

Stones Plumbing Service recognises its responsibility to provide a safe working environment for all personnel, be they employees, contractors, visitors or the public, whilst on company or client premises.

It is upon all our individuals to stay up to date with any restrictions or instruction that are made during the pandemic. Ignorance will not be considered a viable excuse for not adhering to company, client or government rulings or instructions.

During the CoVID-19 crisis, Stones Plumbing Service will be acting accordingly on advice and directives given from the following but not limited to: -

- Senior medical staff
- Australian Government – Department of Health
- NSW Government – Health
- World Health Organization
- NSW Police and Ambulance Force
- NSW Fire Rescue or Rural Bush Fire Brigade
- Workcover NSW
- Property owners or Principle Contractors
- Any appropriately trained Site Managers or first aid staff

Pandemic Company Rules

- Wear a face mask any time that you cannot stay 1.5 metres away from other people or when directed by company, public health order, occupier or client instructions;
- You must self-isolate if you:
 - have been tested for COVID-19 and haven't yet received your result
 - have been diagnosed with COVID-19
 - are suspected of having COVID-19
 - had close contact with a confirmed case of COVID-19, including visiting a case location
 - are a household member of, or have been in close physical proximity to (for example a close friend or work colleague), a close contact who has yet to receive their initial negative test result
 - have returned from overseas and are exempt from hotel quarantine
- When you visit businesses, venues and events in NSW, you may need to check in. It is your responsibility to follow the instructions when checking in and out.
- When entering aged care facilities, you must wear a surgical type mask
- When entering our Head Office, you must check in using the QR code provided and follow all above rules of entering our premises.

When working onsite the following shall be adhered too:

- Working at unmanned stations or locations you must e mail (after hours) or message (daytime hours) the DMCs or authorised personnel when attending.
- Workers onsite must have at least the first dose of vaccination and produce evidence if requested to the following parties:
 - Stones Plumbing Service Pty Ltd.
 - Occupier of the place of work (i.e., client or premises occupier)
 - Police officer; and
 - Other Authorised Officer (i.e., safe work inspector).
- Carry your travel permit, contractor cards, evidence of vaccination and employer letter at all times.

- Ensure that you use disposable gloves, disposable surgical masks ONLY not cloth and that you wash your hands regularly with antibacterial soap and brush (brush if necessary) particularly after handling or touching assets, equipment, or anything else that may be exposed to uncleanliness (e.g., pumps, pipes, taps), the public and/or has potential of contamination. (e.g., door handles, lift buttons, etc.) and use hand sanitiser frequently.
- If there is Rapid Antigen Testing or any other form of testing, you must follow the testing regime and frequency as stipulated by NSW Govt., the testing company and/or the Client.
- Where curfews are applicable and designated for LGA's these must be adhered to unless a valid and authorised reason is acquired.
- When entering any client, business or any other area with posted QR code, you must check in using the QR code provided and check out when leaving that location.
- Where possible always maintain 1.5m social distancing.

Should you be feeling sick or experiencing any symptoms of the virus the following shall be adhered to:

- If you have cold or flu symptoms, such as cough/sneezing/fever, sore throat, or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the work *only after* you've fully recovered, with a signed doctor's certificate of clearance confirming your recovery.

Work from home requests if applicable to role:

- If you are feeling ill, but you can work, you can request to work from home should your employment roll allow you too.
- If you have recently returned from areas with a high number of COVID-19 cases, we'll ask you to remain from home for 14 calendar days and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time and maintaining the social distancing guidelines.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you are required to provide evidence of non-infection otherwise you will be requested to work from home or take leave until such time you are cleared to by a medical professional to resume social contact via medical certificate of clearance. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're pregnant or a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic and you have a doctor's certificate confirming you do not have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

Travelling/commuting measures:

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, you will be required to work from home for 14 calendar days and need a doctors certificate of clearance to be able to return to work. You will also be asked not to come into physical contact with any colleagues during this time.

Business Continuity:

- In-person meetings are to be limited as far as reasonably practicable and should be done virtually wherever possible via skype or another non-gathering, physical contact and/or electronic means.
- In Person Meetings with Non staff members are not to be carried out unless deemed critical and safety measures put in place with social distancing, alcohol-based products, etc.
- Staff will be restricted to particular sites, based on skills and site knowledge and authority or client restrictions for the premises as deemed at the time
- Staff to be issued with PPE/Sanitary products where applicable and if obtainable from suppliers during the emergency. The task will be cancelled or postponed until items or clearance for the area can be obtained.
- Staff are instructed to maintain safe social hygiene work practices including use of provided PPE and Sanitary products whilst maintaining appropriate safe working/social distancing from others and any potentially infected items or people
- Senior management are to separate to maintain business continuity should one be affected via working from separate offices or sites or alternating office visitation.

Stones Plumbing Service will maintain workers where workload requires, and non-restrictions apply to client premises. Where Stones Plumbing Service workers have been affected by the virus, Stones Plumbing Service have replacement workers on hand that can be leveraged to cater for any shortfall in workers. All replacement workers are or will be trained and inducted into client sites before dispatch

Signed



Jai Quayle
Director



Edward Stone
Director

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