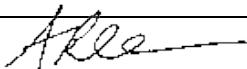





BUSINESS MANAGEMENT SYSTEM

SYSTEM POLICY - COVID-19 MANAGEMENT POLICY

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Revision Number	01
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Custodian	HSE Manager

	Compiled By	Approved By	
Signature	<i>Signed electronically</i>		
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Role	Human Resource & OHS Manager	Quality, Engineering & Manufacturing Manager	Chief Executive Officer
Date	19.03.2020	20/03/2020	20/03/2020

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Document History

Date	Author	Revision #	Description of Change
12.03.2020	Jessica Harper	01	Issue for Use.
19.03.2020	Jessica Harper	02	Updates as per situational progression

COVID-19 MANAGEMENT POLICY

As part of CAPS risk management procedures, the following policy relates to Covid-19 (Coronavirus). This Policy will continue to update and change as the situation develops. All team members should be prepared for changes to this Policy as we manage this evolving situation.

For CAPS reducing the risk of exposure to CAPS employees, contractors, customers, your families and extended communities is of paramount importance. It is expected that we all understand and follow the risk management requirements set out in this policy.

CAPS is sourcing our information from the Australian Government Department of Health, and The World Health Organisation. We encourage you to use these sources of information as well.

We ask for continual and ongoing feedback from all parties so we can best reduce this risk together.

Policy:

- Those who have been instructed by the Australian government to isolate themselves must access annual leave or unpaid leave whilst in isolation. In situations where working from home is possible and suitable work is available, an agreement may be made between the company and the employee to work from home.

At 19.3.2020 the Australian Government is requiring you to self-isolate under the following circumstances:

- You have travelled internationally and arrived in Australia from midnight 15 March 2020, then you are required to self-isolate for 14 days.
- You think you have come into close contact with a confirmed case of covid-19, then you are required to self-isolate for 14 days.

Close contact is defined as having had face to face contact with a confirmed case for 15 minutes, or having been in the same static room as a confirmed case for 2 hours.

All situations must be reported to your manager and Human Resources.

- Any employee who is sick, or is required to care for a family member who is sick with a confirmed case of Covid-19, will be required to stay away from work, taking sick/carer's

leave, until they receive a clearance to return to work. If sick/carer's has been exhausted, unpaid personal leave will be granted. Standard notification and evidence will be required for those not attending work.

- To be entitled to paid personal/carer's leave in relation to Covid-19, the employee must provide reasonable proof of illness at the earliest practicable opportunity or immediately upon returning to work. In the case of carer's leave, proof of the relatives illness is required and the relationship to the employee. This can be done by providing a Medical Certificate, Statutory Declaration or any other form of reasonable proof if required.

Personal/carer's leave does not include being home to look after a family member that is in quarantine or due to school closure. This must be annual leave or unpaid leave instead.

- Those employees who have not been instructed by the government to isolate themselves, but the company has requested they not attend work, will continue to receive their normal pay. Upon discussions with the employee, suitable working from home duties will be required where possible. Evidence of relevant particulars related to covid-19 will be required and Human Resources should be advised so they can assist in managing all circumstances consistently.
- Any employees who chooses to self-isolate from work for any reason related to the Covid-19 outbreak may access either annual leave or unpaid leave depending on their situation.
- If you are sick or unwell with any symptoms you are required to stay home and away from work. This is of critical importance so we can keep each other safe and protect vulnerable members of our communities.

If you are working, and you have a concern:

If you do not meet the relevant isolation requirements from the Australia government, however are concerned, please contact your manager or Human Resources.

Social Distancing and Good Hygiene

While at work and at home follow the Social Distancing recommendations by the government and good hygiene:

- Participating in static gatherings of less than 500 people outdoors, and less than 100 people indoors.

- Keeping a personal distance of 1 – 1.5 meters between yourself and others at all times
- Not shaking hands or touching others
- Be aware that personal interactions of less than 15 minutes are considered low risk by the government
- Washing your hands regularly (at least once an hour) with soap and water for at least 20 seconds
- Washing your hands before eating, drinking and/or smoking with soap and water for at least 20 seconds
- Avoid touching your face, including eyes, nose and mouth
- Coughing and sneezing into a tissue or the bend of your elbow
- Disinfecting high-touch areas including your phone, kitchens, bathrooms and door handles
- Wear glove when performing work that involves touching surfaces on CAPS or customers' premises or equipment where control of hygiene is difficult (i.e. warehouses, workshops, machinery, etc.)

CAPS have released a number of Safety Alerts and will continue to do so where you can find additional guidelines and advice on creating a healthy workplace.

Virus development:

As the virus spreads there is a chance that critical business operations may start to be affected. Working from Home (WFH) unfortunately for many roles at CAPS may not be a suitable option because of the nature of our business and operational needs. Where CAPS considers WFH to be suitable, it will be at CAPS full discretion and may be done on a flexible basis (ie reduced hours combined with leave, or unpaid leave).

All employees who are issued with company equipment including mobile phones, laptops and the like should take these home with them each night.

In order to stay up to date with the latest information CAPS recommends you regularly access the information provided by the World Health Organisation at <http://www.who.int/news-room/q-a-detail/q-a-coronaviruses> and the Australian Department of Health at www.health.gov.au

To ensure CAPS continues to offer a safe and healthy workplace, it is imperative that the adherence to good hand hygiene practices are enforced in the workplace. Please ensure that you address any concerns immediately with staff members who are seen to not be adhering to this requirement.