

DEALING WITH CORONAVIRUS (COVID-19) IN THE WORKPLACE POLICY

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1.1 INTRODUCTION

JBCP is committed to ensuring the health and safety of all those in the workplace. To this end, this policy sets out steps that the Organisation is taking in order to tackle the current coronavirus (COVID-19) outbreak, alongside expectations that are placed upon you.

For the safety of yourself and others in the workplace, this policy must be followed at all times.

1.2 INFECTION CONTROL MEASURES

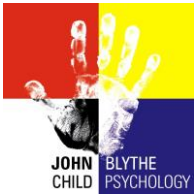
We require you to follow best practice on infection control, both whilst at work and in your daily life. At work these include:

- frequently cleaning your hands by using alcohol-based hand sanitiser or soap and water,
- wiping down hard surfaces such as desks, tables, chairs and technology devices in your consulting room with sanitising spray and paper towel between sessions,
- avoid “shared” items with clients, such as pens, pencils, and toys.
- avoiding close contact with clients by practice social-distancing of 1.5 metres from others and avoiding hand-shakes, hugs, or other physical contact, and
- wearing a face mask at all times unless eating or outdoors.
 - masks should be changed (at least) at your lunch break,
 - used disposable masks must be placed in a lined, closed bin,
 - washable masks must be placed in a Ziploc bag and washed with detergent and dried each night.
 - sanitise hands before and after changing a mask.

1.3 CORONAVIRUS DIAGNOSIS OR EXPOSURE

i) If you contract the virus

If you begin to display symptoms of the virus, you must follow Government guidance to find out what to do next. You must seek medical attention and notify your manager at the earliest opportunity.



DEALING WITH CORONAVIRUS (COVID-19) IN THE WORKPLACE POLICY

In order to protect your fellow colleagues, you are required to remain absent from the workplace on personal leave and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to returning to the workplace.

ii) If you have contact with a confirmed case of the coronavirus

If you have been in contact with someone who has a confirmed case of the coronavirus, you are required to notify management immediately.

In order to protect your fellow colleagues, we ask you to seek medical attention and remain absent from the workplace on personal leave and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to returning to the workplace.

In the case you are not sick, JBCP will consider on a case-by-case basis whether it is possible for you to work remotely. Advance authorisation to work remotely is needed in every case.

iii) If you have contact with a suspected case of the coronavirus

If you have been in contact with someone who has a suspected case of the coronavirus, you are required to notify management immediately.

Even if you are not displaying any symptoms, we may take the decision to send you home and require you not to attend work as a safety precaution.

In these circumstances, we may require you to work remotely.

1.4 INTERNATIONAL & INTERSTATE TRAVEL

The Government is regularly updating travel advice related to coronavirus. All people entering Australia from overseas, and in many cases travelling between states are mandatorily required to self-quarantine. Interstate border closures and suburb/regional “lock downs” are being consistently updated and must be adhered with.

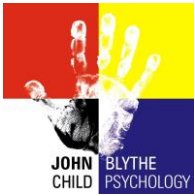
You are required to notify your manager if you are planning to travel to, or transit through, any international, interstate, or locally restricted destination.

The above likewise applies if you come into contact with someone who has travelled, or transited through, any international, interstate, or locally restricted destination and have been directed to quarantine or self-isolate.

In the case you are not sick, JBCP will consider on a case by case basis whether it is possible for you to work remotely. Advance authorisation to work remotely is needed in every case.

i) Travel plans

The Organisation accepts that you may have plans to travel in the near future, including pre-booked and paid for holidays. Certain countries/states/suburbs have been identified as having been severely affected by the virus and we would therefore ask that you consider, for your own health, whether travelling to these



DEALING WITH CORONAVIRUS (COVID-19) IN THE WORKPLACE POLICY

areas is the best thing to do. If a decision is made to travel, we ask that you let your manager know of the areas to be visited so that your return can be managed appropriately.

We also remind you that current Government advice is to avoid all non-essential travel, and that you may be mandatorily quarantined when you return.

If you would like to cancel any pre-booked annual leave, you should discuss this with your manager.

1.5 THE CONTINUATION OF BUSINESS OPERATIONS

i) Attendance at work

It is our expectation that you attend work as normal during this time, unless:

- you are on a period of authorised leave (personal, annual or long service)
- you are not attending work under our specific instruction, or
- there is a safety reason why you cannot be at work that has been discussed and agreed with your manager.

ii) Attendance at off-site locations

To reduce the risk of unnecessary exposure to high density locations or sites we have no infection control over, all off-site appointments are to be postponed until further notice, this includes:

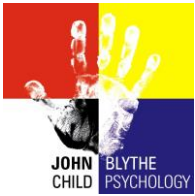
- Client home visits,
- School, Preschool, or University visits,
- Conferences, CPD events or other gatherings with significant numbers of attendees in a closed room. Any plans for such attendance are to be disclosed and discussed with the Director for approval prior to attending.

iii) Temporary business closure

As time progresses, it may become necessary for the business to temporarily reduce or cease operations, for example if someone in the workplace is diagnosed with coronavirus.

The Organisation will do everything possible to continue operating in these circumstances; however, ultimately will take the action that is necessary to comply with Government advice and ensure safety within the workplace.

In the unlikely scenario of a shutdown, we may have no choice but to place you on an unpaid stand down. For clarity, this will only occur under specific circumstances in line with the Fair Work Act 2009, and all alternatives will be considered prior to taking this step.



DEALING WITH CORONAVIRUS (COVID-19) IN THE WORKPLACE POLICY

iv) Working from another location

JBCP will take all available steps to maintain normal business operations.

To maintain normal business operations, it may be necessary for us to require you to work from an alternative work location if, for example, instructions from a third party mean that entry into our current workplace is not permitted. Your flexibility in this regard will be required.

It likewise may be necessary for you to work remotely. Advance authorisation to work remotely is needed in every case.

v) Harassment/bullying

We operate a zero-tolerance policy to all forms of harassment and bullying in the workplace. We will not tolerate any unacceptable behaviour to colleagues, suppliers, members of the public etc. Any complaints of this nature will be investigated in line with our usual policy and may result in disciplinary action, up to and including dismissal.

vi). Workplace screening

JBCP has continued to monitor the corona virus situation within the state and now deems it is necessary to introduce screening protocols for each campus. Upon instruction from the director each campus will set up a client check-in station outside of the clinic waiting room with the following protocol in place prior to granting client access:

1. Waiting rooms will be closed to “walk-in” entry.
2. A “Check-in” Station will be set up outside waiting room doors.
3. Signage (and prior email / phone calls) will direct clients as follows:
 - a. Ensure only 1 adult and 1 child attend the appointment (or 2 adults from the same household for a parent interview if no child present).
 - b. Scan the QR code to complete the JBCP Health Declaration on your device.
 - c. Pop on your face mask (for anyone 12-years or older).
 - d. Gel up your hands with the sanitiser provided.
 - e. Use the intercom or call 9622 9610 when ready for entry to waiting room.

JBCP will continue to monitor the coronavirus situation within the state and may deem it necessary to introduce further screening protocols for each campus, such as:

- Temperature recording using the handheld forehead thermometers provided

If staff or employees are unwell or have a temperature, arrangements will need to be made to reschedule their appointment and they will be required to leave the premises until symptoms desist.

[This Policy was updated Thursday August 6, 2020 and is effective from Monday August 10, 2020]

[John Blythe – Director JBCP]