



C & N Audit Services

COVID-19 (Coronavirus Policy)

Purpose

The purpose of this policy is to inform all employees of C & N Audit Services Pty Ltd of what the business will do in the event of an outbreak in the workplace and preventative measures that are currently being put in place to avoid such an incident. It will also cover employees' rights and available flexible working arrangements (if applicable) to your role.

Per the Fair Work Australia website Employers and Employees are encouraged to work together to find appropriate solutions to suit the needs of the Company and its employees. This policy has been designed so we can work through this together. We ask for cooperation and reasonable requests and compliance with this policy.

Definition – What is the Coronavirus (COVID-19)

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. COVID-19 is a disease caused by a new form of coronavirus.

Some people recover easily, others may get very sick, very quickly. There is evidence that it spreads from person to person. Good hygiene can prevent infection. It also can make animals sick.

Symptoms

Symptoms can range from mild illness to pneumonia. Some people will recovery easily, and others may get sick very quickly. People with coronavirus may experience:

- Fevers
- Flu – like symptoms such as coughing, sore throat and fatigue
- Shortness of breath

Those at risk

Currently, health authorities have advised those most at risk are:

- Travellers who have recently been overseas
- Those who have been in close contact with someone who has been diagnosed with COVID-19
- People in correctional and detention facilities
- People in group residential settings

People who are, or are more likely to be, at higher risk of serious illness if they get the virus are:

- People over 70 years of age
- People over 65 years of age with one or more chronic medical conditions
- Aboriginal and Torres Strait Islander people who are aged 50 years and over with chronic medical conditions
- Aboriginal and Torres Strait Islander people who live in remote communities
- People with compromised immune systems



We recommend regular checking of the coronavirus alerts available on government websites to stay updated on the latest cases.

How it Spreads

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 - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. People who have had close contact with an infected person (including 48 hours prior to them experiencing symptoms) are at an increased risk of contracting COVID-19.

Prevention

Hygiene

Everyone should practise good hygiene to protect against infections. Good hygiene includes:

- washing your hands often with soap and water, including before and after eating and after going to the toilet
- covering your coughs and sneezes with your elbow or a tissue
- disposing of used tissues immediately into a rubbish bin and washing your hands
- using alcohol-based hand sanitisers (60% alcohol), where available
- cleaning and disinfecting surfaces you have touched often (desks, keyboards, benches etc)
- staying 1.5 metres away from people, avoiding touching

The Company will ensure that appropriate items are available in the workplace such as sanitizers, tissues, hand soaps, etc.

Read more about protective measures against coronavirus on the World Health Organization website.

Cleaning

Any surfaces that are frequently touched should be prioritised for cleaning, for example door handles, counters, phones, EFTPOS and amenities (such as toilets). Any surfaces that are visibly dirty or have a spill, should be cleaned as soon as they are identified, regardless of when they were last cleaned.

Employees presenting with Coronavirus Symptoms or Flu Symptoms

If you are unwell and think you may be presenting with coronavirus symptoms, please advise your relevant reporting line straight away and organise sick leave. Do not attend the workplace. Seek medical attention immediately to be tested.

Employees who develop any symptoms such as coughs, sore throats, runny nose, fevers, or general flu like symptoms, but not necessarily coronavirus symptoms, will still be required to stay home until symptoms cease. People with mild symptoms may still be tested in certain geographical areas. Staff may be required to obtain a medical clearance before returning to work.



Employees who test positive for Coronavirus

Should a staff member be diagnosed with Coronavirus, they will need to self-isolate for the recommended period (currently 14 days) as designated by their health professional and will require a medical clearance to return to work.

Staff in the workplace will be informed and appropriate measures will be put in place to ensure the workplace is cleaned and any staff who had direct contact with the staff member may be requested to get a medical clearance. Other measures may need to be put in place which will be determined if this event should occur and we will seek professional advice to ensure the safety of staff, and anyone that comes into contact with The Company.

Employees who have come into contact with someone diagnosed with Coronavirus

Any employees who have been in direct contact with someone who has been diagnosed with Coronavirus are expected to report this to their reporting line immediately and not present for work. You will be required to self-isolate for 14 days and obtain a medical clearance before returning to the workplace to ensure you haven't contracted Coronavirus.

Employees who have travelled or just returned from overseas

Anyone who has travelled overseas are required to self-isolate for 14 days. You must notify your reporting line immediately should you be needing to do this.

