

Territory Proud
COVID-19
Information Package

Territory Proud committee is pleased to provide this package to help Territory businesses in this difficult time.

Included is some information that we have sourced from various agencies both government and commercial, some hints and tips on how to survive and some humorous quotes to hopefully make you smile.

We hope that your business comes through this crisis ok and wish you and your families well for the future.



Australia's Northern Territory



If you are a manager or owner of a business that is situated in the NT or employs Territorians or even contributes to the Northern Territory economy we invite you to join our organisation by applying online at www.territoryproud.com.au.

The Territory Proud committee is made up of some very professional and passionate business people here in the Territory.

The work that the committee does is voluntary and we are always looking for ways to help our business community as a whole.

We hope that you like what we have put together and that it helps make your life just a bit easier in this difficult time. Make sure that you like our Facebook page so that you can keep up to date with any events or information that we can provide.



Hello!

H How are you?

E Everything all right?

L Like to hear from you

L Like our Facebook page to keep up to date @TerritoryProud

O Obviously we are here for you



Useful Links to websites

Australian Government

https://www.australia.gov.au/?gclid=Cj0KCQjwybD0BRDyARIsACyS8ms-FQVHZnG-ELmlux7SLtI0Lj-SWJwdpA6gYz2u8Dy9pT6j9obBfx0aAn7iEALw_wcB

<https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-of-conduct-sme-commercial-leasing-principles.pdf>

<https://www.health.gov.au/resources/publications/impact-of-covid-19-in-australia-ensuring-the-health-system-can-respond>

https://treasury.gov.au/sites/default/files/2020-04/Fact_sheet_supporting_businesses_0.pdf

https://treasury.gov.au/sites/default/files/2020-04/Fact_sheet_Info_for_Employers_0.pdf

NT Government

<https://coronavirus.nt.gov.au/community-advice/business>

<https://coronavirus.nt.gov.au/community-advice/gatherings>

<https://coronavirus.nt.gov.au/facts-and-myths>

<https://coronavirus.nt.gov.au/community-advice/elderly-and-aged-care>



ATO

<https://www.ato.gov.au/Newsroom/smallbusiness/General/Cash-flow-boost-for-employers/?sbnews20200407>

<https://www.ato.gov.au/General/COVID-19/Support-for-businesses-and-employers/>

<https://www.servicesaustralia.gov.au/individuals/subjects/affected-coronavirus-covid-19>

<https://www.ato.gov.au/General/COVID-19/Additional-support-during-COVID-19/>

<https://www.ato.gov.au/Individuals/Super/Withdrawing-and-using-your-super/Early-access-to-your-super/#Compassionategrounds>

Health Information

<https://www.healthdirect.gov.au/symptom-checker/tool/basic-details>

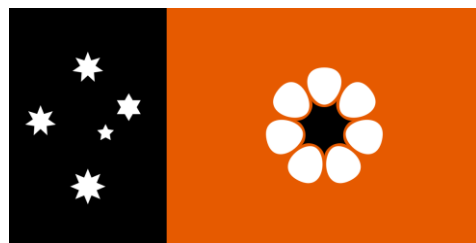
<https://www.health.gov.au/resources>



National Coronavirus Helpline

Call this line if you are seeking information on coronavirus. The line operates 24 hours a day, seven days a week.

📞 1800 020 080



Safe Work Australia

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

https://www.safeworkaustralia.gov.au/industry_business/all

<https://www.safeworkaustralia.gov.au/doc/workplace-checklist-covid-19>

Chamber of Commerce

<https://www.australianchamber.com.au/wp-content/uploads/2020/03/COVID-19-Employe>

Miscellaneous Sources

<https://www.engagebay.com/blog/covid-19-saas-deals/>



Financial Letter Template

We have designed a letter template for you if you need to discuss your financial situation with banks or suppliers. This is available as a word document so if you would like a copy that you can customise for your business please send us an email secretary@territoryproud.com.au and we will send you the word document.

YOUR COMPANY / BUSINESS

Address
Phone
Email

Recipient Name
Title
Company
Address

Date

RE: ACCOUNT NUMBER

To whom it may concern,

This letter is to inform you of our current financial situation due to the COVID – 19. Since the government restrictions we have been experiencing financial difficulties due to a loss of income and having been forced to (close our business) or (run it at a minimum service).

As this situation is totally out of our control, I would like to request a suspension of payments for as many months that you can allow for us to get back on track.
The suspension of payments will greatly help us manage our finances on a monthly basis and we have full intention of returning to the originally agreed upon rate as soon as possible.

