

IMPORTANT CONTRACTOR INFORMATION – COVID-19

Whilst Council aims to continue its current levels of service, the safety of the public, its staff and contractors is its top priority. It is important to remember that while providing services under the engagement of Council, contractors have an important role in maintaining a safe environment.

How we are responding

In line with advice from authorities Council has taken several precautionary measures to minimise the risk to staff, contractors and the broader community;

- We are enacting elements of our Business Continuity Plan and [Pandemic Plan](#) to identify and implement appropriate measures to support staff and the community.
- We are monitoring daily Health Alerts issued by State and Federal Governments and promoting DHHS Victoria as the primary source of information and health updates.
- We have established an internal Pandemic Response Group which will meet daily to assess state and federal communications and directives, progress actions from our Pandemic Plan and determine communication requirements.
- We are liaising with other local government agencies including the MAV, neighbouring Councils, and DHHS.
- Ceased all non-critical activities that may increase risk of spreading COVID-19. This may impact on travel requirements, meetings, public engagement and community consultation
- Complying with and enforcing social gathering restrictions and social distancing measures

Your Responsibility

- Ensure you, your staff and sub-contractors are up to date with the most accurate information to make an informed decision. Please visit the Department of Health & Human Services www.dhhs.vic.gov.au/coronavirus
- If you, your staff or subcontractors are travelling or returning to Australia, you'll now be required to self-isolate for 14 days. If you have come into close contact with a confirmed case of COVID-19 you are required to self-isolate.
- If you, your staff or subcontractors are diagnosed with COVID-19 you are required to immediately inform Council and cease all works relating to your engagement with Council
- Respond to and act in accordance with any instruction from Council arising from the Pandemic Plan
- Have a plan for the likelihood that resourcing or service levels to Council are impacted. How will this be managed and what strategies have been implemented to reduce negative impact?

Safety Measures

- Practice common sense good hygiene measures and employ appropriate social distancing protocols in accordance with DHHS recommendations
- Plan your works to avoid working in places with large numbers of people
- Stay at home if you feel sick
- Where possible avoid face to face meetings. Council can assist with phone-hook up meetings if required

- If your service can be partially or wholly provided from home, then contractors should seek to minimise travel and work from home.
- Phone your doctor or the hotline – **1800 675 398** – if you need medical attention. They will tell you what to do.

Council continues to monitor the situation and provide updates on the Council website as the situation evolves. This process and preventative measures will continue for the foreseeable future.

If you have an enquiry about your requirements, please contact your normal Council contact in the first instance.

What you need to do.

Please acknowledge receipt of this information and confirm that you are undertaking all appropriate precautions to help control the spread of Coronavirus;

Confirm contingency planning arrangements for the event that coronavirus impacts your company's ability to deliver the services it is contracted to deliver;

Notify Council immediately if one of your staff or subcontractors has been diagnosed with COVID-19 or come in close contact with a confirmed case of COVID-19.