

18 August 2021

COVID-19 Elite Staffing Solutions Company Position

Restrictions have increased.

To all Elite Staffing Solution Employees,

From 11:59pm Monday 16 August 2021, restrictions across Metropolitan Melbourne changed

Revised restrictions Summary

Changes have been introduced to slow the spread of COVID-19 by reducing the number of people leaving their homes and moving around Victoria.

A stay-at-home curfew has been put in place until 11:50pm on Thursday, 2 September. Between 9:00pm and 5:00am, you cannot leave your home (or the home of your intimate partner or bubble buddy) other than for limited reasons, including:

- authorised work
- health and medical purposes
- care and support of a child or someone with special needs
- in an emergency or to escape harm

Outside of curfew hours, you cannot leave your home other than for one of the five following reasons:

- shopping for necessary goods and services
- caregiving or compassionate reasons, including medical care or [to get a COVID-19 test](#)
- [authorised work](#) (with a [permit](#)) or permitted education
- exercise (once a day for 2 hours)
- to [get a COVID-19 vaccination](#)

For up-to-date information on the new COVIDSafe Settings visit <https://www.coronavirus.vic.gov.au/how-we-live>

Current Exposure sites

Tier 1 exposure sites Anyone who has visited a Tier 1 exposure site during the times listed must immediately isolate, get a coronavirus (COVID-19) test, and quarantine for 14 days from the date of exposure.

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Tier 2 exposure sites Anyone who has visited a Tier 2 exposure site during times listed should urgently get a test and isolate until they receive a negative result.

Tier 3 exposure sites Anyone who has visited a Tier 3 exposure site during times listed should monitor for symptoms - If symptoms develop, immediately get tested and isolate until you receive a negative result.

Current locations can be found at: <https://www.coronavirus.vic.gov.au/exposure-sites>

Face Mask Update:

From 11:59pm Monday 16 August 2021, if you live in Melbourne:

Anyone 12 years and over must wear a fitted face mask whenever they leave their home, indoors or outdoors, unless lawful exception applies. This includes:

- one of the five permitted reasons to leave home (shopping for necessary goods and services, care and caregiving, exercise, authorised work or permitted study, or to get vaccinated for COVID-19)
- riding public transport or taking a taxi or rideshare service for one of the permitted reasons.

Further information can be found at <https://www.coronavirus.vic.gov.au/face-masks>

Covid-19 Checklist:

All staff are required to complete the Elite Staffing Covid-19 Checklist the **Sunday before** commencing work each week.

Staff who do not complete the Covid-19 checklist will not be rostered for work until the checklist is completed.

The Covid-19 checklist can be accessed at: <https://form.jotform.com/200827559221050>

Social distancing reminder:

- Staff are expected to maintain a 1.5m distance where possible.

Maintaining Personal Hygiene

Maintaining personal hygiene is imperative for the prevention of COVID-19. Good hygienic practices include:

- Regularly washing hands with lukewarm water and soap for a minimum of 20 seconds. Wash hands after going to the bathroom, before eating, before going into any production room.
- Covering your mouth and/or nose if you are coughing/sneezing.
- Ensuring that you shower regularly.
- Wiping down hard surfaces regularly.
- Avoid close contact with anyone who has flu-like symptoms.

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Staff are not to come to work under the following circumstances:

- If a staff member, a family member/household member have been infected with the COVID19 you must immediately self-isolate for the recommended quarantine period (which is currently 14 days).
- If staff or anyone in their household have been asked to isolate.
- If staff develops any of the identified symptoms you are to seek immediate medical attention. Staff are only allowed to return to work with a medical clearance and have completely recovered from the symptoms.
- If staff call in sick to a shift, no matter the condition, you are to seek a in person medical clearance before returning to work.
Symptoms may include. deficient
 - Runny Nose, Sore Throat, Cough, Fever, Chills or sweats, Difficulty breathing (severe cases), Loss of sense of smell or taste
- If any staff have had close contact with a suspected COVID-19 sufferer, they must immediately self-isolate. Staff may return to work if the suspected COVID-19 sufferer has tested negative. If the suspected COVID-19 sufferer has a positive result, staff must continue to self-isolate and be tested themselves. Staff may only come back to work if they test negative to COVID-19 and have a full medical clearance.
- If a staff member has recently been in contact with individuals who have arrived from overseas or Australian RED ZONES within the past 14 days. If the returning traveller has tested negative for COVID-19, staff are still required to obtain a medical clearance before returning to work.

If any of these points apply to you, please let your Account Managers know immediately.

Failure to comply with the above, may impact staff's employment and result in termination.

Office visits

Our offices are closed.

Supply of Masks:

Candidates must supply all masks

iPad and Finger Scanning sign-in Sanitation:

Where candidates sign-in using an iPad or finger scanning machine, there is a requirement for the candidates to immediately sanitise their hands after use.

We will continue to update our procedures and provide updates where appropriate. Please let us know if you have any concerns, we can be contacted on 1300 808 008. We want to manage this pandemic calmly and efficiently. We trust that you will abide by the above and we thank you in advance for your co-operation.