

AMICUS



To keep your business on track, why not give our COVID-19 Response Table a go!

Download now!

COVID-19 Response Table

Active

Pending

Office

Hand sanitisers at entrance

Twice daily wipe down

No external visitors

Essential attendance only

Maximum 3 ppl in small rooms

Staff reduce attendance in office (ABW)

Shutdown

Site

Deploy hygiene kits

Mandatory site diary reporting

Send standard email to all active clients

Shutdown

COVID-19 signage at entrance

Send Standard email to suppliers

Hand sanitisers at entrance

Personal

Symptoms? Self-isolate immediately

Wash hands frequently

Take laptop home each night

Minimise physical contact

External Meetings

Do not hold at office

Minimise F2F. Use VC/phone if possible

Essential? Ok, keep distance, use ext locale

Ban on all F2F meetings

Air Travel

Inter-state: minimise - essential only

International: cease immediately

Personal international: advise HR

Full travel freeze

Resources

[World Health Organisation](#)

[Australian Government](#)

[Fact Sheet](#)

[COVID-19 Podcast](#)