

## All Staff Memo

**Topic:** Coronavirus (Covid-19) Company Policy -

**Issued:** First issued 11/3/2020,  
Last Updated 21/7/2020

Dear all staff,

The threat of Covid-19 to individuals and the business is very real risk. We will continue to take a proactive approach in managing the virus.

Specifically the threats are:

1. **Customer Demand Diminishes** – At this stage there is very little indication of this, with confidence returning. We will continue to monitor this. **Low Risk**
2. **Government Lockdown restricting our work** – This is unlikely **Low Risk**
3. **Ill health internally** – This is a real and immediate risk and we need to maintain very high personal hygiene standards and social distancing together with following the plan below. **High Risk**

Below is a plan and policy intended to assist in protecting all staff and the business from the risks of the spread of the virus. It further serves to mitigate the spread of Covid-19 in our community.

**As of today, we will implement the following strategies:**

1. For the foreseeable future we will separate into **two clearly defined work groups**, and not cross over or interact with the other group.
2. All **customer notifications** will ask for our customers to disclose if anyone in the premise is at risk of having, or have been exposed to Covid-19 before we arrive. If there is a risk, we will postpone any visit until the risk has passed.
3. If you feel **somebody is at risk of having Covid-19** at any stage whilst you are at work, you have full permission to politely excuse yourself and leave the premises and alert Matt immediately. Unless notified, we will assume everyone is a risk of transmission.
4. All visitors to our sites including visitors, sub-contractors and delivery personnel must submit our **Covid-19 Screening Questionnaire**. You will find this here: <https://www.surveymonkey.com/r/38T975G>
  - a. This has been sent to our primary suppliers and contractors. You must verify with every visitor that they have submitted a screening questionnaire
  - b. Any personnel on site must be kept to absolutely necessary only
  - c. Limited to **1 person per 4sqm** when inside always
  - d. Maintain the **1.5m social distancing** strategy always

5. If you are experiencing any of the following flu symptoms (Persistent cough and respiratory problems, fever, sore throat) **You Must stay at home** and contact your GP and proceed to have a Covid-19 test. Our usual personal leave policy will apply here. [For more information on identifying the symptoms of COVID-19, click here.](#)
6. If you have been **exposed to anybody that is (or suspected to be) infected with Covid-19**, [you must self-quarantine for 14 days and be tested for coronavirus. Click here for more info on what to do.](#) Leave under this scenario will be covered using personal leave for half and annual leave for half. If staff are well and it is appropriate, we may look at working from home options.
7. Use **disposable gloves** until you are satisfied the risk of contamination is very low or is non-existent.
8. You **MUST wear a mask** at all times whilst at work or in public in line with public health advice. The company is subsidizing some cost for this.
9. The company encourages everyone to **get a flue shot** as soon as you are able. As usual we will reimburse this upto \$50. Please arrange this and claim as a usual expense.
10. **School Closures** – Individual arrangements will be made to support staff home schooling.
11. Ensure all equipment, especially communal tools and vehicles are **cleaned and sanitized** after each use.
12. All staff are encouraged to [download and activate the Covid Safe App here.](#)

Maintaining good and consistent hygiene practices, while taking other short-term precautions, is your best defense against Covid-19.

- a. Wash your hands regularly and thoroughly with soap and water primarily, or with hand sanitizer if soapy water not available.
- b. Cover your mouth and nose when coughing and sneezing.
- c. Avoid physical contact with anyone.
- d. Maintain physical space with colleagues and customers. Avoid handshake and other physical interaction.

For more information on [Covid 19, go here.](#)

We will continue to monitor the development of this situation and update this policy as necessary. Thank you all for your pragmatic support of this unique situation.

Stay well folks!



Matt Wood  
Managing Director