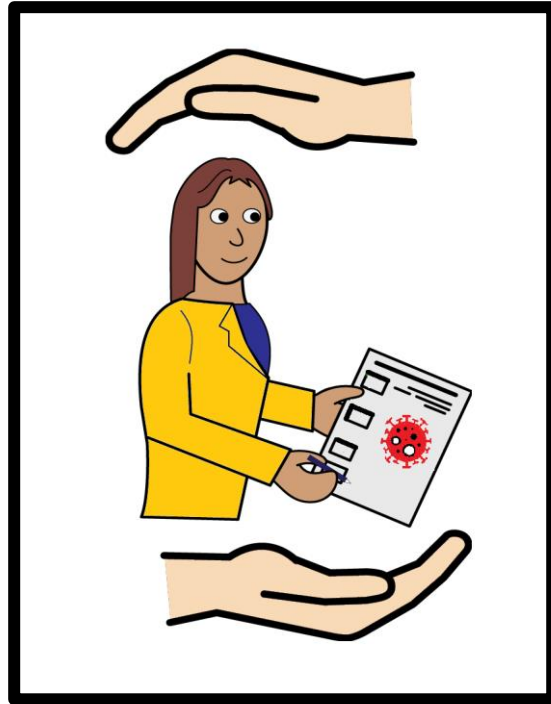


Easy English



Our COVID – 19 Plan

This book is about our plan
to manage **COVID - 19**.



The words **our**, **we** and **us** in this book
mean **Intelife**.

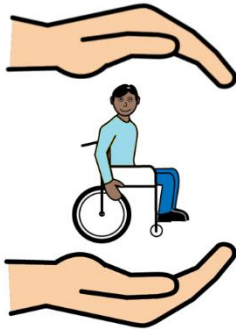
In this book

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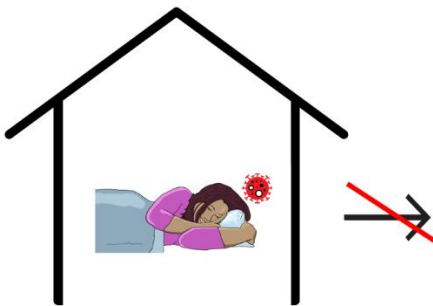
The things our plan will do



We want to make sure all our workers feel safe from Covid - 19.



We always support our participants who need us the most.



Sometimes our workers need to stay home.

Like

- they are sick with Covid
- they have been with someone who is sick with Covid.



We make sure our work can still get done.

Emergency management

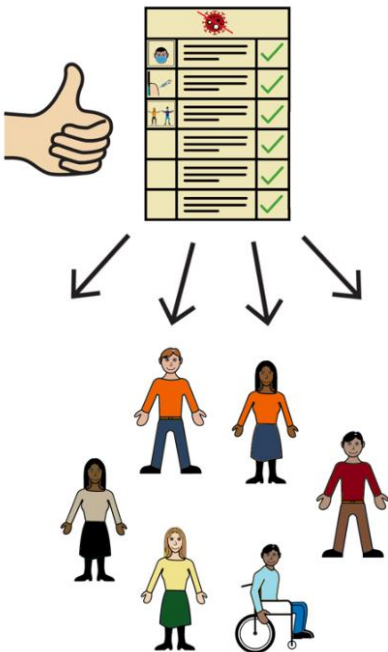


We have rules for our workers to use good health practices.



We have a special team of workers to look after our Covid rules.

We say our **Executive Covid management team.**

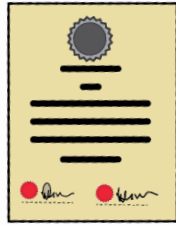


The rules makes sure we know what to do for

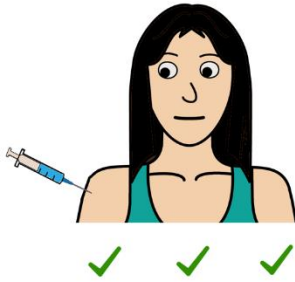
- our workers
- our participants
- our supported workers
- our business clients.

We have rules for all our workplaces.

Vaccination



We follow the rules set by the government in Western Australia.



Like all our workers must have 2 or 3 vaccinations.

The vaccinations must be kept up to date.

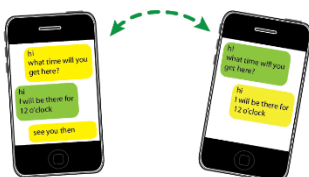
Communication

We make sure we know all the changes to the government rules.

We tell all our workers about any changes.

Like

- on our intranet
- we send you a text message.



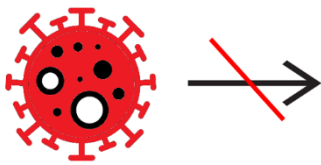
Personal protective equipment



All our workers must follow the rules about wearing safety gear.

