

## **Coronavirus (COVID-19)**

### **Corona Virus Disclosure Form**

Buxton Pratt Consulting will remain open for business with limited staff in the office and staff working from home.

From Monday 16<sup>th</sup> March, Buxton Pratt Consulting will conduct all interviews via telephone or skype / Facetime.

If you would like to utilise the services of Buxton Pratt Consulting, each client and temporary staff member, will be required to honestly and with full disclosure answer **YES** to **ALL** of the following:

#### **Myself and anyone that I have had close contact with:**

- Has not been diagnosed with the coronavirus
- Has not been identified as a suspected case and are awaiting results
- Has not been in contact with anyone who has a confirmed case of coronavirus
- Has not been in contact with anyone who has been identified as a suspected case and are awaiting results
- Has not travelled to or transited through China, South Korea, Italy, Iran, Japan, Mongolia or any other countries listed <http://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>
- Does not have any of the following symptoms, fever, cough, shortness of breath or other early symptoms
- Have been following the below precautionary measures:

#### **Precautionary Measures**

- Wash hands at the beginning, end of often throughout any work placement with soap and running water, for at least 20 seconds. Dry with paper towel or hand dryer
- Try not to touch your eyes, nose or mouth
- Cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue cough or sneeze into your upper sleeve or elbow
- Phone your GP first if you need medical attention
- Continue healthy habits: exercise, drink water, plenty of sleep
- Using alcohol-based hand sanitiser with over 60 percent alcohol

#### **During any temporary assignment you agree to the following actions**

##### **Myself and anyone that I have close contact with will:**

- Avoid public events
- Continue to practice the above listed precautionary measures at all times
- Avoid extracurricular activities where precautionary measures would be challenging

**Please contact Buxton Pratt Consulting should you have any queries or questions relating to the above on 9533 8164.**