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COVID-19 PLAN & GUIDELINES

"A COMMON-SENSE, APPROACH TO HEALTH, SAFETY & COMMUNITY CARE"

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*"Together, let's help stop the spread and
keep ourselves and each other healthy"*

IMPORTANT MESSAGE

A message from the directors of FAQ Interactive Pty Limited

During these uncertain times with COVID-19 pandemic, we have been following the situation closely and are keeping abreast of government guidelines.

FAQ Interactive is still open for business and for the majority of time will be adhering to a work from home mandate for the safety of our employees, clients and greater general community.

We appreciate your cooperation and understanding during these times.



COVID-19 PLAN

COVID-19 Safety Plan & Self Declaration

Each member/staf of FAQ Interactive will have the COVIDSafe app installed on thier mobile phone (devices) to help keep the community safe from coronavirus (COVID-19) via the Apps tracking log. We request that each visiting person/s also have the COVIDSafe app installed on thier mobile phone.

<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>

Before or on arrival (office or location), all clients and customers must fill out the declaration when entering the building or arriving at a designated location. Our online contact logbook can be found by QR Code, under declarations on, pg 6.

<https://forms.gle/rrALicpgSjAje43y8>



Australian Government
Department of Health

BE COVIDSAFE



We're all
in this
together.

SOCIAL DISTANCING

- Stay home if you're sick.
- Do not attend a meetings if you feel unwell or have any flu-like symptoms.
- Office meetings have been reduced to a maximum No. of (4) persons.
- We minimise all unnecessary contact, no touch greetings and the handing over of printed or business collateral.
- Wearing of masks and gloves are optional.
- Keep 1.5 metres away from others, (at all times).

For more information visit Australian Government advice for social distancing. www.health.gov.au

PRECAUTIONS & MEASURES

All work during these upcoming weeks will be required to confirm company policies and declarations.

MEETINGS

All non-essential meetings will be conducted via phone, Skype or Zoom.us video meeting.

CONTACT

Keeping human-to-human contact to a minimum we won't be shaking hands or making any other physical contact.

HYGIENE

Whilst at the office or on location, hand sanitiser is available, please do help yourselves when you come to our office or

meet up at an external venue or location.

CLEANLINESS

We will be wiping down every meeting room table and armchair rests after every meeting along with cleaning door handles every day. This includes any equipment used inhouse or on location.

PERSONAL PROTECTIVE EQUIPMENT (PPE)*

We do not see that it is currently necessary to wear face maks or gloves at an office meeting, but if you feel the need to use PPE. please do.

CONTACT TRACING

FAQ Interactive have a mandatory online

contact logbook that needs to be filled out by all participants attending an appointment, in-house or on location. This can be accessed via our QR Code, under declarations on, pg 6.

IMPORTANT NOTICE

All meetings and or bookings that are to continue during this time will receive a confirmation message via email and/or text message 24hrs before to confirm we (the participants within our company) are healthy and well fit for the job. We also expect your reply to confirm.

Thank you

**This information may be subject to change without notice.*



DECLARATION

Do you have a, Fever (37.5 deg C or higher), Cough, Body aches,
Sore throat, Trouble breathing or significant Flu like symptoms?

☐ YES ☐ NO

Have you been in contact with a confirmed or suspected COVID-19
patient in the past 14 days?

☐ YES ☐ NO

Have you been out of NSW or Australia in the past 14 days?

☐ YES ☐ NO

Do you have anyone living in or visiting your home that has travelled
from outside NSW or Australia in the last 14 days?

☐ YES ☐ NO

I AGREE TO THE CONDITIONS STATED IN THIS DOCUMENT
AND VERIFY ALL MY ANSWERS ARE VALID AND TRUE.

☐

Full name

Email Address

Contact Number

Sign

Date (dd-mm-yyyy)

*Please fill out and send to management@faqinteractive.com.au

FAQ COVIDSafe Online Contact Logbook

*Mandatory for any or all members of
your company, in your party, attending
an office or on location appointment.



<https://forms.gle/rrALicpgSjAje43y8>

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keep ourselves and each other healthy"*



Carbon Neutral Certified by
The Carbon Reduction Institute
www.noco2.com.au



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