Toolbox Meeting record: COVID-19 (VIC)

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| **Meeting Location** |  | | | | | | | | | |
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| **Presented by:** |  | | | | | | | | | |
| **Date:** |  | | **Time Commenced:** | |  | | **Time Finished:** | |  | |
| **Record of attendance at meeting** | | | | | | | | | | |
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| **Points Raised / Comments:** | | | | | | | | | | |
| **Update to restrictions – Stage 4 & Stage 3 in various areas. Staff are not to breach these restrictions.**  Under the Stage 4 restrictions, workers must:   * Know our COVID Safe Plan and understand what’s required * If you can work from home, you must work from home * If you need to travel to work, you must have a permit * Check that you are feeling well before starting your shift – you cannot work if you have symptoms of coronavirus (COVID-19). You are not allowed to work if you have symptoms. * Provide your details to us when you start your shift, for record keeping purposes * Unless an exemption applies, only work at one location – you cannot generally work across multiple worksites or for multiple employers * If you have symptoms of coronavirus, get tested and then stay home. You must stay home until you have your result * Tell us if you test positive to coronavirus (COVID-19) * Keep your workplace safe, by reguarly cleaning equipment and shared spaces   **Discuss and issue Worker Permits**  **Reminder of the Symptoms of COVID-19**   * fever * a cough * sore throat * fatigue * shortness of breath.   **Hygiene & Infection Control Refresher**  Wash your hands properly and often, especially when you have been out in public, and always before eating of touching your face.  Take note of the 6 steps to washing your hands properly on the picture below and do your best to follow the steps each time you wash your hands.  If you don't have the facilities to wash your hands, use a hand disinfectant, this is not as effective as washing your hands, but is better than doing nothing.  Also, stay at least 1.5 metres away from people.  Stay fit and healthy, try not to get rundown.  **PPE** Correct use of face coverings or masks Face coverings and masks are only effective when they are worn and maintained correctly. For example, it is very easy for a face covering to lose its effectiveness if it does not fit, if the front is touched whilst wearing it, or if it is not washed or disposed of appropriately.  Discussion and training on the following:   * when face masks and/or face coverings are to be worn * how to put on and wear face masks and/or face coverings correctly to ensure they are effective * how long face masks and/or face coverings can be worn * how to remove face masks and/or face coverings safely, including changing masks during shifts * how to safely store and wash reusable face masks and/or face coverings or dispose of single use masks   It is particularly important to provide training for reusable face coverings (such as cloth masks), including for cleaning and storage. Detailed information about the correct use of face coverings is available on the [DHHS website](https://www.dhhs.vic.gov.au/face-masks-and-coverings-covid-19).  **Wearing a face covering – Training & Information**  ***What are the different types of face coverings and which one should I use?***  The most common types of face coverings are face masks and face shields.  The term ‘face mask’ includes cloth masks, and single-use face masks (commonly called surgical masks) Face masks that have unfiltered one-way valves should not be used.  Cloth masks are any nose and mouth covering made of washable fabric. We recommend a [cloth mask made of three layers of a mix of breathable fabrics to ensure adequate protection](https://www.dhhs.vic.gov.au/design-and-preparation-cloth-masks-covid-19-doc). It does not need to be surgical quality to be effective.  Surgical masks are made with a non-woven meltblown polypropylene layer and available in various levels of protection. These are single use masks only so can’t be washed and used again.  The term ‘face shields’ refer to coverings that are made from plastic or other transparent material designed or made to be worn like a visor, covering from the forehead to below the chin area and wrapping around the sides of the face.  A scarf or bandana can be used as a face covering if you do not have access to a mask.  **There are other types of face coverings and respirators (such as P2 or N95). These are not recommended for use in the community and not advised to be used outside of healthcare or specific industries under health advice.**  ***Are face coverings effective for protecting against coronavirus (COVID-19) transmission?***  Face coverings have been recommended around the world for use by the community to reduce transmission of coronavirus (COVID-19).  