We recommend that you monitor yourself for symptoms for 14 days and take your temperature twice a day.

If you develop even a mild cough or low-grade fever (a temperature of 37.3 C or more) you should stay home and self-isolate. Phone your healthcare provider or the local public health department and give them details of your symptoms. You may be asked to go to your nearest hospital to be tested.

Leave Entitlements

On 8 April 2020, the Fair Work Commission made determinations varying certain awards to provide employees with:

- 2 weeks of unpaid pandemic leave
- The ability to take twice as much annual leave at half their normal pay if their employer agrees

Unpaid Pandemic Leave

Employees who are employed under one of the affected awards can access the unpaid pandemic leave if they're prevented from working:

- As a result of being required to self-isolate by government or medical authorities, or acting on the advice of a medical practitioner, or
- By measures taken by government or medical authorities in response to the pandemic (for example, an enforceable government direction restricting non-essential businesses).



An employee has to let their employer know that they're going to take unpaid pandemic leave and the reason for taking the leave. This has to be done as soon as possible and can be after the leave has started. They should also say how long they'll be off or expect to be off work. An employer can ask an employee to give evidence that shows why they took the leave.

The leave is available in full immediately to full-time, part-time and casual employees – they don't have to accrue it.

Employees don't have to use all their paid leave before accessing unpaid pandemic leave.

The leave needs to start before 30 June 2020, but can finish after that date.

All eligible employees can take the 2 weeks' leave. It is not pro-rated for employees who don't work full-time.

Annual Leave at Half Pay

Under the new schedule, employees can take their annual leave at half pay, and double their time off work, if their employer agrees. This means an employee gets 1 weeks' annual leave payment (including annual leave loading if applicable) for every 2 weeks of annual leave they take.

The agreement must be in writing and the employer needs to keep it as a record.

The leave needs to start before 30 June 2020, but can finish after that date.

Sick and Carer's Leave

As per the Fair Work website, if an employee needs to look after a family member or member of the employee's household who is sick with coronavirus, or suffering an unexpected emergency, they are entitled to take paid carer's leave.

Casual employees are entitled to 2 days of unpaid carer's leave per occasion. Full and part-time employees can take unpaid carer's leave if they have no paid sick or carer's leave left.

An employee must give their employer evidence of the illness or unexpected emergency if their employer asks for it.

Employees requesting to self-isolate as a precaution

If an employee wants to stay at home as a precaution against being exposed to coronavirus, they will need to make a request to work from home (if possible) or to take some form of paid or unpaid leave, such as annual leave or long service leave. These requests are subject to the normal leave application process in the workplace. There must be reasonable grounds for making such a request and these will be discussed and negotiated case by case.

Employees are encouraged to discuss their level of risk of contracting coronavirus with their health professional.

Employees directed to stay home at Company Request

Under work health and safety laws, employers are required to ensure the health and safety of their workers and others at the workplace (as far as is reasonably practical). Workers also have responsibilities under those laws.

If an employee is at risk of infection from coronavirus (for example, because the employee has recently travelled, or has been in close contact with someone who has the virus), or is presenting with Coronavirus symptoms, The Company has the right to request that the employee seek medical clearance from a doctor and to work from home (if possible), or not work during the risk period.

Social Distancing in the Workplace

Employees are responsible for ensuring they adhere to social distancing measures in the workplace including:

- Stay at home if you are sick
- Stop handshaking as a greeting
- Consider cancelling non-essential meetings. If needed, hold meetings via video conferencing or phone call
- Put off larger meetings to a later date
- Hold essential meetings outside in the open air if possible
- Promote good hand, sneeze and cough hygiene
- Wash hands with soap and water regularly and if soap and water is not available, use alcohol-based hand sanitiser regularly
- Take lunch at your desk or outside rather than in the lunch room
- Clean and disinfect high touch surfaces regularly
- Limit food handling and sharing of food in the workplace
- Reconsider non-essential business travel
- Promote strictest hygiene among food preparation

The company will be responsible for implementing measures to allow for social distancing in the workplace including:

