

RETURNING TO THE WORKPLACE DURING THE COVID-19 PANDEMIC POLICY

1. Introduction

- CCGT recognises that the COVID-19 pandemic is a public health emergency and with people returning to work over the next weeks and months, we will be adhering to the National Cabinet's ten National COVID-19 Safe Workplace Principles.

CCGT wishes to protect its clients, its staff, its members, and the general public from contracting COVID-19.

It is important to remember that the pandemic has not ended. We continue to listen to advice from government and health authorities and have established measures to best protect all stakeholders.

2. Purpose

The purpose of this policy is to outline the strategies and actions that CCGT is taking in response to the COVID-19 epidemic, as well as expectations placed upon all stakeholders.

For the safety of all CCGT stakeholders, this policy must be followed at all times.

This document operates as a temporary policy and guide for the duration of the current pandemic and until stipulated by the relevant authority to be over. This policy exists alongside existing company policies and procedures, where practical.

3. Application

This policy applies to all CCGT Employees including Internal Staff, Apprentices and Trainees, the Board of Directors, Officers, Contractors, Volunteers, Suppliers Consultants, Host Employers and tenants of CCGT.

4. Infection Control Measures

CCGT has implemented several physical, space-related measures and building improvements to maximise the safety of CCGT stakeholders.

If you observe anything that does not meet the appropriate standard, please advise CCGT Staff as soon as possible.

CCGT will be guided by the information and directions provided by local health authorities and the World Health Organization, and its occupational health and safety obligations. We require you to take the following precautions:

- Regularly and thoroughly clean your hands with an alcohol-based sanitiser or wash them with soap and water.
- Avoid touching your eyes, nose and mouth, and shaking hands with others.





- Make sure you follow good hygiene and encourage others to do the same. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze and disposing of used tissues immediately.
- Immediately withdraw from contact with anyone who has a fever or cough.
- Stay home if you feel unwell.

CCGT requires all stakeholders to abide by physical distancing practices stipulated by government.

- Government guidelines stipulate one person per four square metres of space. People must aim to keep at least 1.5 metres distance from one another. Please maintain this distance, to the best of your ability, at all times. If you do not have enough room for this requirement, please advise CCGT staff and we will endeavour to allocate more space for you.
- You must follow all physical distancing protocols established by CCGT
- Anyone wishing to enter CCGT premises will be required to complete a 'COVID questionnaire' and undergo a Temperature check before being permitted entry into the building. Anyone with a temperature measuring 37.3 C or higher will not be granted entry.

In the event that you feel unwell with COVID-19 symptoms or contract COVID-19:

- You must seek medical advice promptly and follow the directions of your local health authority.
- You must notify CCGT staff at the earliest opportunity.
- You must be tested (if you want to return to CCGT's property and/or your workplace).
- You will be required to self-isolate and not attend CCGT's property and/or your workplace.
- You will be required to obtain a COVID-19 medical clearance before returning to CCGT's property and/or your workplace.

In the event that you have contact with a confirmed case of COVID-19 in the past 14 days:

- You must notify CCGT staff immediately.
- You must seek medical advice promptly and follow the directions of your local health authority.
- You must be tested (if you want to return to CCGT's property and/or your workplace).
- You will be required to self-isolate and not attend CCGT's property and/or your workplace.
- You will be required to obtain a COVID-19 medical clearance before returning to CCGT's property and/or your workplace.



In the event that you have contact with a suspected case of COVID-19 in the past 14 days:

- You must notify CCGT staff immediately.
- You must be tested and not attend CCGT's property and/or workplace until you have returned a negative test result.

If you are required to self-isolate by a government authority, you must not attend CCGT's property and/or your workplace for any reason.

5. Travel

CCGT is guided by the Australian Government's Department of Health for COVID-19-related travel advice. For up to date information, go to <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-advice-fortravellers>.

In line with the government ban on international travel, we discourage all international travel but understand that at times it may be necessary. If you travel overseas, you will be required to follow government quarantine instructions.

In line with government advice, CCGT discourages all non-essential domestic travel.

6. COVIDSafe App

CCGT follows government advice in recommending that all clients, staff and members of the general public download and use the COVIDSafe app.

7. Temporary Business Closure

In the event that someone attending CCGT's property and/or workplace is diagnosed with COVID-19, CCGT may be required to temporarily cease operations (temporary lockout).

We will comply with government advice to ensure safety within the workplace, and, if necessary, we will have no hesitation in closing the space for a period of time (usually 24 hours) while essential cleaning and sanitation are completed.

For clarity, this will occur only in specific circumstances and in line with government advice. Please ensure that any items you would require in the event of a temporary lockout are also accessible elsewhere.

8. Harassment and Bullying

CCGT continues to strive to be a safe and inclusive space. CCGT expects our staff, members, clients and guests to show courtesy, consideration and kind heartedness to everyone they meet. We operate a policy of zero-tolerance towards all forms of harassment and bullying in the workplace. If you experience anti-social behaviour, speak to a CCGT staff member. CCGT reserves the right to direct people away from our space for anti-social, aggressive or abusive behaviour.





9. Updates to this Policy

This policy may be updated in line with government regulations and advice. CCGT will advise you when any updates are made.

10. Privacy

CCGT is committed to your privacy. Your personal information and any circumstances related to COVID-19 will not be shared with anyone outside of CCGT management. All information shared by you will be treated with confidentiality and care.

Endorsed by the Board of Directors on

29/8/20

CCGT Chairman

CCGT Senior Manager

