

## COVID-19 Policy

### **Policy Statement**

INTREC's priority is the health and safety of our team. We are monitoring the advice and direction of the World Health Organisation, Australian Government Department of Health and State SafeWork bodies and acting accordingly.

What is COVID-19? <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

1. Hygiene Protocol
  - a. Office cleaning: Cleaning in all our offices to include disinfecting all kitchen and bathroom areas daily. Cleaning equipment will be available in each office for individuals to clean their workstations as required.
  - b. Entry into offices: Upon entry to every office you MUST wash your hands (using soap) see link hand washing instructions  
<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55g-how-wash-hands-poster.pdf>
  - c. Sites: Upon entry to every site you MUST wash your hands (using soap) see link above about hand washing instructions
2. Site isolation
  - a. All PM, SM, SS and CA are working everyday out of a consistent location. This will prevent cross contamination between sites and offices. PM's and CA's are not to visit multiple sites or offices, must choose one workplace (in discussion with your manager) and continually work from there.
3. Social distancing
  - a. Convert all client meetings to phone based
  - b. Cancel all networking events until further notice
  - c. Do not shake hands with anyone
  - d. Incorporate 1.5m social distance
4. Travel
  - a. Cancel all interstate plane based travel
  - b. International travel – The government instruction has been that all people who arrive in Australia from midnight 15 March 2020, or think may they have been in close contact with a confirmed case of coronavirus, are required to self-isolate for 14 days.  
[https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-frequently-asked-questions\\_1.pdf](https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-frequently-asked-questions_1.pdf)
5. Flu symptoms
  - a. If you have mild flu symptoms, do not spread them around the workplace, discuss options to work from home with your Manager
  - b. If you are Sick, stay at home and take Sick leave
  - c. Bamboo, ensure you enter into Bamboo your work status eg, working from home (once approved) or personal leave
6. We suggest all staff take their laptop and phone home each evening.

## **Responsibilities**

Senior Management is accountable for the development, communication and implementation of this WHS Policy to ensure a safe workplace.

Staff are to adopt and comply with the integrated management system to meet the policy statement/aims.

## **Q & A**

### *1. What if someone at the project I am working on has tested positive to COVID-19?*

*Your doctor will tell you if you should be tested. They will arrange for the test.*

*You will only be tested if your doctor decides you meet the criteria:*

*You have been in \*close contact with a confirmed COVID-19 case in the past 14 days and you develop respiratory illness with or without fever*

*If you meet any of these criteria, your doctor can request you are tested for COVID-19. It is important to remember that many people with symptoms similar to COVID-19 will not have the virus. Only suspected cases are tested to ensure our labs are able to cope with the demand. There is no need to test people who feel well and do not meet the criteria above.*

*Testing will be determined by your public health unit on a case-by-case basis. Your public health unit will contact you if you need to isolate.*

*\*close contact means:*

*A. being within 2 metres of a confirmed case of COVID-19 for a prolonged period of time: close contact can occur while caring for, living with, visiting, sharing a healthcare waiting area, or*

*B. having direct contact with infectious secretions of a confirmed COVID-19 case eg, coughed on*

### *2. What if my partner or friend is working from home?*

*Some large scale companies whose workforce responsibilities involve desk based tasks have taken the initiative to have some of their staff work from home. Being that we are a construction company our key roles cannot be performed from home.*

### *3. What if schools or day care close down?*

*If you are not able to find alternative care for your children you can discuss with your manager the option to work from home or you can take carer's leave or annual leave*

*<https://intrec.myhubintranet.com/DesktopModules/Bring2mind/DMX/Download.aspx?PortalId=1293&EntryId=693241>*

### *4. What if someone at INTREC is diagnosed with COVID-19?*

*Depending on the location, the office or site will be closed temporarily and cleaned. The public health unit will tell you if you should be tested. They will arrange for the test.*

*You will only be tested if you meet their published criteria including been in \*close contact with the confirmed COVID-19 case.*

*If you meet any of these criteria, your doctor can request you are tested for COVID-19. It is important to remember that many people with symptoms similar to COVID-19 will not have the virus. Only suspected cases are tested to ensure our labs are able to cope with the demand. There is no need to test people who feel well and do not meet the criteria above.*

*Testing will be determined by your public health unit on a case-by-case basis. Your public health unit will contact you if you need to isolate.*

**Policy Endorsement**

This policy is endorsed by the Directors of Intrec Management Pty Limited and Balance Mechanical.



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Director – Clint Bragg

Date: 17/03/2020