



## Policy

### COVID-19

#### 1. Purpose

On March 11<sup>th</sup> 2020 the World Health Organisation (WHO) declared the outbreak of a new coronavirus disease (COVID-19) to be a global pandemic.

GTS Recruitment is committed to ensuring the wellbeing of its Employees. We will be introducing some common sense measures to ensure we are prepared and able to respond in a measured and timely way as the outbreak evolves.

The purpose of this Policy is to confirm the obligations and the expectations of Employees during the COVID-19 outbreak, in order to protect the health and wellbeing of GTS Employees, customers and the broader community.

#### 2. Definitions

##### **Close Personal Contact**

Means being in very close contact with a person for at least 15 minutes to spending at least 2 hours with a person in the same room (e.g. in a meeting)

##### **GTS Recruitment**

Means Global Tradesearch Recruitment Pty Ltd and its subsidiaries

##### **COVID-19**

Means the disease caused by the novel coronavirus that was discovered in January 2020.

##### **Employee**

Means a person employed by GTS Recruitment and its subsidiaries.

##### **Vulnerable Person**

Means an Employee who due to the individual circumstances is at higher risk of developing a severe reaction to the COVID-19 (e.g. Employees with chronic disease or pre-existing medical conditions, or employees who have direct and/or close contact with someone with chronic medical disease; or who have a pre-existing medical condition.

#### 3. Scope

This policy applied to all GTS Recruitment Employees who are working for a host employer.

#### **4. Symptoms of COVID-19**

Symptoms or common signs of the COVID-19 infection include:

- Fever
- Cough
- Sore throat
- Fatigue
- Difficulty Breathing

COVID-19 spreads in a similar way to the flu. COVID-19 is most likely to spread from person to person through:

- a) Direct close contact with a person while they are infectious.
- b) Close contact with a person with a confirmed infection who cough or sneezes; or
- c) Touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

#### **5. Vulnerable Employees**

To enable us to better consider and manage the risk of COVID-19, we need to identify the presence of Vulnerable Employees within our business. We will then endeavour to put in place appropriate measures to mitigate the risk of this group of Employees.

Vulnerable Employees include those:

- a) With chronic diseases (such as diabetes, heart disease or lung disease); or
- b) Who have a pre-existing medical condition that impacts upon their immune system (such as transplant recipients or those being treated for cancers)
- c) Who have direct and/or close contact with someone with chronic diseases (such as diabetes, heart disease or lung disease); or who have a pre-existing medical condition that impacts upon their immune system (such as transplant recipients or those being treated for cancers)

If you believe you are a Vulnerable Employee, please make contact with your Host Employer or GTS Recruitment contact and advise them of your circumstances. Details of your specific medical condition will be kept confidential.

#### **6. Employee Obligations**

##### **If you feel unwell and suspect that you have symptoms consistent with COVID-19**

If you have symptoms and suspect you may have COVID-19, you must:

- a) Notify your Host Supervisor-Manager and GTS Recruitment contact via phone call, text message or email as soon as possible.
- b) Visit your GP and return to work in line with medical advice; and
- c) Not return to work until you have either tested negative for COVID-19 or have a medical clearance.

It is important that you stay away from work even if you have only mild symptoms or have had to take simple medications (e.g. paracetamol, ibuprofen) which may mask the symptoms.

## **If you have been diagnosed with COVID-19**

If you test positive for COVID-19

- a) Notify your host Supervisor/Manager and your GTS Recruitment contact via phone call or text message as soon as practical,
- b) Follow all medical advice to recover from your infection as soon as possible
- c) Not return to work until you either have medical clearance or tested negative to COVID-19.

### **7. If a family member, household member or close personal contact or customer is diagnosed with COVID-19 or is at high risk of being diagnosed with COVID-19.**

You must contact your Host Supervisor/Manager and GTS Recruitment contact immediately if you are informed that any of the following people have tested positive to COVID-19:

- a) A family member or household member.
- b) Someone with whom you have been in close personal contact; or
- c) A customer that has been in close personal contact with our GTS Employees

If this occurs, we will follow all directions from relevant State and Federal government bodies at the time and take all steps available to us to attempt to limit the impact on Employees involved.