Your best protection is still to keep 1.5 metres apart from other people, to wash your hands thoroughly and regularly, and cough and sneeze into a tissue or your elbow.  Face coverings are helpful in containing droplets when people cough, reducing the likelihood of spreading the virus. For the community, both cloth masks and surgical masks are effective in reducing the transmission of coronavirus (COVID-19).  ***Where can I get a face covering?***  You can purchase cloth masks or surgical masks from retail outlets including chemists, hardware stores and other shops or you can follow our directions to [make your own cloth mask](https://www.dhhs.vic.gov.au/design-and-preparation-cloth-masks-covid-19-doc).  ***Can I remove my face covering to smoke or use an e-cigarette?***  Yes, subject to existing restrictions on smoking in public places in Victoria. A person may remove their face covering to smoke or use an e-cigarette but must put a face covering back on as soon as they finish.  The hand-to-mouth action of smoking and e-cigarette use means that people who smoke may be more vulnerable to coronavirus (COVID-19), as they are touching their face and mouth more often. You should wash your hands as soon as you finish and not share an individual cigarette or vaping device.  ***Can I take my face covering off when eating or drinking?***  Yes. You can take your face covering off when eating or drinking. You should maintain physical distancing of 1.5 metres and practise good hygiene.  Eating and drinking should not be used as an excuse not to wear a face covering. You must use common sense and wear a face covering at all times where possible.  ***Do I need to put on a new face covering if I take it off to eat or drink?***  If you are using a mask, it is best if you put on a new face covering to avoid the risk of contamination from touching the front of the face covering. If it is not possible, make sure to wash your hands with soap and water before you put on your face covering.  If you are using a reusable mask you should carry a paper bag or zip lock bag with you to carry clean masks and keep them clean. If it is not possible, make sure to wash your hands with soap and water or alcohol-based hand gel before you put on your face covering.  You should always wash your hands before and after changing your face covering.  ***Do I need to wear a face covering when I am driving?***  If you are driving alone or only travelling with people from your household, you do not need to wear a face covering.  You should put your face covering on before you leave your vehicle or if you wind down the window to talk to someone.  If you are driving with people for work or people you don’t live with then you must wear a face covering unless you have a lawful excuse.  You must wear a face covering if you are a passenger or driver in a commercial vehicle such as a taxi or Uber, unless you have a lawful excuse.  Do I need to wear a face covering when I visit my partner?  Partners living separately can visit each other at home. You do not need to wear a face covering while at home together.  ***How do I stop face covering fogging up my glasses?***  Make sure the face covering is fitted and pinched on your nose if possible.  Put your glasses on after the mask. Wash your glasses with detergent and water to create a film to prevent fogging. You can also use micropore tape (available at all pharmacies) to tape the mask along the bridge of your nose and cheeks, then put your glasses on top. Or put a folded tissue across the bridge of your nose, then put your mask on and your glasses on top.  ***I wear a hearing aid, what tips do you have for me about wearing a face covering?***  If you wear a hearing aid you need to be careful when putting on or taking off your face covering to ensure you don’t lose your hearing aid or get your face covering tangled in it. Consider using a face covering that ties around the head, rather than over the ears as this will keep the ties free from your hearing aid.  If you are having trouble communicating with someone who is wearing a face covering, you can ask them to speak louder or to remove their covering during your conversation. You should maintain physical distancing of at least 1.5 metres from others.  ***What’s the best way to take off a face covering?***  Wash your hands for at least 20 seconds with soap and water or use alcohol-based hand sanitiser containing at least 60% alcohol.  Don’t touch the front of the face covering or your face.  Carefully remove your face covering by grasping the ear loops or untying the ties. For face coverings with a pair of ties, unfasten the bottom one first, then the top one.  Fold the covering and put it directly into the laundry or into a disposable or washable bag for laundering. Single use surgical masks should be disposed of responsibly in the rubbish bin.  Clean your hands again by washing them or using alcohol-based hand sanitiser.  ***I’m using a reusable cloth mask; how often do I have to wash it?