

## **BALLARAT REGIONAL INDUSTRIES Inc.**

### **Management Plan relating to the possible spread of Coronavirus ( COVID – 19 )**

The Board and Management at BRI wish to advise that they view very seriously the possible outbreak of this virus and have enacted the following precautionary measures to ensure the absolute safety and protection for our participants and staff.

- An Open letter has been forwarded to all Parents, Carers, Participants and staff which incorporates our policy and procedures relating to Infection Control, what obligations people have if they contract or are exposed to coronavirus and Business continuity measures that are, or may be, necessary going forward.
- Enacted where possible social distancing.
- Conducting daily temperature checks for all participants and staff.
- Running ongoing education sessions on the importance of good hygiene and regular hand washing practices. This includes covering nose and mouth when coughing or sneezing and trying not to touch eyes nose or mouth.
- Increased the frequency of environmental cleaning.
- Ensured that there is no movement of staff or participants between the two sites.
- Staff will not attend non-essential meetings or training at external sites.
- Adopted a daily checklist for managing coronavirus in the workplace.
- Mounted Easy Read posters on good hygiene around all work sites.
- Video/teleconferencing is being used to avoid large meetings in the one room.
- Advised all staff and participants of the need to self-quarantine if there is any evidence that suggests that they might be infected, and to obtain a medical clearance before returning to work.
- Brought forward the flu shot immunisation sessions for staff and participants to mid-April.
- Trying not to shake hands, touch or kiss others.
- Reducing visitors to our sites and attendance to public events.

As time goes on, BRI will enact whatever other additional Government or Department of Health requirements that might arise.

Should anyone have any questions please contact me.

A handwritten signature in black ink that reads 'Geoff Russell'.

Geoff Russell  
Chief Executive Officer.

#### **Wendouree**

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