Safety gear is Personal Protective Equipment.

We say **PPE**.



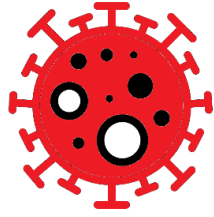
This helps to stop the Covid germs from spreading.



We train our workers to use the PPE.

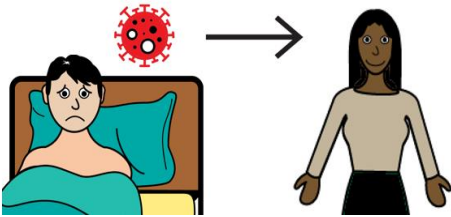
Like

- how to put on the gear
- how to take the gear off
- when to order more gear.



All about Covid

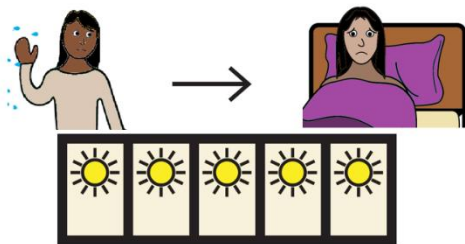
Covid - 19 is like a very bad cold.



It is a virus that can spread
from one person to another.



Like someone may sneeze near you
and
you touch where they sneezed.



You may start to get sick 5 days later.

How Covid may make you feel

We say Covid **symptoms**.



When you have Covid you may

- have a fever



- cough a lot



- have trouble breathing



- feel very tired.

Sometimes you may



- have a sore head
- have a sore throat



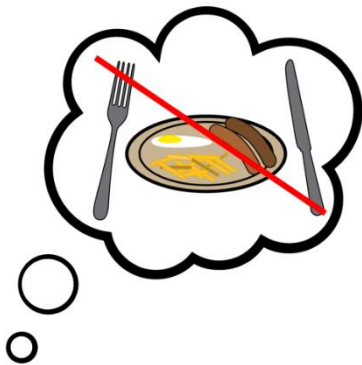
- feel sick in the tummy.

Older people sometimes may



- feel more confused

- have more problem breathing

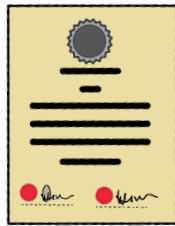


- **not** feel hungry.

Our rules about Covid



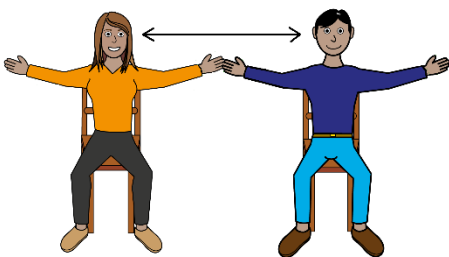
Sometimes you may need to wear a mask.



You must follow the government rules about when to wear a mask.



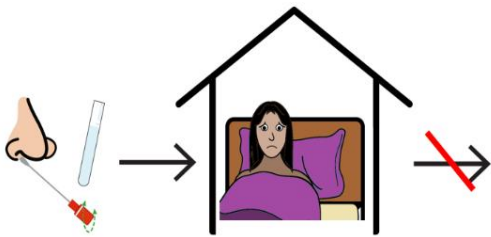
You must follow our rules about when to wear a mask too.



You must try to stay about the length of your arm away from any other person.
We say **practice social distancing**.



You must wash your hands lots of times
in the day.

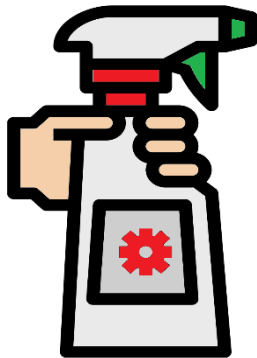


Sometimes you may not feel well.

You must

- have a Covid test
- and**
- **not** come to work.

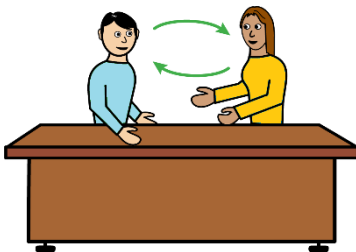
In our office and cars



You must always clean your areas when you finish work.

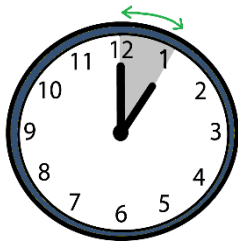
Like

- your work area
- your work car.



Sometimes you may have to meet with another person at work.

We say you have a **face to face meeting**.



You must follow our rules about How long your meeting can go for.



Some people come to the office only sometimes.

We say **contractors**.

All contractors must follow our rules.

