Coronavirus (COVID-19) Company Policy

In this **Coronavirus (COVID-19) company policy**, you will find all the essential guidelines employees, suppliers, couriers and / or visitors / customers should follow during the coronavirus outbreak and temporary alterations of existing personal leave and work from home policies.

Policy Brief & Purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. We take the welfare and wellbeing of our employees and customers seriously, and therefore it's important that collectively we all respond responsibly and transparently to these health precautions, we assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is subject to changes with the introduction of additional governmental guidelines.

Scope

This coronavirus policy applies to all our employees, suppliers, couriers and / or visitors / customers who physically work in or visit our premises. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Policy Elements

Here, we outline the required actions employees, suppliers, couriers and / or visitors / customers should take to protect themselves and other staff from a potential coronavirus infection.

Personal leave arrangements:

- If you have cold symptoms, such as cough / sneezing / fever, or feel poorly, you are required to remove yourself from the workplace. If you are able to work, we may ask you to work from home if your position allows for this. We will ask you to get COVID-19 tested and self-isolate, you will be able to return to the office only if you are fully asymptomatic and with a negative test result.
- If you have a positive COVID-19 diagnosis, you can return to the office *only after* you have fully recovered, with a doctor's confirmation of your recovery and suitability to start work.

Work from home requests:

- If you have recently returned from areas with a high number of COVID-19 cases (based on DOH announcements), you are required to remove yourself from the workplace. If you are able to work, we may ask you to work from home if your position allows for this. You may return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you are required to remove yourself from the workplace. If you are able to work, we may ask you to work from home if your position allows for this. You will also be asked not to come into physical contact with any colleagues during this time.
- If you are a parent and you have to stay at home with your children, and if you are able to work, we may ask you to work from home if your position allows for this. Follow up with management to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, you are required to remove yourself from the workplace. If you are able to work, we may ask you to work from home if your position allows for this. You will only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you are asymptomatic or you have a doctor's certificate confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

Travelling / commuting measures:

- All work trips and events – both domestic and international – will be cancelled / postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties.
- If you normally commute to the office by public transport and do not have other alternatives, you can request to work from home as a precaution or come seek advice from management on transportation arrangements.
- If you are planning to travel voluntarily to a high-risk state with increased COVID-19 cases, you are required to remove yourself from the workplace. If you are able to work, we may ask you to work from home if your position allows for this. You will also be asked not to come into physical contact with any colleagues during this time.

General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough / sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you will find around the office.
- Cough / sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean / sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing / sneezing on a regular basis, you are required to remove yourself from the workplace. If you are able to work, we may ask you to work from home if your position allows for this.
- Undertake frequent cleaning and disinfection of workspaces, particularly objects and surfaces that are frequently touched.

Visitor rules:

- If you have had contact with someone diagnosed with or suspected of having coronavirus in the past 14 days and / or are showing cold / flu symptoms, please do not attend our premises.
- If you are coming on site and have travelled interstate or internationally within the last 14 days, we ask that you notify us prior to attending.
- Visitors coming on site are required to sanitize hands at point of entry.
- Visitors are required to sign in and out of the 'visitor record'.
- Visitors may be asked permission to have their temperature taken and recorded.
- Maintain a 1.5 metre distance from each other wherever possible. We care about our visitors & staff members safety and as such we are endeavouring to maintain safe social distances.