

The Menzies COVID-19 Safety Plan sets out the actions we are taking in our workplaces to protect staff, students, participants and our broader community against COVID-19.

Protecting the community

- ✓ All staff and students are fully COVID-19 vaccinated before travelling to any remote community
- ✓ All staff and students will return a negative COVID-19 test within 72hrs of travelling to any remote community
- ✓ All staff and students who enter a low-vaccination-rate remote community will wear a facemask in public (for a minimum of 7 days) while in the community
- ✓ A working group (including expert clinicians) is in place to guide and monitor a safe approach to undertaking activities in and with members of the community, including research participants
- ✓ Processes are in place to ensure ongoing monitoring and rapid response to evolving state and territory guidance and direction
- ✓ Symptom checks for staff, participants and others will be conducted by staff and students prior to meeting with vulnerable people

Hygiene

- ✓ Regular cleaning schedules are in place in Menzies buildings
- ✓ Handwashing and hand sanitising facilities are readily available at Menzies workplaces
- ✓ Stringent hand and respiratory hygiene practices and cleaning protocols are implemented by staff, students and volunteers during contact with research participants
- ✓ Physical contact, such as hand-shaking, is to be avoided in Menzies workplaces, where possible
- ✓ Staff, students and visitors will wear facemasks as required

Entry to the workplace

- ✓ Staff and students are instructed not to attend the workplace if feeling unwell
- ✓ Visitors are advised not to attend a Menzies workplace or activity if unwell
- ✓ Check-in and tracking capabilities in place
- ✓ Menzies Darwin-based buildings are certified as compliant with the NT Government requirement to adhere to health and hygiene principles and physical distancing measures

Physical distancing

- ✓ Physical distancing is observed wherever possible. Where not possible, measures are implemented to reduce risk, such as wearing facemasks and limiting time spent in close proximity to others
- ✓ Staff and students are enabled to work from home when required
- ✓ Meeting methods such as Zoom and teleconference are enabled and encouraged
- ✓ Workstations allow a minimum of 1.5mt between people while working
- ✓ Meeting room and elevator capacities have been restricted to ensure physical distancing can be observed
- ✓ Contactless receipt of deliveries has been enabled

Providing instruction, training, supplies and equipment

- ✓ COVID-19 Safety Supervisors in place
- ✓ Information and instruction displayed throughout Menzies buildings regarding COVID-19 transmission, symptoms and control measures
- ✓ Ongoing communication to staff and students about controlling the spread of COVID-19
- ✓ Menzies ensures, to the best of its ability, the provision of all necessary supplies and equipment required to implement hygiene and cleaning requirements

Travel

- ✓ International work-related travel suspended
- ✓ Travel bans are implemented in-line with government directives

Response and preparedness

- ✓ An Infectious Disease and Pandemic Plan is in place to guide Menzies' ongoing response to COVID-19
- ✓ Process in place for the confidential management of a suspected or confirmed case of COVID-19, including provision for building closure, appropriate cleaning and reopening of any affected areas.