

1. DEALING WITH CORONAVIRUS IN THE WORKPLACE POLICY

1.1 INTRODUCTION

Piccalilli & Ab Fab Catering is committed to ensuring the health and safety of all those in the workplace. As COVID-19 has become a component of our daily lives we must work together to adapt and create safe work practises, consistent with advice from health authorities, to ensure workplaces embrace social distancing and exemplary hygiene measures.

COVID-19 is a respiratory illness caused by a new virus. It is spread person to person, but good hygiene can prevent infection. It is not a foodborne disease. There is no evidence to suggest people will get infected by swallowing the virus in, or on, food or drink. Symptoms include fever, coughing, a sore throat and shortness of breath.

To this end, this policy sets out steps that Piccalilli & Ab Fab Catering is taking in order to tackle the coronavirus outbreak, alongside expectations that are placed upon you as employees. For the safety of yourself and others in the workplace, this policy must be followed at all times.

1.2 CORONAVIRUS DIAGNOSIS OR EXPOSURE

i) If you contract the virus

If you begin to display symptoms, 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. In order to protect your fellow colleagues, you are required to remain absent from the workplace and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to your return shift being scheduled. This may be submitted by email or Deputy.

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 and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to returning to the workplace.

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.

iv) Vulnerable employees

If you are at increased risk of a serious infection, please conduct a risk assessment with your manager so this can be addressed and an action plan implemented.

1.3 THE CONTINUATION OF BUSINESS OPERATIONS

Per Queensland government regulations a COVID Safe Checklist has been reviewed, implemented and displayed with a PCBU sign off.

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 due to a Government mandated self-isolation period
- 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.

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

ii) Temporary business closure

As time progresses, it may become necessary for the business to temporarily reduce or temporarily 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.

1.4 SOCIAL DISTANCING WITHIN THE WORKPLACE

Social Distancing shall be incorporated into the workplace with the following methods;

- Rosters shall be managed with minimal staff per station when possible
- Be mindful of 1.5m distancing recommendations whenever possible when interacting with colleagues, clients and suppliers

1.5 CLEANLINESS AND SANITATION WITHIN THE WORKPLACE

Cleaning and Disinfecting at work

In accordance with our Food Safety Program, all surfaces and tools shall be cleaned daily with detergent and disinfectant. Where surfaces and tools are frequently used by multiple people, such areas shall be cleaned more frequently and particularly if a shift rotation occurs. A specific COVID-19 daily checklist is displayed for sign-off in each department. Examples of commonly used surfaces include;

i) Door Handles, Light switches, tap faucet handles etc.

- I.e. Kitchen fridges, freezers, cold rooms, walk ins, front & back doors, AC/Heat switch

ii) Communal surfaces

- I.e. iPad, roller door switch, kitchen sealers, Kitchen PC keyboards, mouse & screen, rubbish bin handles, trolley handles, keys, vehicle frequently touched surface areas

1.6 INFECTION CONTROL MEASURES

We strongly encourage you to follow guidelines from the World Health Organisation on infection control, both whilst at work and in your daily life. These include:

- frequently cleaning your hands when around food, after coughing/sneezing, touching money or work debit cards and after using the bathroom by using alcohol-based hand sanitiser or soap and water in accordance with the Centres for Disease Control and Prevention's official instructions on how to most effectively wash your hands to reduce the risk of infection. These directions are posted throughout the workplace.
- when coughing and sneezing, covering your mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing your hands. Avoid touching your face and hair whenever possible.
- avoiding close contact with anyone who has fever and cough.
- Stay more than 1.5 metres from people wherever possible. Avoid close contact with others.
- In accordance with Federal guidelines, it is recommended you download the COVID Safe App on your phone to help control spreading of the virus

1.7 INTERNATIONAL TRAVEL

i) If you come into contact with someone who has travelled internationally

If you come into close contact with someone who has travelled internationally, you can continue to attend work unless Government guidance dictates otherwise.

1.8 FURTHER RESOURCES

We are utilizing the below resources to review and update COVID policies and procedures as updates occur;

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>
www.covid19.qld.gov.au
www.worksafe.qld.gov.au

- Employees with a general work-related complaint can call WHS Queensland on 1300 362 128.
- Business owners that would like to better understand their WHS duties regarding COVID-19 can call 1300 005 018 or their union or industry association.
- Customers who have concerns about whether a business is complying with this checklist can call 13QGOV (13 74 68).

Definitions

Isolation is when a person is found to have the condition and needs to stay away from others to protect the community from illness.

Quarantine is where a well person who may be at risk of developing COVID-19 stays away from others to protect the community from illness in case they become sick with the disease.

We may amend the COVID-19 Management Policy from time to time as more information becomes available and government guidelines and restrictions change. We shall notify all staff via Deputy when changes to this policy are made and may consult with staff where the company considers it appropriate.