

CORONAVIRUS – COVID-19 – ACTION DOCUMENT

The Current Situation

It is recommended that all Committees work on the basis that there may be someone infected within the building and take any necessary precautions. Individuals are urged to take a large amount of responsibility and proceed with caution regarding this matter.

The Building has arranged for the following precautionary matters;

- Hand sanitizer at all lifts, reception areas
- Extra cleaning of common areas & signs in the lifts

What Happens if we experience a case of Coronavirus Within the Building– COVID-19

In the event that the Body Corporate is notified by an occupant or committee member that a person within the building has tested positive to COVID-19, the Committee should;

1. Try as best as practical to verify the test result e.g. request a medical certificate;
2. Perform a commercial clinical clean of all common property in the affected building;
3. Notify all occupants of a confirmed case and that clinical clean of common property is being arranged;
4. Notify any contractors that attends site (e.g. cleaners, gardeners) of a confirmed case in the building;
5. Notify occupants & contractors on completion of clinical clean of common property (if arranged)

Note:

- Do **NOT** disclose any personal identifiable details of the person who tested positive to COVID-19 unless directed by health authorities or similar.
- Where applicable, notify the insurer.

Committee Responsibility

Any occupant who tests positive to COVID-19 or have been in close contact with someone who tested positive to COVID-19, should immediately notify their Body Corporate committee and their Community Manager.

Committee members are encouraged to notify their Community Manager immediately should they become aware of any person(s) who test positive to COVID-19 in their strata plan/building.

Common Areas

We encourage all owners to minimize use of any common areas or shared facilities to protect themselves and protect the community from the spread of the virus. Should any owners notice areas of concern on common property please advise the Building Manager immediately.

Contractor Management

Contractors scheduled to attend a site where there is a confirmed case of COVID-19 should be informed immediately. They should then follow their own internal guidelines re attending site unless the Building has been explicitly informed by health authorities to not allow any person onsite.

All contractors attending site must be advised of the following:

- Avoid close personal contact with any one on site;
- Sanitize hands and equipment if they are coming on site before and after conducting their duties;
- If they have been overseas or are feeling unwell, contact immediately and postpone the works – they should not attend the site;
- Bring their own pens/pencils if any signatures etc. are required;
- Avoid shaking hands;

Building Management

Building managers should try to advise their buildings of any precautions they want to put in place, such as no contact, deliveries, extra cleaning etc.

Self – Isolation Management

All owners are required to notify the committee or building manager if they are in self-isolation.

- If someone is required to be in quarantine and does not, it is a criminal offence. This should be a Police issue, not a Body Corporate issue. A \$30,000 fine can be issued by the Police if someone does not self-isolate.
- Refer the attached self-isolation document.

Airbnb

The Body Corporate requests that all Air BNB properties owners send an email to their prospective guests advising on the matter of CoronaVirus and requesting that guests adhere to cleanliness guidelines.