

SOLOTEL

WORKPLACE HYGIENE STANDARDS – SOLOTEL HEAD OFFICE STAFF

All workers have a duty to take reasonable care for their own and others' health and safety. This is inclusive of contract workers (i.e. security, cleaners etc). The following procedures have been outlined to ensure there is clarity on the level of responsibility for each worker.

Please read the below and tick to indicate you understand each standard, before signing.

TOP 3 WAYS TO STAY SAFE

- o Hands are to be thoroughly washed and sanitised at regular intervals and immediately after using the bathroom, handling food, disposing of waste, touching money, touching face or coughing/sneezing.
- o Frequently clean all regularly touched surfaces in the workplace. (e.g. desks, keyboard, mouse, doorknobs with provided sanitizer spray)
- o Avoid unnecessary contact with peers. (e.g. handshakes, high fives) and ensure all parties wash and sanitise hands after each interaction if contact is necessary.

PERSONAL HYGIENE

- I understand the correct way to wash your hands. Using warm water and soap, rub your hands together, covering all surfaces including back of your hands and between your fingers. Rub together for 20 seconds, then rinse your hands ensuring you remove all soap.
- Anything brought to the office– personal items, clothing etc must be sanitary (laundered, clean);
- Avoid touching your face (eyes, nose, mouth) as much as possible;
- Always cover your nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available);
- Food should never be consumed over surfaces – e.g. bar, kitchen benches and pass;

SOLOTEL

- Gloves should always be removed, discarded and replaced after handling food, disposing of waste, touching money, touching face/coughing/sneezing;
- Always cover cuts or abrasions with authorised food-safe dressings available in venue;

WORKPLACE HYGIENE

- Always clean and sanitised each table, setting & chairs between each sitting;
- Using sanitised wipes provided or sanitiser spray and paper towel, sanitise Time Target Portal before and after clocking on;
- Ensure items like soap, hand sanitiser, hand towels and spray sanitiser is always stocked;
- Ensure all relevant Hygiene Checklists are completed within the area you are working within;
- All checklists are to be signed off by the Manager on duty in real time – for example: an opening checklist to be checked prior to opening, entertainment checklist to be signed off prior to entertainment setting up;
- **IMPORTANT TO NOTE:** These checklists are legally binding documents, so signing your name against a task as completed, when not completed is not only a hygiene risk but also a breach of policy and your obligations under the WHS Act 2011.