If clause 7. applies and you are displaying symptoms, you must follow all obligations listed at above.

If clause 7. applies to you and you are not displaying any symptoms, it is still important for you to exercise caution. In this situation you must:

- a) Self-isolate and not return to work for 14 days;
- b) Monitor yourself for symptoms for 14 days; and
- c) If you develop any symptoms (even if they are mild), follow the obligations listed in clause 7.

### **8. If you have recently travelled overseas**

Consistent with current Government directives, all Employees returning from any overseas travel will be required to self-isolate and not return to work for 14 days after their return to Australia. Further information regarding self-isolation can be found at: <https://www.health.gov.au/news-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19#if-required-to-stay-at-home>

If you have recently returned home from any overseas travel, you must notify your host Supervisor/Manager and your GTS Recruitment Contact of your return to the country prior to returning to work. This information can be kept confidential if required.

### **9. Self-Isolation/Absence from work**

There may be situations where we will direct you to self-isolate for at least 14 days before returning to work. Such situations may include (but are not limited to):

- a) If you have been diagnosed with COVID-19;
- b) If another Employee within your workplace is diagnosed with COVID-19;
- c) If you have had close personal contact with a person who is diagnosed with COVID-19; or
- d) If you have close personal contact with someone returning from overseas travel.

There may be situations where we will direct you to be absent from work and not return to work for a period of time.

Such a situation may include (but are not limited to):

- a) If another Employee within your workplace is diagnosed with COVID-19 and GTS Recruitment or your Host Employer needs to clean the premises.

If you are directed to self-isolate and/or not return to work for a period of time, and you have been employed by GTS Recruitment for 12 months various forms of leave may be used to cover the prescribed period. This might include:

- Personal (sick) leave
- Personal (carer's) leave (if you are caring for a member of your immediate family or household)

All applications for leave will be assessed on a case by case basis.

Where it is practicable for you to work from home, this will be facilitated where possible. All cases will be considered on an individual basis. If you are permitted to work from home, you may be required to comply with specific Working from Home Guidelines.

During any period of self-isolation, you should monitor yourself for symptoms and if you develop any symptoms (even mild cough or low-grade fever), follow the obligations listed at clause 9.

## **10. Forced Shutdown**

There may be situations where we will implement a forced shut down

Such situation may include (but are not limited to):

- a) Following Government directives

If you are directed to be absent from and not return to work for a period of time due to forced shutdown by the Government, various forms of leave may be used to cover the prescribed period if you have been employed with GTS recruitment for 12 months.

This may include:

- a) Sick leave
- b) Job keepers leave'

All applications for leave will be assessed on a case by case basis.

Where it is practicable for you to work from home, this will be facilitated where possible. All cases will be considered on an individual basis. If you are permitted to work from home, you may be required to comply with specific working from home guidelines.

## **11. Responsibilities**

Host Employer Managers/ Supervisors

Managers must ensure that Employees are aware of the policy and the consequences of not complying with the Policy.

Managers and GTS Recruitment must ensure that any change to the Policy is communicated to Employees as soon as possible.

Employees

All Employees must comply with the obligations set out in the Policy.

An Employee must comply with any request by GTS Recruitment to self-isolate and not attend work if so directed.

All Employees should adopt common-sense measures (including social distancing) to help prevent the chance of infection. This includes:

- a) Frequently and thoroughly clean hands by using alcohol-based hand rub or soap and water;
- b) When coughing and sneezing, covering your mouth and nose with flexed elbow or tissue- throw tissue away immediately and wash hands;
- c) Avoiding close contact with anyone who has a fever and cough.

## **12. Non-compliance**

Any non-compliance with this Policy may result in disciplinary action up to and including termination of employment.

## **13. Monitoring and Review**

This Policy will be reviewed in a frequent basis as the COVID-19 situation continues to evolve.

**Date Effective: 25 March 2020**

**Date Reviewed :**