

COVID-19 Response Plan

NTEC staff

This document is subject to change.

Purpose

The COVID-19 response plan has been developed for NT Electoral Commission (NTEC) staff at NTEC workplaces.

The guidelines and response plan in this document have been developed to decrease the risk of the spread of COVID-19 at an NTEC workplace.

The main NTEC office is located at Level 3, TCG Centre, 80 Mitchell Street, Darwin NT; however, the responses outlined in this plan also apply to NTEC staff performing official duties at other locations. The guidelines apply to all NTEC staff.

A separate [COVID-19 Management Plan](#) has been developed and applies to the delivery of the 2020 Territory Election. This document is not a business continuity plan.

Principles

These are general principles that apply to all Territorians. The guiding principles developed by the Department of Health are required to be practiced at all NTEC workplaces.

Physical distancing

- A minimum space of 1.5 metres between people who are not from the same household.
- If there is a requirement to be facing another person less than 1.5 metres away, minimise contact to less than 15 minutes.

Hygiene

- Avoid touching your face and cough or sneeze into a tissue or into your elbow.
- Wash hands with soap and water for 20 seconds or use hand sanitiser before and after any contact with surfaces that are used by more than one person.
- Regularly clean and disinfect surfaces that are touched by more than one person – e.g. phones, door handles, benches, equipment.
- Avoid sharing implements e.g. cups or objects that you touch.

People should not come to work if they feel unwell or are showing even mild symptoms of COVID-19.

Incident staff protocol for suspected or confirmed case

The NTEC has an incident staff protocol for suspected or confirmed cases of COVID-19. The protocol is to be followed if an NTEC staff member suspects they have:

- contracted COVID-19
- been in close contact with a potential or positive case of COVID-19 and
- been in the workplace in the previous 14 days

The protocol is available on our website [here](#).

The NTEC has consulted with the Department of Corporate and Information Services (DCIS) to identify appropriate cleaning companies which can conduct a specialised COVID-19 clean. This will allow the NTEC to procure cleaning services in a timely manner, and ensuring the workplace is safe prior to the return of staff.

Additional measures

A range of additional measures have been introduced to the NTEC workplace. These include:

- Development of a COVID-19 Workplace Management Plan
- Increased cleaning of regularly touched services, such as electoral computers accessible to the public
- Physical distancing guides on the floor for visitors in the foyer
- Signs to educate staff and visitors about physical distancing and hygiene practices
- Hand sanitiser available at various locations throughout the workplace
- Additional cleaning supplies made available in the cleaning cupboard located in the communal kitchen.

Communication

Communication will be provided to staff in the event that situations change and there are changes to the COVID-19 response for NTEC staff. It is noted that many NTEC staff are not always based at the NTEC's main office, and therefore general communication will be disseminated to staff via email. Other mediums in communicating to staff include via meetings and the telephone.

Questions or comments

Staff who have questions, comments or concerns in relation to COVID-19 in the workplace should, in the first instance, speak to their supervisor.