

Flashbay Pty Ltd COVID-19 Workplace Safety Policy

1.0 PURPOSE

This policy sets out guidelines to keep our workplace COVID Safe and minimise the risk of COVID-19 exposure in our workplace.

SCOPE

This policy applies to all workers and contractors.

2.0 PHYSICAL DISTANCING

There are two physical distancing requirements that all employees must comply with where possible:

- everyone must keep at least 1.5 metres apart from each other; and
- there must be at least 4 square metres of space per person in each defined area.

2.1 Meeting the 1.5 metre rule

Employees should review their work activities and consider what they need to do to meet this requirement. This could include the following:

- spreading out furniture to increase distancing
- marking rooms, floors and tables with maximum people allowed or to assist in keeping the 1.5 m spaces
- reviewing tasks that usually require close interaction and identifying ways to modify them to allow for physical distancing
- postponing non-essential meetings or training or use technology to avoid face-to-face time
- for essential face-to-face meetings or training; only use spaces that allow physical distancing
- avoiding getting into lifts with other people. 2 max.

If more than 1 employee needs to use the same vehicle relating to work activities, they should ensure the 1.5-metre rule is maintained in the vehicle. This will require the passenger sitting in the rear behind the passenger seat.

Employees should avoid using public transport where possible during peak times. Employees must follow physical distancing directions provided by the transport agencies at all times.

Employees need to continually review their work activities and adjust them as needed to comply with the Physical Distancing rule.

2.2 If physical distancing is not possible

There may be times when physical distancing is not possible because of the nature of the task. If it is not possible to avoid doing the task, refer to the COVID-19 safety plan for the business.

If work practices require it, the supervisor or team members will need to undertake a risk assessment to determine what control measures are reasonably practicable, to eliminate or minimise the risk of COVID-19 transmission.

3.0 WORKPLACE HYGIENE

Employees must practice good hygiene at all times while in the workplace.

Employees must regularly wash their hands with soap and water for a least 20 seconds and dry them thoroughly with a clean paper towel. See the guidelines and posters on How to Handwash and Hand Rub.

Hands must also be washed and dried:

- each time an employee enters or exits our premises
- before and after eating
- after coughing or sneezing
- after going to the toilet; and
- after touching potentially contaminated surfaces
- after each client contact.

Employees must also ensure they:

- have no avoidable physical contact with others, including shaking hands or hugging
- cover their coughs and sneezes with their elbow or a clean tissue (with no spitting)
- avoid touching their face, eyes, nose and mouth
- dispose of tissues, masks, gloves and cigarette butts in closed bins
- wash and dry hands before and after smoking
- clean and disinfect shared equipment after use
- regularly clean personal items like mugs, glasses and phones
- wash their body, hair (including facial hair) and clothes regularly
- follow hygiene standards in common areas, including cleaning up after themselves, disposing of rubbish in closed bins and avoid putting items like phones on meal surfaces
- wash their own crockery and cutlery in a dishwasher on the highest setting possible, or hand wash it in hot soapy water and dry as soon as possible with clean teatowels or use and safely dispose of any disposable items that have been used for eating & drinking.
- Provide and utilise single use team and coffee items where provided at group meetings.

4.0 CLEANING

Any surfaces that are touched multiple times per day should be cleaned daily at a minimum using a detergent and water solution. This could include tabletops, door handles, light switches, desks, toilets, taps, TV remotes, kitchen surfaces and cupboard handles.

Cleaning should be more frequent if surfaces are visibly dirty, there is a spill or they are touched by different people (eg lift buttons or door handles).

There are some surfaces that are never touched (eg ceilings, walls, certain cupboards) and these do not need to be cleaned as frequently.

If equipment is shared between workers, it should be cleaned or wiped with an effective cleaning solution and or process between uses.

Workers responsible for cleaning MUST wear gloves and wash and dry their hands thoroughly before and after wearing gloves.

5.0 WHAT TO DO IF YOU ARE UNWELL

Any employee who is feeling unwell is required not to come to work and to stay home until they are well again. They are to inform their supervisor promptly or following any relevant personal carers leave policy.

If an employee has symptoms such as fever, cough, sore throat or shortness of breath they should seek medical advice and be tested for COVID-19. They MUST follow medical guidance and provide medical clearance documentation before they will be allowed to return to work.

6.0 WHAT TO DO IF SOMEONE MAY HAVE COVID-19 OR MAY HAVE BEEN EXPOSED TO COVID-19

If an employee suspects that someone in the workplace may have COVID-19 or may have been exposed to COVID-19 they should report it immediately to their manager. Prompt action will be taken to manage the risk following COVID-19 health guidelines.

7.0 BREACHES OF THIS POLICY

An employee who breaches this policy may be subject to disciplinary action up to and including termination of their employment.

This policy is subject to review by Management and may be changed or revoked at any time. If an employee has a valid reason for not complying with this policy, they should contact their manager to discuss their situation.

8.0 SUPPORTING DOCUMENTS

- COVID-19 Safety Plan
- SafeWork Australia guidelines

9.0 REVIEW

This document will be reviewed in October 2020.