**Australia Post PPE Update – 17th April**

Here is the breakdown of everything we have received and sent out since 24th March (see below). Broken down by State and business areas for COO and PON.

In storage within our network centrally received ready for despatch at present, we have:

* 625,000 Pairs of gloves (S, M, L, XL)
* 50,000 Face Masks
* 2,000 Goggles
* 700 Thermal thermometers
* 40 Temp Check Barriers built and ready for despatch
* 100,000 x 600ml Bottles of Liquid Hand Sanitiser to be drawn on
* 6,900 x 50ml Bottles Gel Sanitiser
* 1,728 x 300ml Bottles Gel Sanitiser
* 10,000 x 500ml Spray Trigger Bottles
* 3150 x spray mist bottles 500ml
* 9480 x spray mist bottles 250ml

In transit and due end of this week/early next week, we have an additional:

* 100,000 x 700ml bottles of liquid hand sanitiser due to arrive Monday.
* 68,000 x 950ml Bottles liquid hand sanitiser
* 3,400 x 300ml Bottles Gel Sanitiser
* 12,000 x 100ml Bottle Gel Sanitiser
* 10 x Pallets of 500ml Bottle Gel Sanitiser
* 70,000 Face Masks

In addition to the above the below sets out what is in each state as at 17 April 2020:

**Contacts for PPE, all COO requirements now go through Katrina Eishold in COO.**

**Total PPE Sent to Chief Operating Office (COO)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COO** | **Sum of 15 litre drums - sanitiser** | **Sum of 5 Litre Dispensers - sanitiser** | **Sum of 600ml Dispensers - Sanitiser** | **Sum of 500ml Dispensers - Sanitiser** | **Sum of 450ml Dispenser - Sanitiser** | **Sum of 400ml Dispenser - Sanitiser** | **Sum of 250ml Dispensers - Sanitiser** | **Sum of 100ml Dispensers - Sanitiser** | **Sum of 50/60 ml dispensers - sanitiser** | **Sum of Face Masks** | **Sum of Nitrile Gloves** |
| NSW-ACT |  16  |  |  |  330  |  13,992  |  532  |  1,800  |  300  |  3,660  |  11,880  |  18,000  |
| QLD |  |  5  |  20,000  |  188  |  408  |  112  |  900  |  300  |  1,712  |  7,980  |  7,000  |
| SA-NT |  |  |  |  66  |  1,764  |  56  |  270  |  200  |  678  |  4,780  |  7,000  |
| TAS |  |  |  |  8  |  240  |  28  |  120  |  100  |  296  |  4,380  |  6,000  |
| VIC |  |  |  |  140  |  6,876  |  196  |  1,410  |  300  |  2,892  |  8,980  |  14,000  |
| WA |  |  |  |  148  |  1,728  |  56  |  |  |  704  |  5,080  |  7,000  |
| **Grand Total** |  **16**  |  **5**  |  **20,000**  |  **880**  |  **25,008**  |  **980**  |  **4,500**  |  **1,200**  |  **9,942**  |  **43,080**  |  **59,000**  |

**Additional Information on Cleaning for COO**

**Details of Cleaning process were sent out to all COO teams in a toolbox starting with safety sent 7th April.**

**Self-Wipe Down of High touch areas**

* 10,000 plastic spray bottles ready to be distributed across various facilities
* An approximate number of high frequency touchpoints/surfaces have been identified at the large letter and parcel processing plus ST facilities
* A communication pack has been developed and will be finalised for distribution across the facilities 17 April
* Picto-gram representative of the required process for cleaning high touch surfaces throughout the day has been developed and this will be included on the communication pack
* Guidance on the type of surfaces and high touch points have been identified and included in the communication pack
* Cleaning the controls on forklifts and other LSE have been included in the scope of surfaces for cleaning
* Facilities will be advised that the hand sanitiser to be used for cleaning will be stored on site and will decanted into the spray bottles at a local level
* A copy of the safe instruction for decanting will be included with the communications
* Depending on when the bottles can be distributed, self-wipe down cleaning will commence by the middle of next week at a number of selected facilities

