CORONAVIRUS POLICY –

**1. PURPOSE**

To identify hazards and control the risks of exposure to, and spread of, coronavirus in the workplace.

**2. APPLICATION**

This Policy applies to all workers of E.J. Northway and Son Pty Ltd.

For the purpose of this policy, ‘worker’ has the same meaning as section 7 of the *Work Health Safety Act 2012* (SA).

**3. BACKGROUND**

3.1 Coronavirus (COVID-19) is a respiratory illness caused by a new virus. The World Health Organisation has announced that COVID-19 is a pandemic.

3.2 People with coronavirus may experience fever, flu-like symptoms such as coughing, sore throat and fatigue and shortness of breath.

3.3 Exposure to coronavirus is a potential hazard for workers and other people in the workplace.

3.4 COVID-19 is most likely to spread from person to person through:

* Close contact with a person while they are infectious or in the 24 hours before their symptoms appeared
* Close contact with a person with a confirmed infection who coughs or sneezes
* Touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

3.5 Currently as at 27 March 2020, all persons who arrive in South Australia or think they may have been in close contact with a person diagnosed with coronavirus, must self-isolate for 14 days.

**4. POLICY GUIDELINES**

4.1 The Company is closely monitoring the Australian Government Department of Health and SA Health advice regarding the coronavirus. Our focus is to ensure a safe environment for our staff and contractors.

4.2 The official coronavirus advice and associated guidance resources is available here: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-isolation-guidance> <https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+topics/health+topics+a+-+z/COVID+2019>

4.3 Any worker who develops symptoms of a fever, cough, sore throat, fatigue or shortness of breath, or otherwise believes they have symptoms of coronavirus, should stop work immediately, notify the Company and seek a medical assessment.

4.4 Workers must notify the Company immediately if they have recently travelled, or plan to travel, outside of South Australia or if they have been in close contact with a confirmed case of coronavirus.

4.5 Any worker who is required to self-isolate according to the official advice from the Australian Government Department of Health and/or SA Health must adhere to the isolation guidance including not attending any worksite or office of the Company in any circumstances during the 14 day isolation period.

4.6 If a worker is required to self-isolate according to the official advice, the Company will require a written medical clearance from a medical professional before the worker will be permitted to return to work.

4.7 If a worker is diagnosed with coronavirus, the worker must notify the Company immediately and inform the Company of all employees and workers that the employee has been in close contact with in the past 14 days. The Company will require evidence of a negative coronavirus test and medical clearance from a medical professional before the worker will be permitted to return to work.

**5. RESPONSIBILITIES OF THE COMPANY**

5.1 The Company will continue to closely monitor the Australian Government Department of Health advice regarding the coronavirus and regularly update workers.

* 1. The Company will implement additional containment measures including:
* Increasing the frequency of office/site cleaning services;
* Displaying signage in bathrooms with respect to effective hand washing;
* Suppling hand sanitiser dispensers where possible including in bathrooms, site offices / reception areas, in hoists and each level of worksites;
* Conducting regular toolbox meetings to provide up to date information
* Limiting face-to-face meetings and taking other measures where practicable (i.e. video conferencing, email text etc);
* Requiring all workers and site visitors to expressly declare whether they are in an ‘at risk’ category;
* Increased signage notifying visitors to not enter a worksite if they are in an ‘at risk’ category;
* Minimising close or direct contact between workers where practicable including separation of work groups and staggered meal breaks where possible;

No more than one staff member to travel in a vehicle at one time

Independent working procedures to be implemented

* Providing suitable gloves where workers are in close proximity for work or site access purposes;
* Taking necessary and appropriate action in the event of a confirmed case in the workplace, including temporary partial or full site or office closure for cleaning and disinfection;
* Restricting any work related travel, in line with the travel advice on the Australian Government’s Smartraveller website;
* Upskilling and training employees to perform higher duties where reasonably practicable to maximise continuity;

5.3 The Company will facilitate appropriate arrangements with respect to paid and unpaid leave entitlements for any affected employees in accordance with the *Fair Work Act 2009* and the applicable industrial instrument.

**6. RESPONSIBILITIES OF WORKERS**

6.1 Workers must comply with the official advice from the Australian Government Department of Health and SA Health and this policy.

6.2 Workers have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.

6.3 Workers must practice good hygiene and other measures to protect themselves and others against infection. This includes:

* Washing hands frequently with soap and water
* Carrying hand sanitiser and using it as needed
* Avoid touching their face with hands and covering their mouth with a flexed elbow when coughing or sneezing
* Seeing a health care professional if they start to feel unwell or develop symptoms
* If unwell, avoiding contact with others (it is recommended to stay more than 1.5 metres from people)
* Avoiding physical contact such as shaking hands.

6.4 Workers must behave appropriately and respectfully at work in line with E.J. Northway and son’s Discrimination / Bullying & Harassment / Code of Conduct Policy.

**7. NON-COMPLIANCE**

7.1 Any breach of the policy may lead to disciplinary action up to and including termination of employment and/or the termination of the engagement of a worker.

**SITE SCREENING CRITERIA FOR ALL WORKERS, CONTRACTORS AND VISITORS**

**1. POLICY**

All persons seeking to enter a E.J. Northway site or work area must complete the below screening questions and associated action prior to entering the site.

Additional to this an automatic email is being forwarded to all domestic sites to ask the delow.

**2. SCREENING QUESTIONS**

1. Have you returned from interstate or overseas travel within the past 14 days?

**Yes – see below action**

**No** – continue to next question

1. Have you been in close contact with a confirmed case of coronavirus?

**Yes** **– see below action**

**No** – continue with business as usual

If you answer NO to the above questions and you are suffering from one or more symptoms of a fever, cough, sore throat, fatigue or shortness of breath, you will need to seek medical advice and provide a medical clearance indicating your fitness for work.

**3. ACTION**

3.1 Immediately notify the Company and refrain from visiting site for 14 days whether or not you display any symptoms such as fever, coughing, sore throat, fatigue or shortness of breath.

3.2 Notify the Company whether you have whether you have been in contact with any of our employees.

3.3 If you display symptoms during this period, e.g. fever, flu like symptoms, cough, sore throat, headaches or difficulty breathing, you MUST seek medical attention and you MUST provide a medical clearance before you attend site. This medical clearance MUST be provided by a Medical Practitioner either outlining you have been tested and cleared of COVID-19 or otherwise indicating your fitness for work.

3.4 If you do not display any symptoms during this period you may attend site after the 14 day exclusion period.