

Coronavirus and Infection Control Policy

1. Introduction

- 1.1. **Darling Downs Optometrist** (the "**Business**") is committed to providing our workers with a safe and healthy place in which to work. This policy has been developed to inform workers as to the Business's planned management and response to 2019 novel coronavirus (**Coronavirus**).
- 1.2. Workers should not be alarmed when reading this policy, the purpose of the policy is to:
 - i. set out steps the Business is taking to address the outbreak of Coronavirus and its impact on our workers;
 - ii. to keep workers informed and updated on best practices to help minimise and/or remove risk for themselves and others; and
 - iii. set out the Business's expectations of workers.
- 1.3. This policy is not to be interpreted or relied on as medical advice.
- 1.4. Due to the evolving situation with Coronavirus, the Business reminds workers that approaches, and responses detailed in this policy may be subject to change. The Business will endeavour to keep workers informed as promptly as possible through all Business communication channels.
- 1.5. This policy should be read in conjunction with the latest relevant information issued by the World Health Organisation and other Australian Government agencies, including but not limited to, the Department of Health. Details of these agencies are listed on page 5 of this policy.

2. Personal Hygiene and Infection Control

- 2.1. All workers are encouraged to follow the guidelines from the World Health Organisation and Australian Department of Health in relation to infection control.
- 2.2. This includes, but is not limited to:
 - i. avoiding physical contact such as shaking hands;
 - ii. avoiding close contact with anyone who has symptoms such as a fever, cough or sore throat;
 - iii. avoiding touching your face or rubbing your eyes;
 - iv. washing your hands thoroughly with soap and water and for at least 20 seconds to avoid passing on germs;
 - v. using alcohol-based hand rubs; and
 - vi. sneezing and coughing onto tissue paper which should be carefully disposed of and washing your hands or using alcohol-based hand rubs immediately after;

3. Communication with workers

- 3.1. The Business will communicate important updates as they arise. This will be done via **email or text**.
- 3.2. It is the responsibility of all workers to read all communications, ensure that they are familiar with

the information distributed by the Business, and follow any reasonable instructions given in relation to managing and minimising risk of infecting.

4. Recent International Travel

4.1. Workers who have recently travelled or transited through any country other than Australia must:

- i. notify their manager of the dates of travel, the countries travelled and transited through and flights taken;
- ii. follow the Australian Government's advice in relation to self-isolation and remain absent from the workplace for the self-isolation period;
- iii. before returning to work provide their manager with evidence that the self-isolation period has been served, such as a copy of the flight itinerary for the flight into Australia; and
- iv. provide a confirmation that symptoms of coronavirus have not been experienced.

4.2. The Business reserves the right to request medical evidence prior to the return to the workplace.

5. Travel Plans

5.1. The Business appreciates that workers may have plans to travel, including holidays already booked and paid for. While the Business does not intend to interfere with any pre-booked travel or pre-approved leave, we ask that workers consider their need to travel in light of the Australian Government advice and recommendations.

5.2. Workers planning to undertake international travel must:

- i. keep up to date on the advice of the Australian Government Department of Health concerning Coronavirus and international travel;
- ii. be informed of Australian Government advice on self-isolation on returning from international travel. As of 15 March 2020, the Australian Government advice is that all persons returning from overseas from midnight 15 March 2020 must self-isolate for a period of 14 days;
- iii. inform their manager of the countries that will be visited, dates of travel and flights to be taken; and
- iv. when travelling overseas, adopt precautions such as avoiding contact with live animals, avoiding crowded places and close contact with people who are unwell or showing signs of illness and observing good personal hygiene.

5.3. Workers who are planning international travel must also acknowledge that any self-isolation period will be a period of authorised unpaid leave, unless the worker is entitled to personal/carer's leave under the Business's Leave Policy or unless otherwise agreed as a period of annual leave.

5.4. Where the Business believes that travel plans are likely to present a significant risk to the health and safety of the worker, or the others in the wider business, the Business will have a discussion with the worker concerning the possibility and benefit of revised travel plans.

- 5.5. In the event a worker is unable to return to Australia due to circumstances beyond their control, the worker must immediately notify the Business and continue to update the Business in relation to any changes in their travel status.

