



**Shire of Coolgardie**

# **STAFF PROTOCOL**

## **PANDEMIC RESPONSE**

## Overview

The Shire of Coolgardie is monitoring the ever-changing regulations and best practice examples by all levels of government for the COVID-19 as it relates to its staff.

In an endeavour to maintain business continuity to our community, Shire staff will undertake practices that support the State Government's social distancing objectives, community health, health and wellbeing of all Shire staff and Councillors and facilitation of services and community activity.

As a result, the following actions will be practiced by all staff. These will be kept under constant review and the Shire will continue to follow advice as received from the WA Health Department.

1. Meeting rooms and lunch areas will be sanitised and cleaned more regularly.
2. Shaking hands will be discontinued and staff should attempt to keep a distance of 1.5 metres between themselves and other people where possible.
3. It is recommended that staff limit their time spent at gatherings in enclosed spaces of 100 people and gatherings outdoors of 500 people.
4. Staff should avoid visiting vulnerable people, such as those in aged care facilities or hospitals, infants, or people with compromised immune systems due to illness or medical treatment.
5. The Shire leadership team of the CEO and Executive will avoid attending the same activities where possible.
6. The Shire will make provision for staff to attend meetings by either video conference or telephone, and the Shire's IT services will be upgraded to accommodate this.
7. Guidelines and travel restrictions should be adhered to in accordance with the CEO's memo to all staff issued 17 March 2020.



**Shire of Coolgardie**

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