Visitors to our office

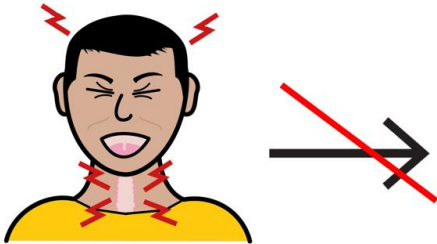
Our workers must stay with their visitors.



You must make sure your visitor follows our rules.

Like

- they must practice social distancing
- they can **not** come in if they feel unwell.

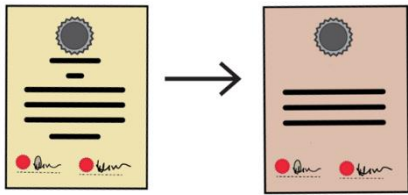


Sometimes we may ask visitors to check in with the SafeWA app.



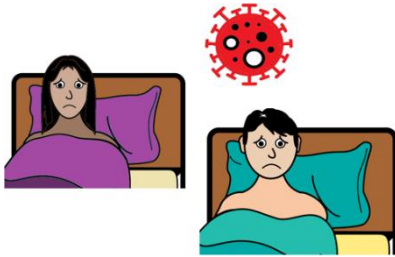
Visitors must follow the rules about when to wear a mask.





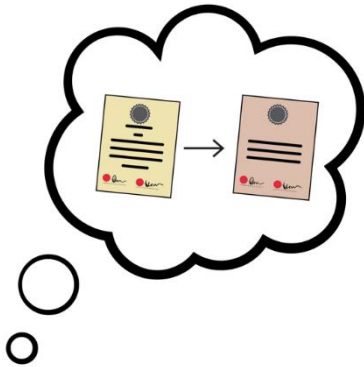
The government rules

Sometimes the rules about Covid change.



Like when there are

- lots of people with Covid
- lots of people who must isolate.



You need to keep learning about the changes.

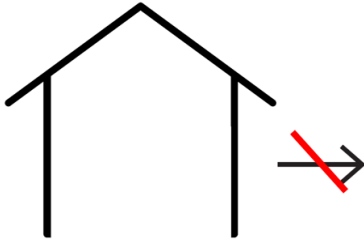


You can check the government website:

<https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-what-do-if-you-have-covid-19-or-are-close-contact>

Isolation

Sometimes you must stay home.

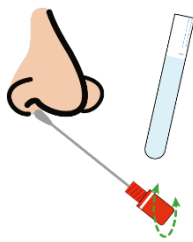


We say you have to **isolate**.

There are rules about **isolation**.

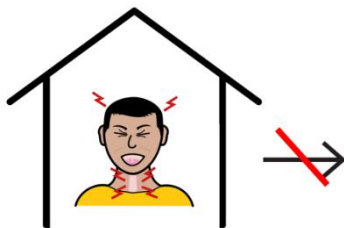
Like

If you have Covid symptoms.



You must

- get tested



- isolate at home.

Close contact

You may have been with a person who has Covid.



We say you are a **close contact**.



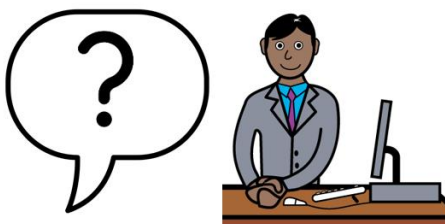
You may get symptoms

or



You may **not** get symptoms.

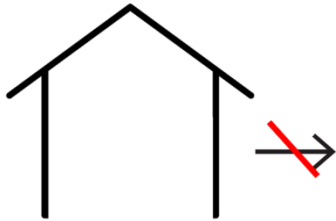
You **may** still be able to come to work.



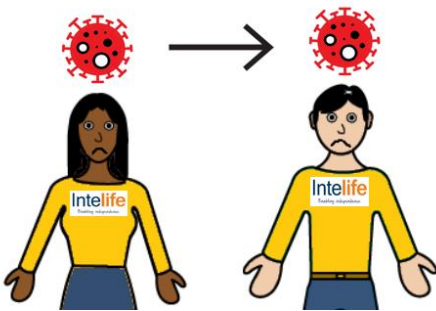
You can ask your coordinator
or your manager.

You may have to take leave

Casual workers



Sometimes you **must** stay home from work.



Like you get Covid from someone **at work**.

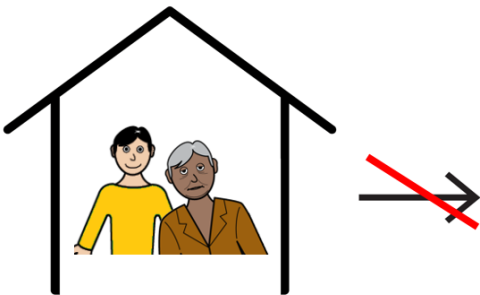


You **will** still get paid for the hours you would have worked.



