



COVID-19 Policy

Policy current as at 31 August 2020

What is the purpose of this policy?

We take the welfare and wellbeing of our employees seriously. This policy sets out our plan in the event that our workplace is affected by the COVID-19.

We don't wish to jeopardise our employee's welfare for business viability therefore, we are acting in the best interest of our employees and the business.

Our obligations

We will:

- Provide and maintain a safe working environment;
- Provide and maintain safe plant and systems of work (including, for example, identifying, assessing and controlling hazards);
- Provide information, instruction and supervision of you to ensure health and safety;
- Provide adequate facilities for you;
- consult with you or your work health and safety representative about work health and safety issues;
- Integrate work health and safety issues into all decision making;
- Put in place mechanisms for monitoring work health and safety issues; and
- Take any health concerns seriously.

Your obligations

You must:

- Take reasonable care to ensure your own safety;
- Not place others at risk or jeopardise the safety of the work environment by any act or omission;
- Follow any safe work procedures or protocols that we devise from time to time;
- Cooperate with us to meet our statutory work health and safety obligations;
- Not attend work if you feel unwell or if you believe you may have come into contact with someone who is unwell;
- Take immediate steps to clean up or wipe down any surfaces that may be infected;
- Practice cough etiquette (keep away from other people, cover coughs and sneezes with disposable tissues or clothing); and
- Clean your hands thoroughly and regularly using soap.

What is COVID-19?

Covid-19 also known as coronavirus which is a large family of viruses that can make humans and animals sick. Coronavirus causes illnesses that can range from the common cold to more severe diseases.

How does COVID-19 spread?

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects. You can catch COVID-19 by touching contaminated surfaces or objects and then by touching your eyes, nose or mouth.

You can also catch COVID-19 by standing next to a person with COVID-19 by breathing in droplets coughed out or exhaled by them.

What are the symptoms of COVID-19?

Symptoms range from mild cough to pneumonia. If you have coronavirus you may experience a fever, flu-like symptoms such as a dry cough, a sore throat, fatigue and shortness of breath.

Who are the groups most at risk of COVID-19?

People aged 70 years and over, people aged 65 years and over with chronic medical conditions, people with compromised immune systems, and Aboriginal and Torres Strait Islander people over the age of 50, are at greater risk of more serious illness if they are infected with coronavirus.

How can we prevent COVID-19?

You can use practice good hygiene. Good hygiene includes:

- Washing your hands often with soap and water;
- Using a tissue and cover your mouth when you cough or sneeze;
- Regularly cleaning surfaces with disinfectant spray; and
- Avoid close contact with others, such as touching.

You can also avoid having contact with people who have travelled to affected countries, or who are experiencing flu-like symptoms.

What if I become diagnosed with COVID-19?

If you become unwell and you think you may have symptoms of coronavirus, you should not attend work and seek immediate medical advice.

Should I attend work if I think that I may be diagnosed with COVID-19?

If you think that you may have symptoms of coronavirus, you should immediately do the following:

- Inform us via email or telephone call;
- Not attend the workplace; and
- Seek medical advice.

If you have been away for more than 2 days, you must provide us with a medical certificate.

What should I do if I am at work and I start feeling sick?

If you are feeling unwell while at work, you must immediately notify your direct supervisor or manager. If we form a reasonable view that you are unwell, you will be directed to go home.

Can I work from home?

If you are suffering from the symptoms of coronavirus, you may work from home if your job role allows you to carry out your duties remotely. If you are working from home due to coronavirus symptoms, you must not have direct contact with us, your colleagues, customers or clients, or suppliers.

If it is not practicable for you to work from home, then you must not undertake any active duties and you will be considered to be on leave.

Can I come back to work when my symptoms have resolved?

If you wish to return to work, you must provide us with a medical certificate confirming that you are fit to return to work, which may (at our discretion, acting reasonably) include confirmation that you tested negative for coronavirus.

Is there someone I can discuss this policy with?

You can discuss this policy with our Volunteer Support Coordinator, Bronwyn Brent on bbrent@mwpcare.com.au.

SIGNED BY MWP CARE LIMITED VOLUNTEER:

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Signature

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Name

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Date