

1. DEALING WITH CORONAVIRUS IN THE WORKPLACE POLICY

1.1 SCOPE

This policy applies to all Nepean FA employees, Directors, Volunteers, including Sub-Committees of all wholly owned entities and visitors to our places of business. The current version 2020.1 was endorsed by the Board of Directors on 23rd March 2020.

1.2 INTRODUCTION

Nepean FA is committed to ensuring the health and safety of all those in the workplace. To this end, this policy sets out steps that Nepean FA is taking in order to tackle the coronavirus 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.

1.3 INFECTION CONTROL MEASURES

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

- frequently cleaning your hands by using soap and water and/or alcohol-based hand sanitiser. When using soap and water, dry your hands on single use hand towel or a personal towel.
- when coughing and sneezing, covering your mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing your hands, and
- avoiding close contact with anyone who has fever and cough.

1.4 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.

In order to protect your fellow colleagues, you are required to

- a) remain absent from the workplace on sick leave or annual leave if you have no sick leave. You must provide us with a medical certificate for the initial absence.
- b) If you have no leave, you will be required to take leave without pay.
- c) You are required to obtain and produce a medical clearance from your doctor prior to returning to the workplace.
- d) There may be opportunities for you to continue to work from home in such cases. These will be assessed on a case by case basis.

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 or sick 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, Nepean FA 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.

1.5 INTERNATIONAL TRAVEL

The Government is regularly updating the list of countries which are considered to be 'higher risk' and in some cases may require you to self-quarantine if you have been to one of these countries. Ensure that you keep up to date on what countries these are by visiting the Australian Government Department of Health website.

i) Travel/transit through or contact with someone who has travelled/transited through an overseas country

You are required to notify your manager if you are going to travel to, or transit through, any higher risk countries.

Upon returning from such travel, we ask that you be considerate of your co-workers and follow Government advice to self-quarantine and remain absent from the workplace by taking personal leave. Ensure that you receive a medical clearance before returning to the workplace. This applies whether or not you are presenting symptoms.

The above likewise applies if you come into contact with someone who has travelled, or transited through, any higher risk countries.

In the case you are not sick, Nepean FA 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.

ii) Travel plans

Nepean FA accepts that you may have plans to travel in the near future, including pre-booked and paid for holidays. We would therefore ask that you consider, for your own health, whether travelling to these areas is the best thing to do. If a decision is made to travel, we ask that you let your manager know so that your return can be managed appropriately.

We also ask that you keep yourself up to date with Government guidance on the countries which require self-isolation upon return, and bear in mind that this guidance can change on a daily basis. You should also familiarise yourself with the health and safety recommendations for the country which you are visiting. This could include staying away from farms, touching animals, etc.

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

iii) Business travel

Nepean FA will consider every business trip that is planned for the near future and identify if alternatives to making the trip can be considered, where possible. This may include postponing the trip, or holding meetings via other means such as Skype.

If travel is deemed necessary, we will conduct a full risk assessment into the risks associated with the trip with involvement from employees who are being asked to travel.

1.6 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) 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.

Nepean FA 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.

iii) Working from another location

Nepean FA 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.

iv) 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.

Linda Cerone
General Manager

23rd March 2020