- Moving desks to allow adequate spacing between employees, or altering work locations where practicable (eg Team A works in the office one week while Team B works from home. The next week the teams swap).
- Reducing the maximum capacity of meeting rooms to no more than one person per four square metres, including communicating the maximum capacity to employees with 'maximum occupancy X people' signs in each meeting room
- Provide and promote sanitisers for use on entering buildings
- Provide social distancing markers on the floor in areas where customers line up or employees perform tasks
- Increase the frequency of cleaning communal areas to daily, where possible, as well as supply extra cleaning products to work areas
- Ensure that employees are regularly cleaning 'hot desking' workstations
- Staff meetings may be staggered to comply with the above to ensure staff keep a safe distance from one another
- Staggering lunch breaks to minimise the number of people accessing the kitchen
- Review regular deliveries and request contactless delivery
- Regularly communicating any changes to employees

COVID-19 Information and Training in the Workplace

As part of its duty under workplace health and safety legislation, The Company will provide employees with any information or training that is necessary to protect them from risk of exposure to COVID-19 arising from their work.

Information and training may include:

- Providing guidance on how to properly wash hands
- Training workers in how to fit and use any necessary personal protective equipment (PPE)
- Training workers to exercise adequate cleaning practices throughout the day
- Providing workers with instructions on how to set up a safe home workplace
- Providing workers with instructions on staying home from work if sick

COVIDSafe App

The government have introduced the COVIDSafe app as a tool to assist with contact tracing. Australians are encouraged to download COVIDSafe to assist with the COVID-19 pandemic. The more Australians who connect to the COVIDSafe app, the quicker contact tracing will be able to be completed.

The use of the COVIDSafe app is completely voluntary. The company will not require employees to download or use COVIDSafe as a condition of employment, on either work issued or private mobile phones.

Downturn in Business or Business Shutdown

Should there be a downturn in business (i.e.: unable to perform work as client visits put on hold) or if the Company needed to close down due to an outbreak, The Company may be required to send staff home. Under the Fair Work Act, an employee can be stood down without pay if they can't do useful work because of equipment break down, industrial action **or a stoppage of work which the employer can't be held responsible**. The Company will do everything possible to ensure this is a last resort and minimal impact for each individual employee. We will negotiate with each employee in relation to taking annual leave, or if working from home arrangements can be organised. We ask that staff are reasonable with assisting The Company to minimise financial impact should this scenario occur.

Managing Mental Health associated with COVID-19

The COVID-19 pandemic is likely to cause heightened anxiety and stress for workers. Employers must support their workers and ensure they have a psychologically healthy and safe work environment, whether that's at home or their regular workplace. The company will take steps to manage risks to the psychological health of its employees such as:

- Enable flexibility to assist employees to manage their work, as well as their family and carer responsibilities
- Regular communication with employees regarding how the company is addressing COVID-19 and what control measures have been put in place
- Identify and support employees that may be more at risk of a work-related psychological injury (eg those working from home in isolation)
- Providing a psychologically healthy work environment for employees working both at the physical workplace or working remotely from home



A Coronavirus Mental Wellbeing Support Service, including information, an online community forum and phone counselling service is being provided by Beyond Blue with funding from the Department of Health. Further information regarding this support service can be found at <https://coronavirus.beyondblue.org.au/>

National Coronavirus Helpline

Call 1800 020 080 if you are seeking information on coronavirus (COVID-19) or help with the COVIDSafe app. The line operates 24 hours a day, seven days a week.

In the event Australia Implements a Lockdown

Australia has already had restrictions in place to reduce the spread of COVID-19. These restrictions are slowly being reduced, however, there is always the possibility that restrictions will be reintroduced or a 'lockdown' be implemented. There will be measures recommended by the government websites in relation to Do's and Don'ts. Certain businesses may be shut down and should this be the case for C & N Audit Services Pty Ltd the above clauses will apply. This policy is in place unless specified otherwise by the relevant authorities and therefore subject to change as the situation develops.

I understand and agree to the conditions set out in this policy.

| | | |
|---------------|-----------|------|
| | | |
| Employee Name | Signature | Date |

Disclaimer

Please note that as of the date of implementing this policy, updates are still being disseminated daily. This policy is subject to change as directed by Fair Work Australia, Qld Health and Australian Department of Health. You will be notified in an appropriate manner if this policy should be changed or updated. This policy has been created to reflect the information available on several government websites, not limited to but includes information from:

- <https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/health-and-safety-in-the-workplace-during-coronavirus>
- <https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>
- <https://www.safeworkaustralia.gov.au>
- <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>
- <https://www.worksafe.qld.gov.au/coronavirus/workplace-risk-management-b/workplace-psychological-health-considerations>