

## COVID-19 PREVENTION AND INFECTION CONTROL POLICY

|                    |               |                       |                             |
|--------------------|---------------|-----------------------|-----------------------------|
| Policy number      | QCV-19        | Version               | 1                           |
| Drafted by         | Tanya Issai   | Approved by MD on     | 25 <sup>th</sup> March 2020 |
| Responsible person | Chris Summons | Scheduled review date | 1 <sup>st</sup> June 2020   |

### PURPOSE

The purpose of this policy is to provide a framework of principles for conducting business and ensuring the safety of our customers, colleagues, suppliers, subcontractors and other stakeholders amid the COVID-19 outbreak.

The health and safety of employees and those they come into contact with must be the top priority.

### SCOPE

This policy applies to all employees and subcontractors engaged by ESM Compliance unless otherwise specified. For the purposes of this policy subcontractors will also be referred to as employees.

### POLICY

ESM Compliance expects its employees to adhere to the guidelines outlined in this policy to ensure that all government directives are followed and any risks to the health and safety of all stakeholders is minimised.

### RESPONSIBILITIES

Employees are required to;

- Follow social distancing directives:
  - Maintain a distance of at least 1.5 metres between yourself and others
  - Stay at home if you feel unwell
  - Refrain from handshaking and other forms of physical greetings
  - Hold meetings via phone or video conferencing
  - Wash or sanitise hands on entry and exit of office or site
  - Clean and disinfect phones, iPads, keyboards, computer mouse and other work-related equipment at the start and end of the workday.
- Practice exceptional hygiene measures:
  - Covering your coughs and sneezes with your elbow or a tissue

- Disposing of tissues properly and washing hands after disposal
- Washing your hands often with soap and water, including before and after eating and after going to the toilet – 20 seconds minimum
- Avoid touching eyes, nose, mouth and face wherever possible
- Using alcohol-based hand sanitisers
- Complete COVID-19 Infection Control Training via the Australian Government Department of Health website and submit their certification for record-keeping purposes.
- Inform ESM Compliance management immediately of any potential exposure to COVID-19 via a suspected or confirmed case and begin self-isolation in accordance with the Australian government advice:
  - People who have been in contact with confirmed COVID-19 cases must be isolated in their home for 14 days after exposure.
  - Seek medical advice promptly (call ahead) or contact the National Coronavirus Helpline on 1800 020 080.
  - Call 000 if you are experiencing serious symptoms such as difficulty breathing.

As a company, ESM Compliance is committed to;

- Actively promoting social distancing practices and excellent hygiene techniques
- Incorporating flexible working arrangements to limit number of staff in shared spaces
- Cancelling all work-related travel interstate and limiting regional travel to day trips only
- Postponing face to face meetings or holding meetings online
- Cleaning and disinfecting all shared surfaces in our offices daily (door handles, locks, cupboards, computer equipment, light switches etc.)
- Providing supplies of disinfectant wipes, hand sanitiser, soaps and other related items (subject to availability)
- Actively encourage sick employees to stay home, and request doctor's clearance to return to work (methods in line with the National Employment Standards)
- Working with our employees to implement flexible options for the use of leave.
- Checking in frequently with staff and providing resources to assist with mental health / wellbeing support and financial support.
- Keeping our stakeholders informed and supported during this uncertain time
- Never asking our employees to undertake any actions they don't feel comfortable with and working in consultation with them to find the best outcomes that are practical, safe and sustainable
- Acting swiftly on any information received regarding health and safety / infection prevention.

## COMPLIANCE

Employees must adhere to all company policies and comply with relevant laws and regulations.

Under the Occupational Health and Safety Act 2004 employers have a duty to provide and maintain, so far as reasonably practicable, a working environment that is safe and without risks to the health of employees.

Employees have a duty to take reasonable care for your health and safety in the workplace. You must also take reasonable care for the health and safety of others who may be affected by your actions / decisions.

## PRIVACY

Private information about an employee, contractor, supplier, customer or any other person dealing with ESM Compliance must not be discussed without prior written consent.

## BREACHES OF THE POLICY

Employees have a duty to observe the policy and ensure that no breaches occur. Breaches require immediate attention and Employees have a duty to report known or suspected breaches of the policy to management immediately.

A complaint or disclosure about an alleged breach of this policy should be in writing and contain details about the date, time and nature of the alleged breach and include any available support material. All reports are treated as confidential.

Any person/s found to be in breach of this policy will be susceptible to the consequential procedures as outlined in the ESM Compliance Misconduct Policy and Procedures and may be at risk of having their employment terminated.

Breaches of government-imposed directives may also attract fines of up to \$20,000.

## CONCLUSION

If an employee has doubts about any aspect of this policy, they must seek clarification from the General Manager. This policy will be reviewed on a quarterly basis or earlier than this as required by changes to the COVID-19 situation.



## AUTHORISATION

Chris Summons  
Managing Director  
25<sup>th</sup> March 2020

ESM Compliance Pty Ltd