Thank you for your understanding on this matter and please feel free to contact me at any time should you wish to discuss this further.

I look forward to hearing from you soon.

Your name
Title



Don't be afraid to ask, it doesn't hurt to try!



Suspected or confirmed case of COVID-19 at work

If the suspected or confirmed case of COVID-19 is at work



1. ISOLATE

Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. INFORM

Ring the national COVID-19 hotline (1800 020 080). Follow the advice of health officials.



3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



4. CLEAN

Clean the area where the person was working and all places they have been. This may mean evacuating those areas. Use PPE when cleaning.



5. IDENTIFY

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



6. CLEAN

Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.



7. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

If the suspected or confirmed case of COVID-19 is not at work when diagnosed



1. INFORM

Ring the national COVID-19 hotline (1800 020 080). Follow advice of health officials.



2. IDENTIFY

Identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Send those people home to isolate. Allow employees to raise concerns.



3. CLEAN

Clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. Use PPE when cleaning.




4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Keep employees up to date on what is happening.

Remember:

- > From a WHS perspective, there is not an automatic requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- > Workers assisting the person who has suspected or confirmed with COVID-19 should be provided with appropriate PPE, if available, such as gloves and a mask. They should also follow hand hygiene procedures.
- > Consider whether you have to notify your [WHS regulator](#) – see our [Incident Notification fact sheet](#).
- > Be aware of privacy obligations.
- > Follow the advice of health officials at all times.



Don't count the days,
make the days count.


Muhammad Ali

quote fancy



“ Success is not final;
failure is not fatal: it
is the courage to
continue that counts.

– Winston Churchill



IT'S GOING TO
BE HARD, BUT
HARD DOES NOT
MEAN IMPOSSIBLE.

**TERRITORY
PROUD**

Australia's Northern Territory

Territory Proud Membership Application



Australia's Northern Territory

Please complete and email to Email admin@territoryproud.com.au

ABN 36 685 022 150 Phone 0419657634
Postal PO Box 36429 WINNELLIE NT 0821

Business Name:

ABN.....

How long has your business been in the Territory?.....

Address:

Suburb, Town or City: NT Post Code.....

Contact Details Role	Name	Email
Business Owner		
Business Accounts		
Marketing/Business Development		

Postal Address:.....

Main Telephone:M/.....

Website:.....

Description of Business:

Business Category (Select all that apply, Please circle)

Entertainment	Art & Culture	Business Services	Construction & Engineering	Education & Training
Environmental Services	Tourism & Hospitality	Transport & Logistics	Professional Services	IT, Media & Communication
Retail	Manufacturing	Home Based	Government & Industry Associations	Resources

Region (Select areas serviced)

Top End

Central

Membership Level Per Year

Corporate (\$125) 1-5 Employees ☐

Silver (\$250) 6-50 Employees ☐

Gold (\$500) 50 + Employees ☐

“Working Together. Helping Territorians Achieve their Goals”

5 things to do in your workplace: COVID-19

There are a number of practical steps employers can take to manage the risk of exposure to COVID-19 at the workplace. You must take action, it's the law.

No matter what type of work your business carries out, these steps will help to identify all you can reasonably do to protect the health and safety of workers and others at your workplace.



1. Talk to your workers

Everyone is being bombarded with information. Your workers may be confused or concerned about what they hear. Stay across authoritative sources and provide information to workers about the measures you are planning to take to minimise the risk of exposure to COVID-19 at the workplace. And remember, consulting workers is a must. For more information, read the [Model Code of Practice on work health and safety consultation, cooperation and coordination](#) at swa.gov.au.



2. Think about your workplace

Nominate a person or team to dedicate their time to infection control. Work with them to take a close look at the work environment, find potential areas of risk and come up with a plan to address them. Think about how you will keep high-touch surfaces clean and how you will put in additional hygiene measures such as hand-sanitizing stations.

You should also review your existing policies and practices. Can people work from home if necessary and do they have a safe environment to do so? Have you briefed your workers about the symptoms of COVID-19 and what to do if they are unwell?

Issues will vary for every workplace but to eliminate or minimise risks to health and safety look at your existing protocols. You can't find – and fix – breakdowns if you don't look for them.



3. Train your workers

The basics of keeping viral infections out of the workplace are well known: Wash your hands thoroughly and often. Cover your coughs and sneezes. Observe rules for social distancing. Clean and disinfect high-touch surfaces regularly. Stay home if you are sick. These things are straightforward, but we know that people don't always do them enough. Make sure your workers know how to comply with hygiene guidance in their day-to-day activities by providing training.

