

It's business as best as usual at Olympic Fire Services and in response to the challenges we face we are taking the following precautions.

Please be aware that Olympic Fire Services have made several changes in our operations in response to the COVID-19 pandemic.

General

All Olympic Fire Services employees have been provided with clear guidance and instructions on how to reduce the exposure and transmission of COVID-19.

These include basic hand and respiratory hygiene, minimising contact, where possible avoiding group meetings, exercising social distancing and coming into close contact with anyone showing signs of illness.

Employees who are sick or display flu-like symptoms such as fever, coughing, shortness of breath and breathing difficulties will seek medical advice, stay home and recover before returning to work. In addition, if they had been overseas or in contact with people who had been overseas, they have been advised to stay home and self-isolate.

Field Technicians

Our Field Technicians will still be attending sites to continue Routine Maintenance, complete Remedial Works and, where approved, be completing inspections within Sole Occupancies. They have been advised to engage in good hygiene practices, been asked to carry out the relevant risk assessments onsite and if in doubt, call the office for further clarifications.

Office, Customer Service & Warehouse

Olympic Fire Services will continue to operate in the office as per normal for now. We have introduced enhanced hygiene procedures for all employees including spreading out the workstation spaces.

Olympic Fire Services has implemented new measures to adapt the government's suggested 'social distancing' protocol into our everyday work to ensure the health and safety of our staff and community. As a result, the below is effective immediately:

- All warehouse deliveries will be accepted with caution;
- We are placing a soft ban on ALL visits to our offices until further notice, external personnel will not be invited into the office areas;
- We are asking that our staff avoid visiting the office and/or interacting in close proximity to office staff unless the matter is urgent (assessed case by case). If an urgent matter, full preventative virus transfer practices will be implemented, including hand washing before entering and short stay periods of time. This is requested as a proactive measure for all parties concerned; and
- Any functions/requirements that can be completed over the phone, utilising express mail services and other measures which do not require access into the office will be enacted.

Staff who remain in the office will also practice social distancing and we will continue to monitor requirements pending further advice.

We ask, if for any reason you do not want Olympic Fire Services field technicians to be on site to conduct your scheduled testing and inspections, that you please confirm this in writing. We understand these are challenging times, however your fire and safety equipment is still a very important health and safety aspect of any workplace, and should continue to be maintained to the relevant Australian Standards.

Let's all work together to keep healthy and get safely through these extraordinary times.