

## **COVID- 19 PANDEMIC POLICY**

Warequip Solutions (WQS) is committed to keeping our workers, their families and the wider community safe during the Covid-19 pandemic.

Warequip introduced a number of different practices/procedures when the Victorian State Government enacted a “state of emergency”, to minimise the risk of transmission to our workers, their families and the wider community.

### **1. WORKING FROM HOME**

- All employees to be assessed for their ability to work from home.
- Every effort is to be made to enable the staff to carry out the majority of their job tasks from home with minimal disruption to them physically, emotionally and financially.
- The Office Manager – Donna Vercoe is the first point of contact for all the staff working remotely.
- Various methods of communication between employees working on site at 1 Paramount Road West Footscray and remotely working from their home is to be encouraged eg. email, telephone, zoom or facetime.
- Weekly update of all employees (on site and remote workers) advising them on the current status of the company regarding COVID-19 and the virus’s impact on the company and its employees.
- Provide all employees with an opportunity to address any and all concerns and provide them with the latest information available on Covid-19, the restrictions on movement and changes in the work environment.
- All employees working remotely must adhere to “Working From Home/Office Security” policy.

### **2. WORKING ON SITE - 1 PARAMOUNT ROAD WEST FOOTSCRAY VIC 3012**

- All staff working on site are to be temperature checked daily and recorded in log book.
- All staff are to adhere to physical distancing and face covering requirements.
- All employees are to be provided with and trained in correct usage of PPE and sanitiser.

### **3. WORKING AT CUSTOMER'S SITE/S**

- All technicians provided with training in PPE and disinfecting/sanitisation procedures.
- Technicians must refer to SWMS and site preparedness documents for correct procedures when carrying out works at a customer's site, including correct usage of PPE and sanitisation/disinfectant procedures.
- Technicians must adhere to Customer's "Covid-19" policies and procedures at all times.

### **4. CUSTOMERS/CONTRACTORS**

- All customers/contractors that attend site must be temperature checked. Persons with temperatures over 37.5 will not be admitted.
- Customers/contractors must provide information for purposes of contact tracing or will not be admitted.
- Contractors who are required to carry out works will be provided an isolated space away from our staff, and will not be permitted to share space or equipment.
- All workspaces to be disinfected/sanitised after use.

### **5. GOODS/DELIVERIES**

- All goods must be received and dispatched via back roller door only.
- No goods will be received or dispatched at front sales counter.
- All delivery trolleys and moving items to be disinfected by storeman daily.
- All deliveries to be received outside of warehouse and disinfected prior to entry to the building. This includes all vehicles/machinery. Cleaned/disinfected inward deliveries to be labelled as "Clean".
- All goods being dispatched are to be disinfected prior to leaving the building. This includes all vehicles/machinery. Cleaned/disinfected outward goods are to be labelled as "Clean".
- Only storeperson to have contact with goods being delivered or dispatched.

### **6. PHYSICAL DISTANCING**

- Weekly update of all employees (on site and remote workers) to address the importance of physical distancing in the workplace and in the wider community. This is to be re-iterated and monitored consistently and frequently.
- Relocation of desks/workstations to comply with social distancing requirements.
- Erecting of "Sneeze Guards" at the "Parts Counter" and in shared workspaces.
- Changing of procedures for "no contact" deliveries and pick-ups.
- All meetings that must be in person to be held in a large space, preferably outside and meetings to be kept short.
- Provide social distancing markers on the floors in areas where customers may line up or workers perform tasks.
- Regan Carr has been nominated as our social/physical distance monitor.
- Provision and training in the use of PPE if employees are required to work in close proximity.

## **7. HANDWASHING AND HYGIENE**

- Establish hand sanitiser stations at entry and exit points to the building and in high traffic areas.
- Ensure all bathrooms are well stocked with hand wash and paper towel/air dryer.
- Prominently display posters with instructions on how to hand wash/hand rub.
- Advise workers on importance of limiting the spread of germs by not touching their faces, sneezing into their elbow and staying home if feeling sick.
- Advise workers to limit contact with others by not shaking hands or touching objects unless necessary.
- Promote cashless transactions.
- Increase the number of closed bins in workplace.

## **8. CLEANING**

- Ensure areas that are frequently accessed by workers or visitors are cleaned at least daily with detergent or disinfectant.
- Require employees to wear gloves when cleaning, and to wash their hands with soap or an alcohol-based hand sanitiser before and after wearing gloves.
- Clean frequently touched surfaces several times a day with detergent or disinfectant solution or wipes. This includes the Eftpos machine located at the “Parts Counter”, photocopiers, printers, keyboards, door knobs, rails, sinks and showroom vehicles.
- Advise all employees that all vehicles being brought into workshop must be disinfected with detergent or disinfectant in all common usage areas eg. steering wheel, seats, knobs, levers and dash.
- Advise employees to clean their personal property that is brought onto the premises such as mobile phones, iPads, etc. with disinfectant wipes.

## **9. MONITOR SYMPTOMS**

- Display signs about the symptoms of COVID-19 in the workplace.
- Direct workers to stay at home if they are sick, if they are displaying symptoms of COVID-19 ask them to call the National Coronavirus Hotline on 1800 020 080, or the Victorian Health Dept Coronavirus Hotline on 1800 675 398.
- Instruct employees to advise either Regan Carr – CEO or Donna Vercoe – Office Manager if they are displaying symptoms of the virus, have been in close contact with a person who has COVID-19, or has been tested for COVID-19.
- Instruct all employees to advise Regan Carr – CEO or Donna Vercoe – Office Manager if they have travelled overseas recently and are required to follow quarantine protocols.
- Facilitate working from home, if possible for staff who are required to self-quarantine but are not displaying signs of COVID-19.

- Adhere to all privacy laws with regard to employee's health information.

## **10. PLAN AHEAD**

- Update the sign in books for all visitors to the premises, to detail name and phone numbers for purpose of contact tracing if required.
- Develop a plan to ensure business continuity if there is a suspected or confirmed outbreak of COVID-19 in the workplace.
- Develop a plan to support any workers who may require to self-isolate or is confirmed with COVID-19.
- Develop a plan to disinfect the workplace if an outbreak occurs.