A high level of readiness, each individual Team Member taking action to minimise exposure and/or transmission risk and good communication will help us navigate through this situation as a strong Team.

I call upon each and every Team member to do their best and uphold a high degree of professionalism and common sense. If we can achieve this, in a short time, I am sure this will all be behind us. Take care and stay healthy.

Shayne Reese and Luke Harper  
Directors  
Shayne Reese Swimming



Shayne Reese Swimming  
**COVID-19 POLICY**

***Print and sign a copy to be returned to the Shayne Reese Swimming and keep a copy for your own records***

Acknowledged and signed by:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signed

\_\_\_/\_\_\_/2020  
Dated