



Australasian Veterinary Boards Council Inc.
ABN 49 337 540 469
A0039074L
Level 8, 470 Collins Street, Melbourne, Victoria 3000
Email: admin@avbc.asn.au

**AVBC Policy for Core and Contracted Staff and AVBC Office Visitors
regarding the outbreak of 2019-nCoV which WHO has declared a Public Health Emergency
of International Concern.**

From 6 April 2020

The health and safety of AVBC personnel is our absolute priority. We are monitoring the situation closely and continuing to take the advice of relevant authorities.

In line with the latest Australian Government advice, AVBC is asking the following:

- If you develop symptoms within 14 days of coming in contact with a person that has returned from overseas, seek and follow medical advice. Stay at home to prevent potentially spreading the virus to others. Call the Australian Department of Health & Human Services (DHHS) has also set up a dedicated hotline: 1800 675 398 and seek advice.
- If you have been in close contact with anyone who has a confirmed case of coronavirus (COVID-19), you should self-quarantine and not attend the office for 14 days from the date of the last contact with them.
- Inform Dr Strous, Ms Jolley, or if they are not available, a member of Council if you are in isolation or quarantine due to confirmed COVID-19 or direct exposure to a confirmed case.
- Follow general hygiene precautions outlined below.

We continue to take advice from relevant Australian and New Zealand authorities. In Australia, these include the [Department of Health](#), [Department of Education](#), [Department of Home Affairs](#), [Department of Foreign Affairs and Trade \(DFAT\) Smart Traveller](#) and internationally, the [World Health Organisation](#).

In keeping with good governance, as a risk management strategy and bearing in mind our duty of care obligations towards all AVBC personnel, we will continue to monitor the situation and take into account any recommendations from the Australian and New Zealand governments.



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AVBC Office Entry Protocol

As of the 27th March 2020, AVBC office staff and contractors are to only enter the office when absolutely necessary. The following recommendations apply:

1. Staff/contractors are advised to wear a face mask. Disposable gloves may also be worn to enter the building and lift.
2. Entering the lift – please only enter if empty. When pressing the buttons, use an elbow if disposable gloves are not used.
3. Once arriving at Level 8, proceed to the relevant bathroom.
4. After entering, remove disposable gloves (if applicable) and wash hands for at least 20 seconds with soap and water. Dry hands thoroughly with a paper towel. Use a paper towel to exit the restroom.
5. Use paper towel to enter the code on the Entry Keypad. Discard upon entry to the office and apply hand sanitiser (on bookshelf straight across from door).
6. Proceed to completing required duties.
7. Once completed, apply methylated spirits to paper towel and wipe down all surfaces that have been/will be touched (light switches, all door handles, computer keyboards, mouse and phone).
8. Discard paper towel and apply hand sanitiser. Exit the office using a piece of new paper towel or donning new disposable gloves. Discard this paper towel in the bin in the kitchenette area.
9. If not wearing disposable gloves, repeat Step 4 before exiting building.

General Advice

Hand hygiene and sneeze/cough hygiene is the best defence against most viruses:

- Wash hands frequently with soap and water, before and after eating, and after going to the toilet
- Avoid use of communal crockery and utensils as far as possible
- Cover coughs and sneezes with elbow, dispose of tissues, and use alcohol-based hand sanitiser (minimum 70% alcohol).
- If showing any respiratory symptoms, avoid contact with others (touching, kissing, hugging, and other intimate contact) and self-isolate and work from home.



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- According to [WHO Guidelines](#) employees with even a mild cough or low-grade fever (37.3 C or more) need to stay at home.
 - They should also stay home (or work from home) if they have respiratory symptoms and have taken medications, such as paracetamol, ibuprofen or aspirin, which may mask symptoms of infection

In order to minimize the risk of contracting COVID-19 in the community, **social distancing** is required:

- Maintain a 1.5 to 2m distance from others
- Avoid public transport
- Avoid getting in crowded lifts
- Communicate with AVBC staff to ensure a maximum of only one person is in the office at any time.

We are proud of the work being carried out by Council and committees and staff and the diverse range of candidates who are progressing through our assessments. Led by our values of inclusion and respect, we ask our entire community to look out for one another during this time.

Stakeholders and staff will be notified should anything change. We are also working hard to minimise the impact.

We will continue to communicate as new information becomes available.