***  A cloth mask can be washed and re-used. It should be washed after each time you use it and before you put it back on. It is a good idea to have at least two, so you always have a clean one available.  Carry a paper bag or zip lock bag with you to carry clean masks and keep them clean.  Single use masks are for single-use only and should be disposed of responsibly in the rubbish bin.  ***Can I remove my face covering to talk with other people?***  You should keep your face covering on while speaking with other people and maintain a physical distance of 1.5 metres.  You can remove your face covering if you are communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication.  **How do I wear a face covering correctly?**  **Cloth mask**  A cloth mask should fit securely around the face, specifically covering the nose and the mouth areas. The mask should fit snugly on your face and be secured by ties at the back of your head or ear loops. If you are using a mask with ear loops, you can use a plastic clip or tie to join the ends together at the back of your head to make sure it fits snugly on your face.  Make sure that your mask does not have holes or any unfiltered one-way valves. This can result in breathing out the virus if you have coronavirus (COVID-19).  Wash your hands for at least 20 seconds with soap and water or use hand sanitiser that is made up of over 60% alcohol, before putting on your mask and after taking it off. Avoid touching your eyes, nose, or mouth at all times and store used cloth face masks in a plastic bag until you have an opportunity to wash them.  **Surgical mask (single use)**  Before putting on the mask, wash your hands for at least 20 seconds with soap and water, or use a hand sanitiser that is made up of over 60% alcohol.  Check for defects in the mask, such as tears or broken loops.  Position the outer side of the mask outward according to the instructions of the manufacturer.  If present, make sure the metallic strip is at the top of the mask and positioned against the bridge of your nose.  If the mask has:   * ear loops: hold the mask by both ear loops and place one loop over each ear * ties: hold the mask by the upper strings. Tie the upper strings in a secure bow near the crown of your head. Tie the bottom strings securely in a bow near the nape of your neck * dual elastic bands: pull the bottom band over your head and position it against the nape of your neck. Pull the top band over your head and position it against the crown of your head.   Mould the bendable metallic upper strip to the shape of your nose by pinching and pressing down on it with your fingers.  Pull the bottom of the mask over your mouth and chin.  Be sure the mask fits snugly.  Don’t touch the mask once in position.  If the mask gets soiled or damp, replace it with a new one.  **Face shields**  Ensure they are properly designed to cover the sides of the face and below the chin. Reusable face shields should be cleaned and disinfected after each use. Disposable face shields should only be worn for single use. Ensure you follow the instructions as per manufacturers guidelines.  **Cloth Masks - FAQs**  ***How do I know my cloth face mask is working?***  You know your mask is working to protect you if it is well fitted. If the ties are loose, tighten them to ensure a snug fit. The mask should fit snugly and cover your nose and mouth. Keep an eye on the integrity of the fabric as it may thin over time with repeated washing. If this happens, replace the mask.  ***When should I wash my cloth mask?***  A cloth mask should be washed each day after use. However, if during the day your mask is visibly dirty or wet, do not continue wearing your mask; the mask needs to be washed.  Re-using a cloth mask without washing is risky because it can become contaminated or may not be as effective in protecting you.  ***How do I wash my cloth mask?***  Cloth masks can be washed in the washing machine with other clothes, or hand-washed using soap and the warmest appropriate water setting for the cloth.  Your cloth mask should be dry before re-using it. You can use the heat setting on your dryer or lay out flat to air dry. If possible, place the cloth mask in direct sunlight. Wash your hands after handling used face masks.  ***How do I know when it is time to get a new cloth mask?***  Each cloth mask will be constructed differently, therefore there is no specific ‘shelf life’ of a cloth mask. However, the following are signs that your cloth mask may no longer be offering you the same level of protection it once was:   * your cloth mask does not fit snugly on your face (e.g. you can feel your breath coming out of the sides of the mask) * your cloth mask keeps falling off or sliding down * there are holes in your cloth mask * you need to keep adjusting your cloth mask * the material has started to wear thin or fray. | | | | | | | | | | |
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