## COVID SAFE POLICY

The purpose of this policy is to outline the steps that **Company Name** (“**the Company**”) will take in the event of a confirmed or suspected case of COVID-19. In addition to this, the policy will outline strategies as to how the Company will:

* Keep our employees safe
* Continue to serve our customers with the highest standards
* Do our part to slow the spread of the COVID-19

The policy also contains important procedures that all employees must follow to help the Company meets these objectives.

### CONSULTATION

All employees should have an opportunity to express views, raise issues and contribute to the decision-making process relating to any Workplace Health & Safety (WHS) matters, including all associated COVID-19 Safe planning and policies. Please contact your manager should you have questions, concerns or suggestions.

### HOW COVID-19 SPREADS

COVID-19 spreads in a similar way to flu. Most people infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

**What to do in the event of a suspected or confirmed case**

The following guidelines should be followed:

**What if I suspect I have symptoms of COVID-19?**

* It is important that you stay away from work if you have even only mild symptoms or have had to take simple medications (e.g. paracetamol, ibuprofen) which may mask the symptoms.
* We need to take every precaution to not spread a possible case of COVID-19.
* If you have symptoms and suspect you may have COVID-19 - see your nearest testing clinic or call your local GP and seek advice.
* Notify your manager, manager’s manager or [additional contact eg. HR or Director] through [preferred contact avenue], a text message, phone call or email.

**What if I am diagnosed with COVID-19?**

* Notify your manager, or manager’s manager or [additional contact eg. HR or Director].
* Work through with your manager any contact tracing that may need to be carried out and provide any information to the relevant health unit as requested.
* Follow all medical advice to recover from your infection a soon as possible.
* Only return to work once you have been medically cleared to do so.

**What if I’ve been in close contact with a confirmed case?**

If you have seen in the news that you have been at a location where there is a confirmed case of COVID-19, or have been contact traced, follow all government and health advice. This may vary depending on the length of time you were at the venue/location.

* Official guidelines will advise if you need to get tested and if you should isolate. In some cases, you may need to stay away from work even if you get a negative test, for the full isolation period.
* Notify your manager, or manager’s manager or [additional contact eg. HR or Director].
* If you have been to the [location of work eg. Office, Salon, Campus, Restaurant etc..] since being in close contact with a confirmed case, or you have had face to face meetings with [clients/patrons], you will need to provide your manager with the dates you have been in the shared workspace and [clients/patrons] you have seen.
* Do not return to work [or visit clients] until you have been given the go ahead to do so by the relevant state authority.

**What if a Family Member or Household Member is diagnosed with COVID-19?**

* Follow the same steps as above for ‘What if I’ve been in close contact with a confirmed case?’
* As you live with the confirmed case – and have not just been in close contact on one occasion, you are to self-isolate and work-from-home until given official clearance that you can return to work.
* Follow all government direction on isolation requirement and when you may be cleared to attend the workplace.
* Seek medical advice and get tested.

**What if I have recently travelled to an area with known cases of COVID-19?**

* Notify your manager, or manager’s manager or [additional contact eg. HR or Director].
* You must work-from-home for 14 days and isolate for longer if advised to.
* Monitor yourself for symptoms for 14 days and take your temperature twice a day.
* You may need to seek medical clearance before returning to the workplace.

**What if an employee of the Company is diagnosed with COVID-19 or we have a suspected case?**

* You will be notified as soon as possible by a member of the management team.
* For confirmed cases, it is likely that the relevant workplace will be closed and will undergo comprehensive health certified cleaning of the entire premises.
* If you have been in close contact with the employee(s) who have a confirmed or suspected case, you should get tested and should monitor yourself for symptoms for 14 days.
* If you have symptoms of COVID-19 follow the above advice on calling your closest healthcare professionals who will advise you on next steps.
* If you are diagnosed with COVID-19 yourself, notify your manager and follow all medical advice.

### WORKPLACE HYGIENE & SOCIAL DISTANCING GUIDELINES

We have developed the following guidelines to help prevent the spread of COVID-19. When you attend the shared workplace, you must also adhere to the following and any separate COVID Safe Plan.

**On your arrival to work**

* When arriving to work please dispose of any masks used in transport.
* Limit the touching of any and all surfaces.
* Wash your hands for at least 20 seconds with soap and water.
* Place any bags on the ground and not on desks.
* Please wipe down your desk / work area with a cleaning wipe and dispose of soiled wipes.

**Whilst at work**

* Practise physical distancing by maintaining a 1.5 metre distance between yourself and other persons (and adhering to the 4sqm rule) whenever possible.
* Apply social distancing in meeting rooms and avoid being in an enclosed meeting room for a period of time with a group of people whenever possible.
* ​​​​​Frequently wash your hands for at least 20 seconds with soap and water or by using an alcohol-based hand sanitiser.
* Avoid touching your eyes, nose and mouth.
* Please cough or sneeze into your elbow or a tissue. Immediately dispose of the tissue after use.
* Clean and disinfect frequently used objects such as mobile phones, keys, wallets and work passes.
* If you feel unwell, tell your direct manager and then promptly leave work if it is safe for you to do so. Symptoms to look out for: fever, cough, sore throat and shortness of breath.
* Please be extra attentive in cleaning up after yourself when using shared facilities such as the kitchen and bathroom.

**Leaving work**

* Please wipe down your desk area with a cleaning wipe and dispose of soiled wipes.

​​​**Travelling to and from work**

* If travelling to work on public transport, please follow the same principles and adhere to all Government directions with regard to Personal Protective Equipment (PPE – e.g. masks).

**When visiting clients**

In addition to all the hygiene and social distancing guidelines above you must also ensure the following:

* Face to face meetings should only take place where appropriate social distancing can be maintained.
* You must obtain a current COVID Safe Plan from any client sites you plan to visit.
* Should you feel at any point that COVID Safety is compromised you should leave immediately and contact your manager.
* Seek permission from your manager before travelling interstate.

### OTHER POLICIES

Employees and staff are encouraged to read this policy in conjunction with other relevant Company policies, including:

• Workplace Health and Safety Policy