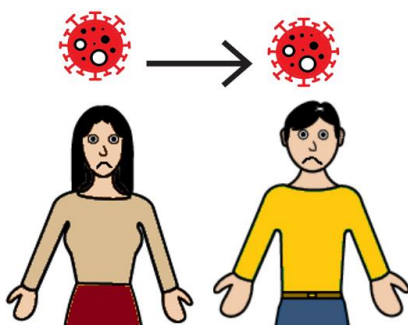
Sometimes you **will not** get paid
for leave you have to take.

Like when



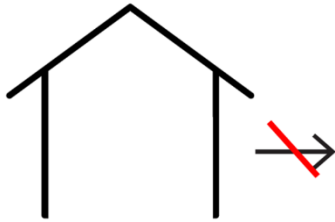
- you need to care for a person
in your family who is sick with Covid

or



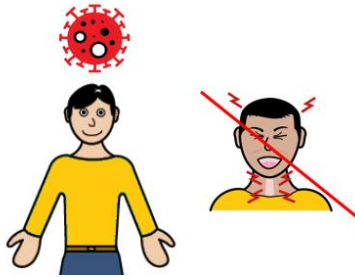
- you get Covid from someone
you do **not** work with.

Permanent workers



Sometimes you must **isolate**.

Like when

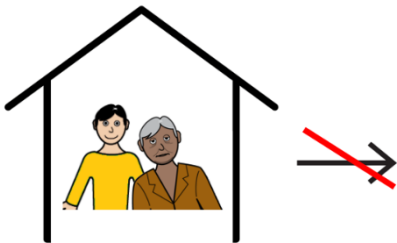


- you have Covid

but

- you are not sick

or



- you must care for a person in your family who is well but must isolate.

You may be able to **work from home**.

or

You may take

- annual leave
- long service leave.





Sometimes you may take **personal leave**.

You **will** get paid.

Like

- you need to care for a person
in your family who is sick with Covid

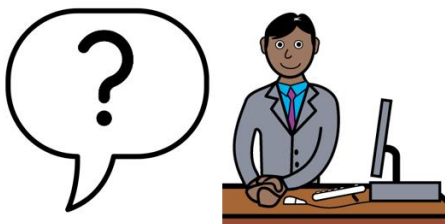


or

- you have Covid

and

- you are sick.



You can ask your coordinator
about what leave you may take.

More information for you

You can find lots of information on a computer at work.



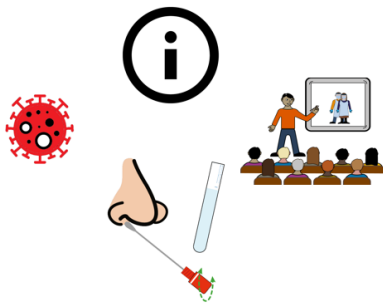
We say on our **intranet hub**.

<https://intelife.sharepoint.com/sites/COVID-19>

Like information about

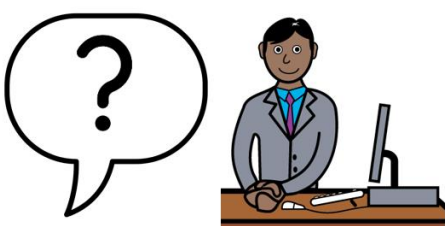
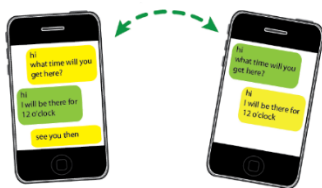
- Covid
- personal protective equipment
- Rapid Antigen Tests.

We say **RATs**.



We will send you important information

- to your phone
- in an email
- in a letter.



You can ask your coordinator or manager too.

High risk



You may be a participant

and

need our services all the time.

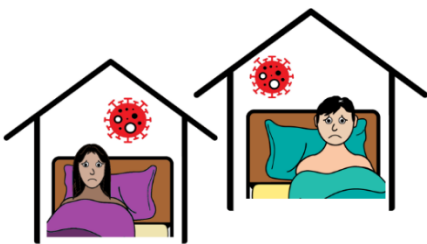
We say you are a **high risk participant**.



We have a special

Participant COVID Plan for you.

We make sure you can always get services when you need them.



Like even when

- lots of our workers are sick
- lots of our workers have to isolate.



Our workers who are **not** sick will still give you services.

About this Book



This book helps you understand information presented on 29 April 2022.

We use pictures in this book from



- Mulberry images from Straightstreet
- The Noun Project
- Easy on the i
- Inspired Services
- Intelife.



VisAbility

The VisAbility Accessible Information Service wrote this Easy English book.