

CORONAVIRUS WORKPLACE MANAGEMENT POLICY

1. Purpose

- 1) Due to the outbreak of a new human novel Coronavirus, COVID-19, Compu-Stor has identified a need to have a policy in place to support the management of the virus in our workplace.
- 2) Compu-Stor and its management team recognise the moral and legal obligations to provide a safe and healthy working environment for employees, contractors, customers/clients and visitors.
- 3) Compu-Stor is committed to maintaining business continuity.

2. Scope

- 1) This policy applies to all Compu-Stor locations, vehicles and equipment, work related functions (including off site) and any external location where Compu-Stor is represented by invitation.

3. Objectives

- 1) To keep our people safe and healthy, and
- 2) To maintain business continuity.

4. Responsibilities

Preparation

- 1) Compu-Stor will place hygiene products at appropriate locations in the workplace, for example in the bathrooms and kitchen.
- 2) Compu-Stor will display hygiene instructions at appropriate locations in the workplace.
- 3) Where possible, all employees will take their laptop home at the end of each shift plus any other materials that are critical for completing their work at home, if required to do so.
- 4) Where practical Compu-Stor will facilitate the working from home of employees in the event that they need to self-isolate.
- 5) All employees will wash their hands frequently and will practice cough etiquette, i.e. covering of mouth or nose with a flexed elbow when coughing or sneezing and disposing of tissues immediately and avoiding contact with people suffering an acute respiratory infection.

During or After a COVID-19 incident

- 1) If an employee is feeling unwell (develops even a mild cough or low grade fever), or has travelled within any of the at risk countries listed at www.health.gov.au/covid19-travellers in the last 14 days (or have been in contact with a confirmed case of coronavirus), they must:
 - a) Immediately seek medical attention
 - b) Self-quarantine for 14 days
 - c) Notify their manager as soon as practical of their situation by telephone, SMS or email.

- 2) An employee who is required to self-isolate or self-quarantine must:
 - a) Immediately notify their manager by telephone, SMS or email.
 - b) Follow reasonable management instructions to work from home if practical to do so.

- 3) An employee who is diagnosed with COVID-19 must:
 - a) Immediately notify their manager by telephone, SMS or email.
 - b) Follow all medical advice to recover from the infection as soon as possible.
 - c) Self-isolate and work from home, where practicable, for 14 days once being assessed by a medical professional as being clear of the infection.
 - d) Provide a Fitness for Work Statement to their manager, via email, prior to returning to the workplace.
 - e) Submit a retrospective application for Personal Leave (paid or unpaid depending on the accumulated leave balance).

- 4) If an employee is diagnosed with COVID-19 Compu-Stor will:
 - a) Notify all employees by telephone, SMS or email.
 - b) Immediately close the office where the infected employee worked prior to diagnosis
 - c) Get the office comprehensively cleaned as per guidelines.
 - d) Reopen office only after fully satisfying Health Departments regulations.

- 5) If a co-worker is diagnosed with COVID-19 all employees will:
 - a) Where practical, work from home until notified in writing that the office has reopened.
 - b) Will self-monitor for symptoms of COVID-19 for 14 days including taking their temperature twice per day.

- 6) An employee who is the carer of someone diagnosed with COVID-19 must:
 - a) Immediately notify their manager of the diagnosis by telephone, SMS or email.
 - b) Work from home, where practical to do so.
 - c) Self-isolate and work from home, where practicable, for 14 days once the person being cared for has being assessed by a medical professional as being clear of the infection.
 - d) Submit a retrospective application for Carers Leave (paid or unpaid depending on the accumulated leave balance).

5. Consequences of a Breach

- 1) Any breach of this policy will be considered by Compu-Stor to be a serious matter and may result in disciplinary action, including termination of employment.
- 2) Any breach that is also considered illegal may be reported to the appropriate external authority.

6. General Information

- 1) Latest advice from the Australian Government Department of Health can be found at: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- 2) More information is available from the Australian Government Department of Health homepage at health.gov.au or by calling the Public Health Information Line on 1800 004 599.
- 3) Latest advice from the WA Department of Health can be found at healthywa.wa.gov.au
- 4) Due to the continuous evolving of the situation, these sites should be continuously checked for access to the most accurate and current information and advice.