Designate members of your infection prevention team to teach their colleagues the proper procedures. Correct handwashing protocol, for instance, is easy to learn. The [Department of Health](#) has instructive posters and videos on their website.



4. Review control measures

Be vigilant with health and safety. Ask your infection prevention team and all workers, to keep a close eye on compliance and report any concerns. Continue to review the situation. Are there any obvious breakdowns? Is there anything you missed? Is your plan working? This will enable you to implement further controls as you go along and make further improvements.



5. Future proof

The pandemic situation is rapidly evolving. By looking ahead you can start to plan for what you will do if you need to close the doors for a period of time or need to require your workers to work from home.

- > Do you have a plan to ensure business continuity?
- > Do you know what to do if a staff member or one of their close relatives is found to have COVID-19 symptoms?
- > If this were to happen, do you know how to disinfect affected workspaces?
- > Do you have a protocol in place to reopen your workplace after a potential quarantine?

You may not end up needing these protocols, but it's better to think ahead.

NT SUPPORT SERVICES



PLEASE USE THIS GUIDE IF YOU FEEL YOU ARE NOT COPING OR YOU NEED INFORMATION OR SUPPORT.

THIS IS UNPRECEDENTED TIMES WE ARE FACING AND ASKING FOR HELP IS NOT FAILURE, IT IS JUST NECESSARY TO SURVIVE.

CENTRELINK

Discuss your income needs

☎ 132 468
🌐 centrelink.gov.au

BEYOND BLUE

Anyone feeling anxious or depressed

☎ 1300 22 4636
🌐 beyondblue.org.au

MENSLINE AUSTRALIA

Men with emotional or relationship concerns

☎ 1300 78 99 78
🌐 mensline.org.au

KIDS HELPLINE

Counselling for young people aged 5 to 25

☎ 1800 55 1800
🌐 kidshelpline.com.au

OPEN ARMS

Veterans and Families counselling

☎ 1800 011 046
🌐 openarms.org.au

SUICIDE CALL BACK SERVICE

Anyone thinking about suicide

☎ 1300 659 467
🌐 suicidecallbackservice.org.au

DOMESTIC VIOLENCE SUPPORT WOMEN

Provides services to women & children escaping domestic & family violence

☎ 8945 1388
📧 info@dawnhouse.org.au

DOMESTIC VIOLENCE LEGAL SERVICE

General legal information relating to domestic violence

☎ 8999 7977
🌐 dyls.nt.gov.au

POLICE ASSISTANCE

☎ 131 444
☎ 000 (emergency)

EMERGENCY SERVICES

Floods, storms or cyclones

☎ 132 500

SANE AUSTRALIA

Support for people living with complex mental health issues

☎ 1800 18 7263
🌐 sane.org/services/help-centre

AUSTRALIAN TAXATION OFFICE

Discuss your taxation requirements

☎ 132 861
🌐 ato.gov.au

LIFELINE

Anyone having a personal crisis

☎ 13 11 14
🌐 lifeline.org.au

RELATIONSHIPS AUSTRALIA

Support for families

☎ 1300 364 277
🌐 rasa.org.au/resources/crisis-help-support/

ANGLICARE NT

Financial support

☎ 1300 22 4636
🌐 anglicare-nt.org.au

ADULT ALLIED HEALTH TEAM

Health and Wellbeing concerns

☎ 1800 139 656
🌐 health.nt.gov.au

FOODBANK

Supplying food for crisis

☎ 8947 3669
📧 info@bcnt.org.au

ALCOHOL & DRUG COUNSELLING SERVICE

Uptodate government information

☎ 1800 020 080
🌐 health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert

EMERGENCY RELIEF

St Vincent de Paul Accomodation

☎ 8942 1548
🌐 vinnies.org.au

LEGAL AID HELPLINE

General legal information

☎ 1800 019 343
🌐 legalaid.nt.org.au

NORTH AUSTRALIA FAMILY LEGAL SERVICES

General legal information

☎ 1800 041 998
🌐 naafls.com.au

CARONAVIRUS (COVID-19 HEALTH ALERT)

General legal information

☎ 1800 041 998
🌐 naafls.com.au

ANGLICARE NT RESOLVE COUNSELLING & FAMILY DISPUTE RESOLUTION

Family support counselling & support

☎ 1300 78 99 78
🌐 mensline.org.au

*We are all in
this together!*

15 Foods you can regrow from scraps

There are lots of foods you can regrow from scraps - its easy, free and you don't need a lot of space to keep fresh produce ready all year long!

