

English	Chinese Simplified (Mandarin)
<p>Everyone has a role to play in creating a safe working environment. As an employer, you need to provide a safe workplace for workers and eliminate or reduce workplace risk.</p>	<p>打造安全的工作环境人人都能发挥作用。作为雇主，您需要为员工提供安全的工作场所，消除或降低工作场所的风险。</p>
<p>You should encourage your employees to tell you about work health and safety issues, and work with them to address them.</p>	<p>您应当鼓励员工向您反映劳动卫生和安全问题，并跟他们合作应对。</p>
<p>Anyone who is unwell should not be at work. If anyone develops symptoms at work such as fever, cough, sore throat or shortness, you should ask them to seek medical advice.</p>	<p>任何人感到身体不适都不应该上班。如果任何人在上班时出现发烧、咳嗽、嗓子痛或呼吸急促的症状，您应该要求他们去就医。</p>
<p><b>Physical distancing for employees</b></p>	<p><b>员工保持肢体距离</b></p>
<p>Front of house areas for customers and back of house areas for employees should provide enough space to allow for 1 person per 4 square metres, where possible.</p>	<p>前台接待顾客的区域和后台员工活动的区域应尽可能地提供每人 4 平方米的足够空间。</p>
<p>Workers will not always be able to keep 1.5 metres apart at all times at the workplace. Some tasks need staff to work closely with each other to be practical and safe. For example:</p>	<p>员工在工作场所不会随时都能保持 1.5 米的间距。部分任务需要员工相互紧密合作才能操作和安全进行。比如：</p>
<ul style="list-style-type: none"> <li>• Chefs in a small kitchen</li> <li>• Supporting an apprentice to safely perform a new skill</li> <li>• Lifting heavy objects</li> </ul>	<ul style="list-style-type: none"> <li>• 在小厨房里的厨师们</li> <li>• 支持学徒安全地运用新技能</li> <li>• 搬运重物</li> </ul>
<p>If close contact between staff is unavoidable, you should implement other control measures like:</p>	<p>如果员工间的亲密接触不可避免，您应当采取其他控制措施，比如：</p>

<ul style="list-style-type: none"> <li>• Minimising the number of people within an area at any time</li> <li>• Staggering start, finish and break times where appropriate</li> <li>• Moving work tasks to different areas of the workplace or off-site if possible</li> <li>• If possible, separating workers into teams and have them work the same shift or work in a particular area and consider whether these teams can have access to their own meal areas or break facilities</li> <li>• Ensuring each worker has their own equipment or tools</li> </ul>	<ul style="list-style-type: none"> <li>• 尽量减少任何时候在某一区域的人数</li> <li>• 酌情错开员工开工、下班和中途休息的时间</li> <li>• 将工作任务搬到工作场所的不同区域，或者如有可能远程完成</li> <li>• 尽可能地将员工分成几组，每组值一班或在某一区域工作，并考虑能否给这些小组安排专门的用餐区域或休息设施</li> <li>• 确保每名员工拥有专属的设备或工具</li> </ul>
<p><b>Looking after your employees' mental health</b></p>	<p><b>照顾员工的精神健康</b></p>
<p>Under Work Health and Safety laws, you need to eliminate or minimise the risk to psychological health and safety that could be caused by the work carried out by your business, as much as you reasonably can.</p>	<p>根据劳动卫生和安全 ( Work Health and Safety ) 法律，您需要尽可能地合理消除或减少员工或因为您生意所开展的业务而导致的心理健康和安全的隐患。</p>
<p>COVID-19 is a stressful time for many people. Your employees might be impacted in a number of ways, like:</p>	<p>COVID-19 疫情对很多人来说是一段压力山大的时期。您的员工可能会以多种方式受到影响，比如：</p>
<ul style="list-style-type: none"> <li>• Concerns they will be exposed to COVID-19 at work</li> <li>• Exposure to customer violence or aggression</li> <li>• Increased workloads or time at work</li> <li>• Fatigue</li> <li>• Poor environmental conditions</li> </ul>	<ul style="list-style-type: none"> <li>• 对在上班时会接触到 COVID-19 感到担忧</li> <li>• 遭遇顾客的暴力或攻击挑衅</li> <li>• 工作量增加或工时延长</li> <li>• 疲劳</li> <li>• 环境条件糟糕</li> </ul>
<p>Staff may be feeling anxious about coming into their normal work setting or doing their normal duties. It is important to regularly check in with staff and support their wellbeing. If work hours have increased it's important to monitor and manage fatigue issues.</p>	<p>员工可能会对前往正常的工作环境上班或执行其正常职责感到担忧。经常跟员工交流了解情况，支持他们的健康很重要。如果工时有所延长，监察和管理疲劳的问题很重要。</p>