**Transport have implemented the following across a number of facilities:**

* Drivers have been instructed not to hand over the scanner to any customer/person when performing their duties.
* The scanners are being cleaning twice a day i.e when they are taken out for the day and when they are returned at the end of shift.
* Trucks keys are sanitised upon their return to the facility
* Bundy clocks have been moved into areas to reduce the congregation of workers/breaking of social distancing
* Drivers have been provided cleaning equipment to wipe down their inside of their vehicles at the start and end of shift

**For PON, state coordinators are:**

Richard O’Keefe (NSW-ACT), Lokesh Palli (VIC), Jeremy Smith (SA-NT), Sara Finnigan/Angela Miano (QLD), Elisa Mora (WA), Grant Holloway (TAS) overseen by Jaymie Zadow (Head of Safety PON) and Dale Robinson (Safety Team).

**Total PPE Sent to Post Office Network by State:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PON** | **Sum of 5 Litre Dispensers - sanitiser** | **Sum of 500ml Dispensers - Sanitiser** | **Sum of 450ml Dispenser - Sanitiser** | **Sum of 400ml Dispenser - Sanitiser** | **Sum of 250ml Dispensers - Sanitiser** | **Sum of 50/60 ml dispensers - sanitiser** | **Sum of Face Masks** | **Sum of Nitrile Gloves** |
| NSW-ACT |  20  |  250  |  4,980  |  1,344  |  4,500  |  704  |  8,951  |  48,000  |
| TAS |  |  10  |  300  |  28  |  400  |  176  |  3,541  |  7,300  |
| VIC |  |  418  |  7,200  |  196  |  3,860  |  528  |  6,685  |  37,000  |
| WA |  |  116  |  1,728  |  84  |  |  176  |  3,981  |  17,000  |
| QLD-NT |  5  |  137  |  8,784  |  112  |  2,120  |  352  |  6,157  |  24,000  |
| SA |  |  392  |  2,004  |  56  |  825  |  176  |  3,805  |  11,000  |
| **Grand Total** |  **25**  |  **1,323**  |  **24,996**  |  **1,820**  |  **11,705**  |  **2,112**  |  **33,120**  |  **144,300**  |

**Post Office Network: Further Details**

PPE Supplies

* Sanitiser ( Liquid and Gel) continues to be distributed via state coordinators and network teams. (Corporate & LPO )
* Surgical Mask & PP2 masks – small allocation to each outlet for use if a staff member has COVID symptoms while at work
* 144,000 gloves distributed via state coordinators and network teams. (Corporate & LPO ) for use when cleaning.
* 20,000 Button badges distributed to all outlets this week (safety message – Social distancing)
* Acrylic counter screens. All manufactured and despatched. Outlets continue to install as they receive.
* Additional pens for outlets.
* Introduction of floor tape for counter and queue social distancing.
* In store signs for social distancing, customer per store limits and not to enter if unwell, ( translated into 4 languages for when required)

**Post Office Outlet cleaning:**

* Staff to clean surfaces that are touched regularly, such as​ door handles, kitchen and bathroom areas, retail counters, desks, keyboards, chair armrests and phones using antibacterial cleaning wipes. Front of house equipment like writing benches and credit card pin pads should be cleaned more frequently, especially after busy periods.
* The Following Cleaning products  can be used:
	+ Anti-Bacterial wipes
	+ Liquid Sanitiser
	+ White King Bleach Spray
	+ BAM Easy-Off Blech and Hygiene
	+ Dettol Healthy Clean Bathroom
	+ Dettol Healthy Clean Kitchen
	+ Strike Multi-Purpose Cleaner  ​
* If a customer coughs or sneezes on a counter, wipe the counter with paper towel and appropriate cleaning agent such as a 70 percent alcohol based cleaner or wipe and place in bin. Then wash your hands immediately.
* Introduction of additional surface cleans in each Corporate Outlets by night cleaners.
* CRE investigating distribution of spray bottles to be distributed across outlets. ( similar solution as COO)