6. Diagnosis or Exposure to Coronavirus

Contact with a suspected case of Coronavirus

- 6.1. If a worker has been in close contact with a suspected case of coronavirus, they must notify their manager immediately.
- 6.2. If a worker who has been in close contact with a suspected case is not displaying symptoms or not otherwise unwell, the Business may, direct the worker not to attend work as a safety precaution. Any direction in this regard will be paid for full-time and part-time employees.
- 6.3. Where a worker is not displaying symptoms or not otherwise unwell, the Business may authorise the worker to work from home during the period of self-isolation.

Contact with a confirmed case of Coronavirus

- 6.4. If a worker has been in close contact with a confirmed case of coronavirus, they must notify their manager immediately and follow the Australian Government advice to self-isolate for 14 days.
- 6.5. Where a worker is not displaying symptoms or not otherwise unwell, the Business may authorise the worker to work from home during the period of self-isolation.
- 6.6. If an employee who has been in close contact with a confirmed case is not displaying symptoms or not otherwise unwell, and the employee is unable to work from home, the Business may discuss other available leave, such as annual leave or long service leave, that may be taken during the self- isolation period.
- 6.7. If an employee becomes unwell during the isolation period, they should notify the Business and request a period of personal leave in accordance with the Business's Leave Policy, including providing a medical certificate to support the absence.

If you contract Coronavirus

- 6.8. If a worker has symptoms of the coronavirus, they must follow the guidance of the Australian Government to understand what steps they should take, this may include telephoning their health clinic or hospital to arrange for urgent assessment.
- 6.9. Workers have obligations to ensure their own health and safety at work, and the safety of others. In this regard, to protect colleagues and client's workers who have symptoms of the Coronavirus are required to remain absent from the workplace and obtain medical clearance prior to returning to work.
- 6.10. Any absence due to personal illness such as the coronavirus will be paid personal leave (sick leave) for full-time and part-time employees.

7. Working Arrangements

- 7.1. The Business will consider teams and functions who can perform their duties remotely or work from home should the need arise. Prior to working from home being authorised, work health and safety self-assessment must be completed and approved by the Business.

- 7.2. It is the Business's expectation that workers attend work for their usual hours unless the worker:
- i. has been advised otherwise by the Business (i.e authorised working from home arrangements); or
 - ii. is absent on a period of authorised leave, including authorised unpaid leave due to self-isolation.

8. Business Operations

- 8.1. The Business will take all reasonable steps to continue operating in these circumstances. However, as the situation evolves, the Business may be required to make difficult decisions such as temporary reductions in operations or cessation of operations.
- 8.2. In the event of a close down, the Business may have no choice but to place employees on an unpaid stand down under the *Fair Work Act 2009*. Prior to considering a stand down the Business will explore all alternatives including alternative working arrangements and periods of authorised leave.

9. Employee Leave Entitlements - Overview

Situation	Leave Entitlement and other Options
Employee is sick or unfit for work due to personal illness or injury	<ul style="list-style-type: none"> • Paid personal leave for permanent employees until exhausted • Unpaid leave for casual employees • Unpaid personal leave for full-time and part-time employees who have exhausted paid personal leave
Employee is <u>not</u> sick but is required to self-isolate based on governments advice	<ul style="list-style-type: none"> • Working from home (if practical) • Unpaid leave • Annual leave by agreement • Long service leave by agreement
Employee is <u>not</u> sick but is unable to return to Australia due to travel restrictions	<ul style="list-style-type: none"> • Working remotely (if practical) • Unpaid leave • Annual leave by agreement • Long service leave by agreement
Employee must provide care or support for a member of their immediate family or household who is sick	<ul style="list-style-type: none"> • Paid carer's leave for permanent employees until the leave is exhausted; • Unpaid carer's leave for casual employees • Unpaid carer's leave for permanent employees who have exhausted their paid carer's leave entitlement

Please refer to the Leave Policy for more information on leave entitlements.

10. Information from Government, Health and Travel Authorities

Department of Health

Department of Health
<https://www.health.gov.au/>

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

Isolation Guidance
<https://www.health.gov.au/resources/publications/coronavirus-covid-19-isolation-guidance>

Information about home isolation when unwell (suspected or confirmed cases)
<https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-about-home-isolation-when-unwell-suspected-or-confirmed-cases>

World Health Organisation

COVID-19 Outbreak
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Smart Traveller

COVID-19
<https://www.smartraveller.gov.au/news-and-updates/coronavirus-covid-19>

Centre for Disease Control and Prevention

COVID-19 Resources
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>