

For the most up-to-date and detailed information, please refer to the [FAQs on the intranet](#).

✓ Do...	✗ Don't...
<ul style="list-style-type: none"> – report any related incidents (such as potential exposure to the virus) in SafetyCentre as soon as possible – wash your hands regularly with soap and warm water – use hand sanitiser, particularly after handling money or using public transport – stay at home if you're sick – self-isolate for 14 days if you have returned from overseas, and/or if you've come into contact with someone diagnosed with coronavirus COVID-19 – disinfect your phone regularly using anti-bacterial wipes – practise social distancing by choosing Skype or teleconferencing over in-person meetings – display these posters in your work area if you think it's appropriate – be prepared to work from home if necessary. If you have a laptop, take it home with you each day. Make sure you have an RSA token – update your details in OPS so you can be easily contacted – follow the visitor protocols if you are expecting an external person to visit your workplace 	<ul style="list-style-type: none"> – risk it! If you've travelled overseas in the past 14 days and feel unwell, or you've been in contact with someone who has COVID-19, seek medical advice immediately (call ahead) and tell your leader – wear face masks in stores, offices, or on the road unless you are experiencing symptoms of illness and you are in the presence of other people – take customers/visitors into an office or meeting room if they appear unwell or for extended periods of time – stand closer than 1.5m to anyone – shake hands with anyone. Politely explain why physical contact is not advised at this time – change your working arrangements without first speaking with your leader – this includes working from home

Someone required to self-isolate and/or potentially exposed to the COVID-19 in your team?

You must report it in [SafetyCentre](#) as soon as possible.

More info

[Australian Government Department of Health](#)

[NZ Ministry of Health](#)

[Working safely from home guidance](#)

[Working from home info \(AU\)](#)

Wellbeing support

[EAP Australia](#) - Call 1800 808 374, or for SMS Counselling text your name and 'Suncorp' to 0439 449 876

[EAP New Zealand](#) - Call 0800 327 669

Australia - Indigenous counsellor - Call 1800 671 561