

Covid Safe Plan

Issued: 11/3/2020, Last Updated 8/9/2020

The threat of Covid-19 to individuals and the business is a very real risk.

We will continue to take a proactive approach in managing our response to the pandemic.

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



Effective immediately, we will implement the following strategies:

1. All authorized staff must carry a properly executed '**Permitted Worker Permit**' and abide by all restrictions associated with this.
2. 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. All staff must ensure we maintain accurate onsite records for all personnel and their time on site. A record will be kept in Geo – You must alert Renae Leonard of all and any visits to record.
 - c. Any personnel on site must be kept to absolutely minimum necessary only
 - d. **No more than five people on a work site** (excluding persons in their own home)
 - e. Limited to **1 person per 4sqm** when inside always
 - f. Maintain the **1.5m social distancing** strategy always
3. For the foreseeable future we will separate into **two clearly defined work groups**, and not cross over or interact with the other group. **Maximum teams of three EAH Staff.**
4. Logging hours accurately in our Geoop schedule is a mandatory requirement of your employment. Failure to comply may result in your instant dismissal.
5. **Symptom Declaration** - By logging on to a shift you declare that you are well and have zero flu like symptoms. You are responsible for regular checking of your temperature. If your temperature is even mildly high you **MUST STAY HOME.**
6. 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.](#)
7. 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.
8. If you feel **somebody is at risk of having Covid-19** at any stage whilst you are at work and you feel at risk, you have full permission to politely excuse yourself and leave the premises and alert Matt immediately. Unless confirmed, we will assume everyone is a risk of transmission.

9. If mild symptoms exist (Such as a runny nose), **You Must stay at home** and proceed to have a Covid-19 test. 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.
10. If there is a need for you to be tested for Covid-19. (I.e. you have **mild symptoms** or have potentially been exposed, or are considered a **close contact** to **anybody that is infected with Covid-19**,) You must follow public health advice and isolate for as long as directed.

[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.
11. Use **disposable gloves** until you are satisfied the risk of contamination is very low or is non-existent.
12. You **MUST wear a mask at all times** whilst at work or in public in line with public health direction.
13. 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.
14. **School Closures** – Individual arrangements will be made to support staff home schooling.
15. Ensure all equipment, especially communal tools and vehicles are **cleaned and sanitized** after each use.
16. 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. Remember to wear a mask.
- c. 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 plan as necessary.
Thank you all for your pragmatic support of this unique situation.

Stay well folks!



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