GREEN ONION

Plant the bulbs in a pot or container garden so that the top of the stalk pokes out of the dirt.



KALE

Once your kale plants are mature, clip off leaves as needed, starting with the larger leaves at the bottom of the stem



LEEK

Save bulbs with at least an inch or two of the stalk. Plant the bulbs in the ground with the stalk peeking out.



BASIL

Cut the stem, keeping a few leaves attached, place in a jar of water to generate roots, then you can move to a planter



GARLIC

Simply buy the cloves under about an inch of soil and keep watered. The garlic is ready to harvest when it starts to turn yellow



POTATOES

Cut a sprouting potato so that each chunk has an eye and a sprout. Plant with the eye facing up and cover with a few inches of dirt.



ROMAIN LETTUCE

You can plant the bottom end of a head of Romaine in soil, water and it will start to regrow leaves



BOK CHOY

Bok Choy can be regrown just like romaine lettuce



ONION

Once your kale plants are mature, clip off leaves as needed, starting with the larger leaves at the bottom of the stem



GINGER

Once your kale plants are mature, clip off leaves as needed, starting with the larger leaves at the bottom of the stem



SWEET POTATO

Sweet potatoes are grown a little differently than regular potatoes. To regrow sweet potatoes, you plant the sprouts, or slips



CILANTRO

Like basil, cilantro can be regrown from cuttings. Once you have a mature cilantro plant, you can cut leaves as needed



MINT

Mint is a fairly easy plant to grow and spreads quickly on its own. You can regrow mint cuttings as you would basil



ROSEMARY

Cut a 3" piece from a mature plant. Strip the leaves from the bottom half of the cutting and plant that end in soil



CELERY

Celery can be regrown by saving the vase and placing in a cup of water until leaves sprout. Then transfer the celery plant to a pot with soil.

