

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. Our actions are informed by expert medical advice and are regularly reviewed to ensure that they are appropriate as the COVID-19 pandemic evolves.

## Protecting the community

- ✓ All staff and students are strongly encouraged to receive COVID-19 vaccination
- ✓ All staff, students and study participants are strongly encouraged to wear a facemask when in contact with others for Menzies purposes
- ✓ 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 prior to meeting with vulnerable people

## Hygiene

- ✓ Regular cleaning schedules are in place in Menzies buildings
- ✓ Facemasks, 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 handshaking, is to be avoided in Menzies workplaces, where possible

## 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 or are a close contact
- ✓ 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, and time spent in close proximity to others is limited wherever possible
- ✓ Staff and students are enabled and encouraged to work from home
- ✓ 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

## Response and preparedness

- ✓ Process in place for the confidential management of a confirmed case of COVID-19, including provision for appropriate cleaning of any affected areas.