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| **(logo)** | **Company** |  | **Location** |  | | |
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| **TBT No** | CV1 | **TOPIC** | CORONAVIRUS – What is COVID-19? | | | | | |
| **SUBJECT TYPE** | | **WHS/Legal duties** | |  | **Education/informative** | **Y** | **Company procedures** |  |
| **TOOLBOX TALK/TEAM MEETING PLAN** | | | | | | | | |
| **Key points to be covered:**   1. **What is Coronavirus?** Coronavirus is a flu-like virus that can make people ill. While Coronavirus is of concern, it is important to remember that most people displaying symptoms such as fever, cough, sore throat or tiredness are likely suffering with a cold or other respiratory illness and not Coronavirus. 2. **How is Coronavirus spread?** Coronavirus is most likely to spread from person-to-person through:  * direct close contact with a person while they are infectious * close contact with a person with a confirmed infection who coughs or sneezes, or * touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.  Transmission of Coronavirus Most infections are only transmitted by people when they have symptoms. These can include fever, a cough, sore throat, tiredness and shortness of breath.  1. **Personal hygiene** Probably the most important weapon in the prevention of any illness spreading is personal hygiene, with correct hand washing topping the list of preventative measures. Always wash hands before eating, drinking or smoking, and after using the toilet. Get into the habit of washing and drying your hands often. Use soap and warm water (if available) and dry your hands with a paper towel. Hand sanitiser is useful if hand washing is impractical. 2. **Cough etiquette** Persons showing flu-like symptoms should sneeze or cough into their elbows and not their hands, and use single-use tissues and wash their hands. Employees who share equipment such as phones or laptops should wipe down this equipment with a sanitising wipe after use. 3. **Do I need a face mask?** Surgical face masks are designed to protect others from airborne droplets that the mask wearer may produce. They do not seal tightly to the face and are not designed to filter particulates from the air breathed in. If you remain well, you are not required to wear a surgical mask as there is little evidence supporting the widespread use of surgical masks in healthy people to prevent transmission of Coronavirus. | | | | | | | | |

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