

## COVID-19 Policy

### **Policy Statement**

INTREC's priority is the health and safety of our team, our clients, and our sub-contractor partners. 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. Site cleaning: Cleaning of site including all tools, equipment, drinking fountains and other high touch areas must be cleaned regularly
  - c. Entry into offices and sites: Upon entry to every office you MUST use the hand sanitiser that have been made available
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 their 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. Minimising all interstate plane-based travel
  - b. International travel – All overseas travel is currently banned
5. Flu symptoms
  - a. If staff or visitors are experiencing a cold, cough, fever, or flu-like symptoms, they are advised to stay at home. If you are being tested, staff and visitors are also asked to refrain from entering the office or their place of work.
  - b. If you are Sick, stay at home and take Sick leave
  - c. Bamboo - ensure you enter into Bamboo your work status e.g., working from home (once approved) or personal leave
6. No touch temperate checks for all staff, visitors, subcontractors, and suppliers will be conducted
7. Visitors, subcontractors, and suppliers must sign in and out using the HammerTech 'no touch' tablet

***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.

***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: 23/03/2020