

Policy

Policy Name:	Coronavirus (COVID-19)
Policy Date:	12 th July 2020
Endorsed By:	Directors
Policy Code:	POL023

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02. POLICY

The Coronavirus (COVID-19) policy clarifies the guidelines for RJA employees relating to handling any possible exposure to the virus and general wellbeing protocols.

03. PURPOSE

RJA is committed to providing a safe and healthy working environment for all workers, and other persons, so far as reasonably practical. Given the current situation which is evolving in Australia with the spread of the Coronavirus (COVID-19) worldwide the business has decided to implement a policy regarding any possible exposure to minimize risk to employees.

04. APPLICATION

This policy applies to:

- All employees of RJA (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of RJA (for example contractors, subcontractors, agents, consultants, temporary staff and 'workers' as otherwise defined under relevant occupational/work health and safety (WHS) legislation) (collectively referred to as 'workplace participants'); and
- All of RJA workplaces and to other places where workplace participants may be working or representing RJA. For example when visiting a customer, client, sites or supplier (collectively referred to as 'workplace').

05. RJA PROTOCOL

- Employees are not to come to work if they are displaying COVID-19 symptoms. These include fever, respiratory symptoms, coughing, shortness of breath, sore throat, loss of smell/taste/appetite, vomiting, headaches. Should any of these symptoms be present the employee should advise their manager and the HR Manager immediately, and seek medical advice immediately.
- Within 48hrs of displaying symptoms staff are required to seek medical advice or undertake a COVID test. Staff will only be allowed to return to work if they:
 - a) Produce a negative COVID result
 - b) Produce a medical certificate stating they do not have COVID.
- Normal sick leave provisions apply
- The business where possible will provide flexible workplace policies that permit employees to stay home to care for a sick family member. This will be considered and approved on a case by case basis at the company's discretion.
- Employees who have been exposed to someone with the Coronavirus need to immediately notify their Manager and Belinda McLean, HR Manager on 0438464787. You MUST NOT attend work if you have been directly exposed to someone with Coronavirus. Seek medical attention as soon as possible.
- Staff who display or exhibit symptoms will be sent home and requested to seek medical attention.
- The business will provide hand sanitizer, sanitizing wipes, masks and soap.
- All staff need to ensure they wash their hands regularly throughout the day.
- RJA will be practicing "social distancing" and staff should not shake hands with each other, clients or contractors.
- Practice Respiratory Hygiene - This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately and wash your hands.

- Staff should routinely clean all frequently touched surfaces in their workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Each employee should clean their own workstation using wipes provided. This applies for both home and office based workstations.
- If an employee is confirmed to have COVID-19, the business will inform fellow employees of their possible exposure to COVID-19 in the workplace.
- Staff MUST not attend work if you have been exposed to a person with coronavirus under any circumstances.
- If you are in contact with a person who is self-isolating after returning from overseas you should not come to work.
- Non-essential face-to-face meetings are to be altered to phone calls or video conference calls.
- Immediate implementation of Site and Production checklist and process for sanitization

06. RJA Offices and Workplaces

Please see below details pertaining to each workplace:

- As of 11th May 2020 – The RJA Sydney Office and RJA St Mary’s Production are open and all staff who regularly work from this office are to return to working from this office. Should a staff member feel unsafe or uncomfortable about working from this office they are to inform their manager or the HR Manager immediately.
- As of 7th July 2020 – Melbourne has been placed under Stage 3 lockdown. Working from the Melbourne Office should be limited where possible.
- Entering any of the RJA office’s if you are unwell is prohibited as noted under section 05 above.
- If unwell, should an item need to be picked up from the office, please ascertain if this is possible without entering the office. Phone ahead to speak to one of the few staff who are still working from the office and they may be able to assist to leave it outside for you.
- RJA offices will be undergoing regular sterilisation cleaning

07. TRAVEL

Travel Overseas:

RJA policy is to follow the Australian Government’s advice on travel. As of 18th March 2020 – All international travel has been suspended for all staff.

Travel Interstate:

As of 12th July 2020:

- Travel to all states in Australia (other than Victoria) is allowed however caution should be applied at all times. Staff should check with the Office Manager prior to booking interstate travel to ensure no restrictions have been applied.
- Travel to Victoria should be avoided for all staff. The Victorian border is currently closed between NSW and SA. Entering Victoria could result in quarantine restrictions when travelling home.
- Travelling to other states, if required, should be undertaken with extreme caution. Travelling via plane requires the use of a mask at all times, and hand sanitiser regularly. These items will be provided by the Office Manager to any staff member travelling.
- No staff member is under any pressure to travel. Should any staff member not wish to travel the matter is to be discussed with your manager.
- Employees must abide by POL017 - Employee Travel Policy – at all times.

Work Travel Mandatory Isolation:

Should an employee travel for work purposes they may be forced into mandatory isolation upon their return. Should this occur, arrangements will be made for the staff member to work from home at full pay for the duration of the isolation.

08. SAFETY WHEN UNLOADING CONTAINERS FROM OVERSEAS (CHINA)

Currently, the World Health Organisation advises that receiving packages or letters, or handling goods from China is SAFE. Previous analysis has found that coronaviruses do not survive long on objects. You do not need additional personal protective equipment (PPE) when unpacking containers. This includes gloves, gowns, eye protection or face shields.

09. ATTENDANCE AT WORK

In the following scenarios staff can not attend work if they have:

- Been diagnosed with coronavirus (COVID-19) in the last 14 days, or
- Been placed under a 14 day quarantine as directed by a health professional, or
- Been overseas in the last 14 days, or
- Been in contact with anyone who has coronavirus (COVID-19), or
- Been in contact with anyone who is currently being tested for coronavirus (COVID-19), or
- Anyone in their household who has symptoms consistent with COVID-19, or
- Any symptoms of being unwell such as fever, runny nose, headaches, aches or pains.

Employees who are in isolation due to one of the above situations should alert their Manager and the HR Manager. Depending on the type of work, and providing the employee is well, flexible work options from home may be offered but this will be determined on a case by case basis. If working from home is not viable the employee will be able to access Personal Carers Leave or annual leave entitlements.

Staff who choose to leave for holidays from 16th March knowing that the self-isolation rules are being enforced should reconsider their travel plans. Should a staff member travel for personal reasons they may be forced into mandatory isolation. Should this occur, RJA will explore working from home options however this is not guaranteed on your return from holidays. Staff who cannot work from home will be required to use additional annual leave / leave without pay for the duration of their isolation.

10. MORE INFORMATION

5.1 Employees can access further information about the COVID-19 from the following sites:

<https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.dhhs.vic.gov.au/coronavirus>

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+topics/health+topics+a+-+z/novel+coronavirus>

<https://healthywa.wa.gov.au/coronavirus>

<https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/diseases/coronavirus>

11. CONFIDENTIALITY

The business will maintain confidentiality of any disclosure regarding Coronavirus. However, the business does have an obligation to inform staff if there has been any risk of exposure to the virus.

Related Resources, Tools and Links

- PRO009 – Coronavirus Process – Site
- CL011 – Coronavirus – Site and Production Checklist
- POL017 - Employee Travel Policy

Contact & Further Information

For further assistance please contact your direct manager.

Policy Owner

Directors – RJA

Note: This Policy does not form part of any contract between you and RJA. It summarises the guidelines for managing Coronavirus in the workplace. It is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this Policy is not intended to give rise to contractual obligations binding on the Company. This Policy may be varied from time to time.