

## COVID and Working at Melbourne Airport

### 1. If you identify a positive case of COVID-19 within your business...

	Yes	No
Have you reported this to Melbourne Airport?		
Have you advised Melbourne Airport of this person's movements within the airport, and where they were working?  <i>Melbourne Airport needs to be aware of the potential for COVID-19 transmission in the airport, and so that common surfaces shared by the airport community can be attended to.</i>		
Have you followed your business' COVID-Safe plan, and any procedures required by your plan?		
Does this include contact tracing to ensure the safety of others who have had interactions with this person?		

### 2. Prior to re-opening of your tenancy at Melbourne Airport...

	Yes	No
Have you conducted a deep clean of the tenancy and other areas your business makes use of that may have been affected?  <i>Melbourne Airport's cleaning services provider IKON can be organised for procurement of cleaning in relation to COVID. IKON - Gordon Walker – 0409 940 506</i>		
Have you identified any failed or absent control measures that could have prevented or reduced the risk of a positive case?  <i>Please communicate this to Melbourne Airport, as lessons learned can help the airport community to minimise the risk of COVID-19.</i>		
Have you reviewed your COVID-Safe plan to ensure it is adequate to reduce risk of transmission of COVID-19?  <i>If your plan requires update due to COVID exposure in your business, please send an updated copy to <a href="mailto:safety@melair.com.au">safety@melair.com.au</a> COVID-Safe plans are not shared with other tenants.</i>		