

South Australian  
Telecommunications Pty Ltd  
ABN: 37 084 039 430  
53 Orsmond Street  
HINDMARSH SA 5007

Phone 08 8334 1333  
Fax 08 8363 0700  
Email [reception@satelco.com.au](mailto:reception@satelco.com.au)



## Satelco COVID-19 Workplace Measures

- Display posters promoting hand washing
- Display posters on how to protect others from getting sick
- Make hand soap and sanitizer available throughout the office
- Provide hand sanitizers to technical staff
- Make sure workplaces are clean and hygienic
- Provide staff with COVID-19 SA Health link information
- Circulate email to employees regarding taking steps to reduce transmission including:
  - Encourage employees to stay home if they have any symptoms of COVID-19
  - Make sure your workplaces are clean and hygienic
  - Clean your smartphone with disinfectant wipes
  - Wash your hands frequently with warm, soapy water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
  - Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
  - Avoid touching your eyes, nose, or mouth with unwashed hands
  - Avoid close contact with people who are sick
  - Avoid unnecessary physical contact, refuse handshakes
  - Avoid people who are sick with respiratory symptoms.



**Communication/VOIP Systems – Video/Voice Conference – Data & Voice Cabling – Headsets  
- Unified Communications – Nurse Call Systems – Voice Mail – [www.satelco.com.au](http://www.satelco.com.au)**