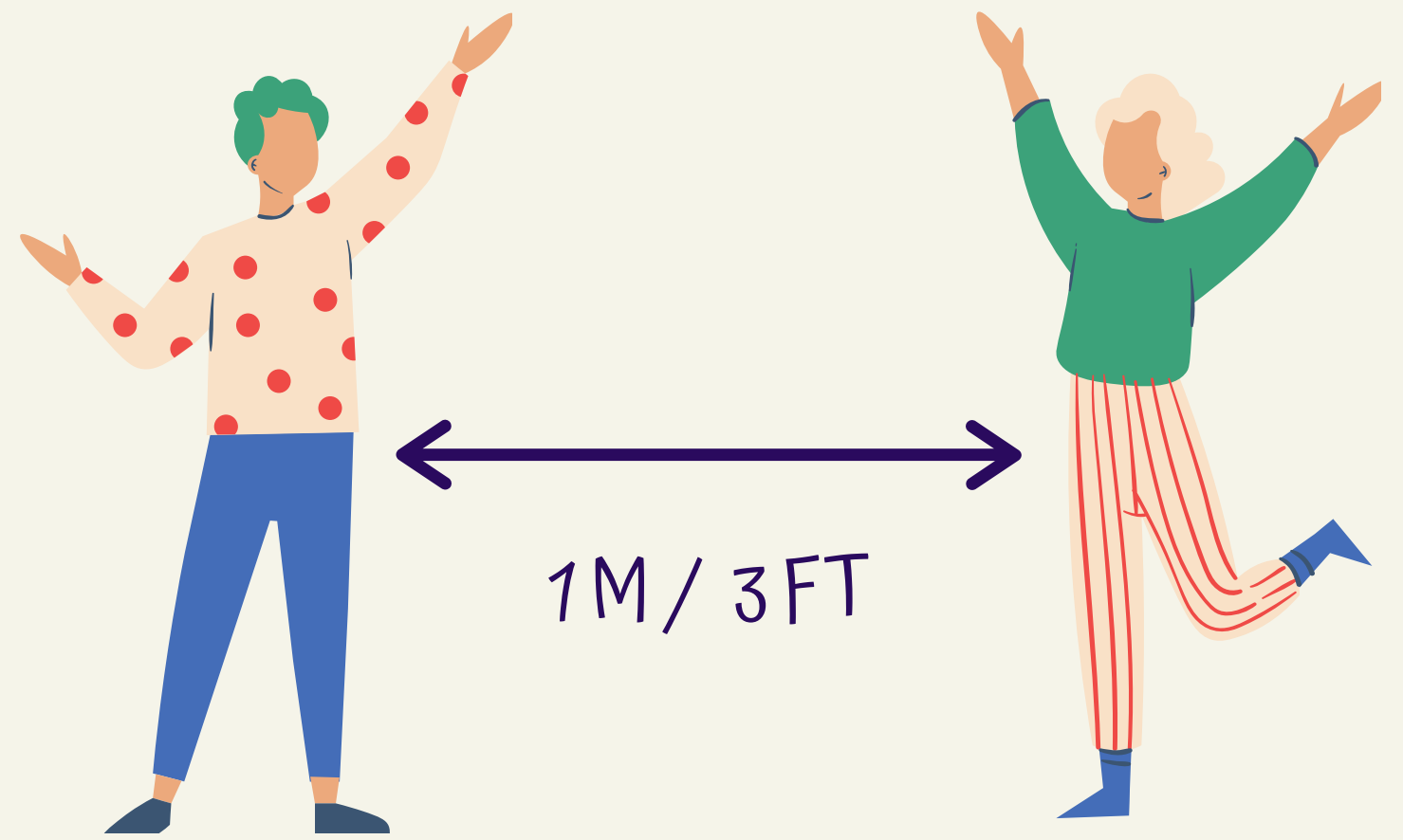


STOP THE SPREAD



WASH YOUR HANDS FREQUENTLY

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.



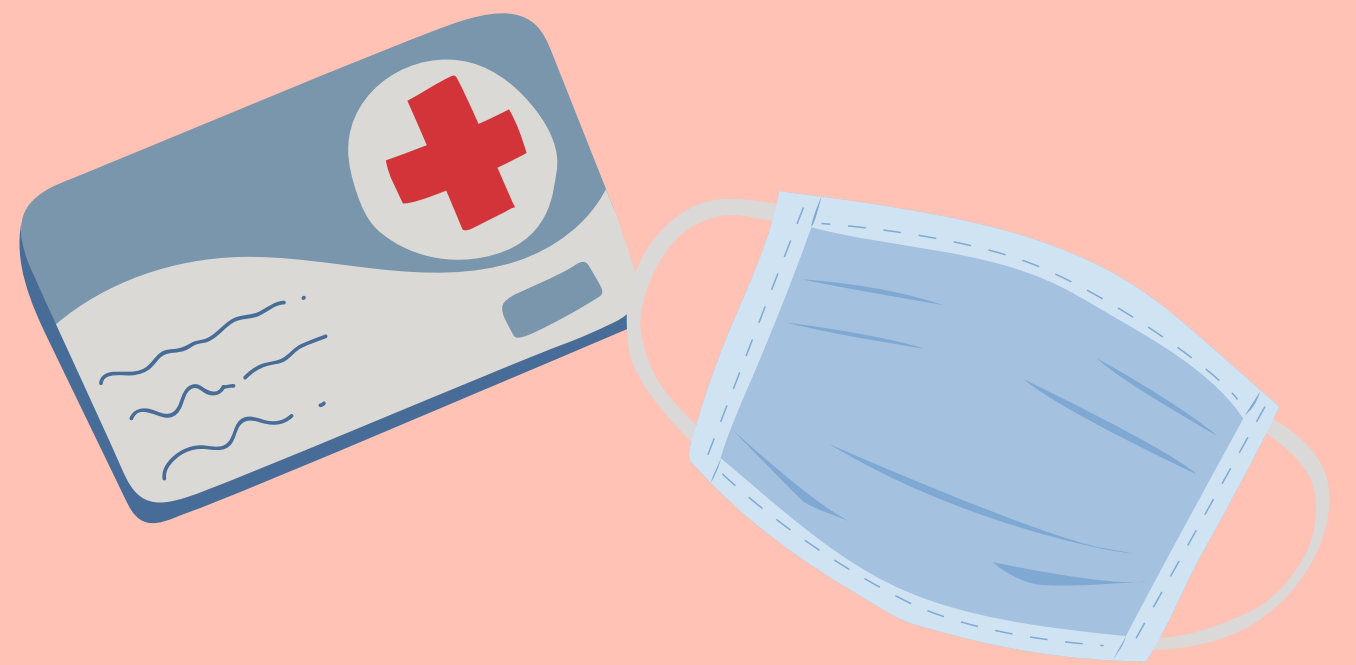
MAINTAIN PHYSICAL DISTANCING

Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.



AVOID TOUCHING EYES, NOSE AND MOUTH

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.



IF YOU HAVE A FEVER, COUGH AND DIFFICULTY BREATHING, SEEK MEDICAL CARE EARLY

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance.