



## JB Market Research Services COVID-Safe Plan (South Melbourne)

This document seeks to outline the precautions we are taking to minimise the risk of an outbreak at our facility. We will be constantly reviewing and updating our practices to ensure a safe environment for all. We will be adapting to meet any changes required by the Health Department and our government

### WHAT JBMRS ARE INTRODUCING TO OUR FACILITIES TO PREVENT THE SPREAD OF COVID-19

1. Requesting and monitoring self-exclusion of our facility's users who are unwell, have travelled internationally or have been in contact with someone suspected to have had COVID-19
  - a. Utilisation of IR thermometers on all users of our facilities to monitor symptoms of high temperature
2. Increased signage about:
  - a. requesting self-exclusion of those who are unwell before entering the building.
  - b. Coughing/sneezing etiquette
  - c. Health warning, the signs of COVID-19
3. Compulsory use of hand sanitiser or hand washing prior to respondents signing in.
4. Thorough surface sanitisation in group rooms, bathrooms and on high-contact areas (including door handles and stair rails) between groups.
5. Introduction of soap dispensers and paper towels in our bathrooms to minimise contact.
6. Catering changed to single serve pre-packaged snacks and water bottles. Rooms will include lidded bins and tissues.

### UPDATED REQUIREMENTS ON OUR STAFF

- Frequent hand washing with soap
- Staff are requested not to work if they are displaying any flu like symptoms, including sore throat, sneezing, or coughing.
- If staff start to demonstrate flu like symptoms at work, they will be treated with our below mentioned COVID-Safe plan

### RECRUITMENT OBLIGATIONS

- In screening, do not accept people who have:
  - Displayed flu like symptoms within the last 14 days (and they should notify the recruiter if they develop flu like symptoms before their focus group
  - Been in contact with anyone who has COVID-19 within 7 days prior of focus group

### OBLIGATIONS ON MODERATORS

- Must notify senior staff of any respondents who display flu-like symptoms (coughing or sneezing) within the focus group.

### OUR PLAN IF SOMEONE DISPLAYS COVID-19 SYMPTOMS AFTER ENTERING OUR FACILITY

1. Direct the person to our isolated courtyard. This ensures they exit through a rear exit without contaminating our entranceway.
  - a. Only staff can access this courtyard.
2. Staff dealing with them will wear safety equipment (face mask, protective eyewear and gloves)



3. They will then be asked to vacate the property.
4. All areas they have been in contact will be thoroughly sanitised.
5. Weather permitting, open outside doors and windows to increase air circulation during cleaning.

#### **ACKNOWLEDGEMENT OF RESPONSIBILITY AND OBLIGATIONS**

- At JB MRS, we put the safety and wellbeing of all of our users first and foremost. Consequently, we understand our responsibilities and obligations to look after all of our facility users by ensuring our facilities are the safest that can be.
- We commit ourselves to carrying out our COVID-Safe responsibilities, to ensure our obligation to promote our facility users' safety is met.
- We acknowledge that we must also meet our obligations under the Occupational Health and Safety Act 2004.