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| **(logo)** | **Company** |  | **Location** |  |
| **Conducted by**  |  | **Position** |  |
| **Signature** |  | **Date:** |  | **Time** |  |

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| **TBT No** | CV3 | **TOPIC** | CORONAVIRUS – Good Hygiene |
| **SUBJECT TYPE** | **WHS/Legal duties** |  | **Education/informative** | **Y** | **Company procedures** |  |
| **TOOLBOX TALK PLAN** |
| **Key points to be covered:**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.Good hygiene includes:* covering your coughs and sneezes with your elbow or a tissue
* disposing of tissues properly (e.g., in a closed bin or container)
* washing your hands often with soap and water, including before and after eating and after going to the toilet
* using alcohol-based hand sanitisers
* cleaning and disinfecting surfaces, and
* if you are sick, avoiding contact with others and staying more than 1.5 metres away from people

***Wash your hands*****This simple step is vital in the prevention of Coronavirus spreading.**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. ***Cough etiquette***Covering of coughs and sneezes should be encouraged at all times to minimise risk of spread of the virus by airborne transmission. Persons with a cough or sneeze must be reminded of the need for hand-washing before they contact anything which may spread the virus to others.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. ***Workplace hygiene**** make sure that workplaces are clean and hygienic
* ensure that surfaces (e.g., workstations, desks and tables) and objects (e.g., telephones, keyboards, etc.) are wiped with disinfectant regularly. If you share equipment such as phones or laptops, wipe down the equipment with a sanitising wipe after use.
* use hand sanitiser and ensure that dispensers are regularly refilled.
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| **RECORD OF ATTENDANCE**  |
| **Name** | **Signature** | **Name** | **Signature** |
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