

Subject:	Employees- Sensitive to Coronavirus Disease (COVID19)
Policy No.	
Company Names:	<i>Refer to Entities as “The Company”</i> Red Rust Contracting Red Dirt Agriculture Red Range Stock Supplements
Effective:	4 April 2020
Received:	4 April 2020
Signature/s:	

1. PURPOSE

To maintain a COVID-19 free workplace for the health and safety of all employees.

2. POLICY

The Company are committed to providing a safe and healthy workplace. Responsibilities for both Employers and Employees are listed below. All employees are to understand these responsibilities regarding expectation- *Employees- Coronavirus Disease (COVID19)*'

3. APPLICABILITY

- Red Rust Contracting
- Red Dirt Agriculture
- Red Range Stock Supplements

4. DEFINITIONS/ LINKS/ USEFUL RESOURCES/ RELATED DOCUMENTS/ RELATED POLICIES & PROCEDURES

5. **“The Company”**- Refers to all entities (Red Rust Contracting/ Red Range Stock Supplements/ Red Dirt Agriculture)

COVID19- Coronavirus Disease is an infectious disease caused by a newly discovered coronavirus.

Pre- employment- to be complete prior to commencing first day of employment

The situation is changing rapidly. Stay up to date with the latest information about the spread of COVID-19 and the steps being taken to slow the spread.

Read the latest announcements about COVID-19 and up-to-date advice for your situation:

- <https://www.wa.gov.au/>

This document relates to the following Policy & Procedures:

- Deliveries to and From The Company. Including Loading and Unloading of Trucks- Sensitive to Coronavirus Disease (COVID19)
- Visitors & Unauthorised persons on site

6. PROCEDURES

Pre- Employment

New employees are required to self-isolate 14 days prior to first day of employment. It is everyone's responsibility to stay home, under no circumstances should someone leave the isolation property (unless in an emergency). This minimises contact with others and significantly reduces the risk of spreading COVID-19.

Steps for social distancing in all homes include:

- it is the individual's responsibility to remain in isolation for the entire 14 days
- The Company will buy supplies and deliver to isolation location during this time
- no visitors
- disinfect surfaces regularly that are touched a lot, such as tables, kitchen benches, hand rails and doorknobs
- increase ventilation in the home by opening windows or adjusting air conditioning

What to do if you display symptoms

Fever, coughing, sore throat, fatigue, and shortness of breath. If you have **serious symptoms** such as difficulty breathing, **call 000** for urgent medical help.

When to get tested

If you develop symptoms within 14 days of last contact with a confirmed case or of returning to Australia, you should seek medical attention.

When someone in your household is sick:

- employees must contact supervisor immediately
- contact medical assistance
- all tenants are to remain in the house, **do not go to work**
- Avoid sharing personal household items
- Clean all "high-touch" surfaces everyday (*Suggested Safe Recipe: 1ml Bleach-1 ltr Water*)
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- care for the sick person in a single room, where possible
- keep the number of carers to a minimum
- keep the door to the sick person's room closed. If possible, keep a window open
- wear a surgical mask when you are in the same room as the sick person. (*The sick person should also wear a mask when other people are in the same room*)

Protect yourself and others, keep safe by social distancing:

Use of PPE

In circumstances where a co-worker/ family member has suspected COVID-19 take full airborne precautions. Do not come into work, seek medical assistance immediately.

In these circumstances, all co-workers/ family members are advised to ensure their own safety including:

- Use of a surgical mask, gloves and eye protection as a minimum precaution.
- At completion of the episode of care, removal of gloves (perform hand hygiene), removal of eyewear and mask (perform hand hygiene again)
- Notify your employer if you have had a close contact with a suspected or confirmed case of COVID-19 without using appropriate PPE e.g. if COVID-19 was not suspected at the time; and
- Seek advice from your local public health facility regarding any need to be isolated and monitored for symptoms of the virus.

Current Employees

Practise Good Hygiene

- wash your hands frequently with soap and water
- take extra care before and after eating, and after going to the toilet
- cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser

Leave home for essentials:

- shopping for what you need
- exercising - limited to the people you live with + no more than 2 others. Remain 1.5 meters from others
- medical appointments or to the pharmacy

Steps for social distancing in all homes include:

- keeping visitors to a minimum
- regularly disinfecting surfaces that are touched a lot, such as tables, kitchen benches, hand rails and doorknobs
- increasing ventilation in the home by opening windows or adjusting air conditioning

If someone becomes unwell in your house, please follow steps for **“When someone in your household is sick”*

Why these limits are important

There is evidence that COVID-19 has started to spread in Australian communities.

We are unable to do widespread [COVID-19 testing](#) so it's important to apply other measures at this early stage.

These limits help to prevent the spread of COVID-19. They are especially important for vulnerable people, such as those over 60 and those with chronic disease.

Stay connected

If you cannot visit your family and friends in a residential aged care facility, it's important to keep in touch. Make phone or video calls, send postcards, photos or artwork or film short videos to share.

Further Information Hotline for Coronavirus Disease- COVID19

Call the National Coronavirus Helpline for advice. If you require translating or interpreting services, call 131 450.

7. LIMITATIONS/ APPROVALS/ RESPONSIBILITIES

Avoid:

- **DO NOT** shake hands with anyone
- Hospital visits- respect restrictions times
- Coming into proximity with anyone you don't know

Symptoms people may experience:

- Runny nose
- Sore throat
- Cough
- Fever
- Pneumonia
- Difficulty breathing (severe cases)

Version Control and Change History

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