Tips for managing stress from COVID-19:	管理 COVID-19 带来的压力有一些小窍门：
<ul style="list-style-type: none"> <li>• Be well informed with information from official sources and regularly communicate with workers</li> <li>• Talk to your workers about any risks to their psychological health</li> <li>• Provide workers with a point of contact to discuss their concerns</li> <li>• Inform workers about their entitlements</li> <li>• Proactively support workers and regularly ask if they are okay</li> </ul>	<ul style="list-style-type: none"> <li>• 充分了解官方来源的信息，并经常跟员工交流</li> <li>• 跟员工谈话，讨论他们心理健康面临的风险</li> <li>• 告诉员工想讨论他们担忧的问题可以跟谁联系</li> <li>• 告知员工他们的权利</li> <li>• 积极主动地支持员工，经常询问他们是否一切安好</li> </ul>
In order to be best positioned to support your employees, it's important that you look after your own wellbeing too.	为了能以最佳状态支持员工，照顾好您自身的健康也很重要。
<b>Resources</b>	<b>资源</b>
Beyond Blue Coronavirus Mental Wellbeing Support Service – 1800 512 348	Beyond Blue 冠状病毒心理健康（Beyond Blue Coronavirus Mental Wellbeing）支持服务 - 1800 512 348
<a href="http://www.coronavirus.beyondblue.org.au">www.coronavirus.beyondblue.org.au</a>	<a href="http://www.coronavirus.beyondblue.org.au">www.coronavirus.beyondblue.org.au</a>
<a href="https://www.health.act.gov.au/services-and-programs/mental-health/mental-health-and-wellbeing-during-covid-19">https://www.health.act.gov.au/services-and-programs/mental-health/mental-health-and-wellbeing-during-covid-19</a>	<a href="https://www.health.act.gov.au/services-and-programs/mental-health/mental-health-and-wellbeing-during-covid-19">https://www.health.act.gov.au/services-and-programs/mental-health/mental-health-and-wellbeing-during-covid-19</a>
<b>Handwashing and hygiene</b>	<b>洗手和卫生</b>
Good hygiene is necessary to stop the spread of COVID-19. This means:	良好的卫生习惯对阻断 COVID-19 传播必不可少。这意味着：
<ul style="list-style-type: none"> <li>• Frequent hand washing with soap (for 20-30 seconds) or hand sanitising.</li> <li>• Limiting contact with others</li> <li>• Not touching your face</li> <li>• Covering your mouth when you cough or sneeze with a clean tissue or your elbow</li> </ul>	<ul style="list-style-type: none"> <li>• 经常用肥皂洗手（时长 20-30 秒）或进行手部消毒。</li> <li>• 限制跟他人的接触</li> <li>• 不要摸自己的脸</li> <li>• 咳嗽或打喷嚏时用干净的面巾纸或手肘遮掩口部</li> </ul>

<ul style="list-style-type: none"> <li>Putting used tissues straight into the bin</li> </ul>	<ul style="list-style-type: none"> <li>用过的面巾纸直接丢进垃圾桶</li> </ul>
<p>You should talk to your employees about the importance of good hand hygiene and provide access to soap, warm water, paper towel and hand sanitiser at your business.</p>	<p>您应当跟员工交流保持良好手部卫生的重要性，并在企业里提供肥皂、温水、纸巾和消毒搓手液。</p>
<p>Ask workers to minimise contact with others where possible, like through cashless transactions.</p>	<p>请员工尽可能减少跟他人的接触，比如通过无现金的方式进行交易。</p>
<p><b>Cleaning and disinfecting</b></p>	<p><b>清洁和消毒</b></p>
<p>Make sure your employees know how to appropriately clean and disinfect at work.</p>	<p>确保您的员工了解上班时如何正确地清洁和消毒。</p>
<p>Your business should be cleaned at least once a day using a detergent or a 2-in-1 detergent and disinfectant solution.</p>	<p>您的企业应当每天至少用清洁剂或二合一清洁剂及消毒剂清洁一次。</p>
<p>More frequently touched surfaces should be cleaned more often, such as:</p>	<p>触碰比较频繁的平面应当更加经常地清洁，比如：</p>
<ul style="list-style-type: none"> <li>Benches, tabletops and counters</li> <li>Door and cupboard handles</li> <li>Changeroom doors</li> <li>Fridge and cool-room handles</li> <li>Condiment bottles</li> <li>EFT machines</li> </ul>	<ul style="list-style-type: none"> <li>长凳、桌面和柜台</li> <li>门和橱柜把手</li> <li>更衣室的门</li> <li>冰箱和冷藏室把手</li> <li>装调味品的瓶子</li> <li>EFT 电子付款机</li> </ul>
<p>For more information and the latest updates visit <a href="http://www.covid19.act.gov.au">www.covid19.act.gov.au</a></p>	<p>欲了解详情和最新进展，请访问：<a href="http://www.covid19.act.gov.au">www.covid19.act.gov.au</a></p>