

# INFORMATION PRINTING PROTOCOLS AUSTRALIA



## INTRODUCTION

The COVID-19 pandemic sweeping across the globe is an unprecedented time and information is being developed in a fluid and changing environment.

To that end, The Real Media Collective, representing the largest print manufacturing footprint across Australia through our membership, has developed printing protocols to ensure a commitment from industry to safety for workers and the wider Australian community against COVID-19 whilst producing and distributing printed collateral for all Australians.

Further we have engaged broader industry to these protocols across related services industry associations, seeking their committed compliance.

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## PRINTING SAFETY PROTOCOLS DURING COVID-19 ISOLATION PERIOD

The following procedures are standards that are to be implemented across all commercial print operations as an essential service supply chain provider during COVID-19 isolation and lockdown periods as the best safety standards across the sector.

1. Staff that are unwell will not attend work.
2. Staff who are isolating with vulnerable people will not be able to attend work.
3. Staff who are isolating with people that have recently returned from overseas will not be able to attend work.
4. Staff will be encouraged not to carpool to work.
5. Staff numbers reduced to minimum levels to ensure two (2) metre distancing can be maintained at all times. This will be monitored.
6. All staff are required to sign in each day manually with a manager or swipe their own card or other touchless sign-in technologies to avoid the use of time clocks.
7. Staff will need to declare fitness for work.
8. The majority of shifts are split with no overlap, where safe to do so.
9. Shift numbers are maintained at a minimum and to maintain workplace safety.
10. Break times will be staggered so that distancing is maintained and there is no over-lap between crews.
11. All non-operational staff will work from home
12. No visitors are permitted to the premises.
13. All essential deliveries/distribution have been advised of the process for making contactless deliveries/pick-ups.
14. Company cleaning will continue at an increased level using hospital grade products.
15. Hygiene products including soap/water, hand sanitiser, wipes, gloves and masks are available to all staff on site and they have been instructed in their correct use.

## THE REAL MEDIA COLLECTIVE

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16. Staff have been made aware of the Ministry of Health requirements for Personal Protective Equipment.
17. COVID-19 hygiene posters are located in all work areas.
18. Staff will be updated on a regular basis on any changes to requirements.
19. Businesses may implement safety routines in addition to those highlighted to further protect their staff.

