



Effective: 10/03/2020

MTAW COVID - 19 RISK ASSESMENT AND MANAGEMENT PLAN

MTAW have identified the importance of having an action and preventative plan in place in case of the COVID-19 having impact on our business as well as others.

COVID-19 spreads from person to person in a similar way to the flu:

- from close contact with an infected person
- from touching objects or surfaces contaminated by the sneeze or cough of an infected person and then touching your eyes, nose or mouth.

COVID-19 can cause symptoms similar to the flu, including fever, cough, sore throat, tiredness or shortness of breath.

Most people who are infected experience mild to moderate symptoms from which they fully recover. However, some people develop more serious illness with pneumonia and other complications. People at increased risk of serious illness include the elderly and those with chronic medical conditions (e.g. diabetes, heart and lung disease) or a weakened immune system.

It is important to remember that most people who become ill with respiratory symptoms at work are likely suffering from a cold, the flu or other respiratory illness – not COVID-19.

Self-quarantine

MTAW staff and workers cannot go to work and must self-quarantine for 14 days if they have:

- recently travelled to an overseas destination considered high risk.
- been in close contact with a confirmed case of COVID-19.

MTAW staff and workers who need to self-quarantine are to notify their Line Manager and stay away from work. They should seek immediate medical attention if they become ill during the quarantine period and call ahead of arriving and mention their travel or contact history.

In this event MTAW will make appropriate arrangements so that workers who need to self-quarantine stay away from work. Where possible, the staff worker should be provided with flexible work arrangements such as working from home.

Preventing the spread of infection at work

MTAW have identified as with businesses, the health risk is low. Simple hygiene practices, similar to those used to protect against the flu, can help prevent the spread of COVID-19 and other respiratory infections.

For staff and workers:

- Wash your hands frequently with soap and water or use an alcohol-based hand sanitiser.

- Cover your nose and mouth with a tissue or flexed elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands or apply hand sanitiser.
- Avoid close contact with anyone who has cold or flu-like symptoms.
- Stay home if you are unwell.

MTAW are and will continue to supply the following:

- Provide hand washing facilities and make sure these are kept clean, properly stocked and in good working order.
- Provide alcohol-based hand sanitiser, tissues and cleaning supplies.
- Promote good hygiene practices, e.g. display posters on [handwashing](#) and [respiratory hygiene](#).
- Keep the workplace clean and hygienic. Regularly cleaning high-touch surfaces such as door handles and workstations helps prevent contamination.
- Visit the [Smartraveller](#) website before arranging business travel to destinations with cases of COVID-19. Staff and Workers who become sick while travelling or after returning from affected areas should seek immediate medical advice and notify their line Manager.
- Encourage staff and workers who are sick with respiratory illness to stay home until they are recovered.
- If someone becomes ill with respiratory symptoms at work, isolate them by placing them in a room or an area away from others.
- Arrange for the person to be sent home and advise them to seek medical advice. If they are very unwell, call an ambulance.
- If a worker is confirmed to have COVID-19, call 13HEALTH (13 43 25 84) for advice. Inform co-workers about possible exposure to COVID-19 but maintain confidentiality. Advise workers to seek immediate medical advice if they develop symptoms or are concerned about their health.

Management Plan

All Management currently have the necessary information and infrastructure currently at hand to work remotely and isolated from MTAW sites.

All operational staff have individually offices (Or necessary segregation) and equipment to be able to work onsite.

MTAW will deploy appropriate and necessary trained workers to fulfill positions required.

In conclusion MTAW are providing all information currently available to make sure our daily operations are currently at low risk of being impacted by COVID-19

Kind Regards,



Shane Barry
Managing Director