

[PLEASE INSERT COMPANY NAME OR PLACE ON COMPANY LETTERHEAD]

**COVID-19 WORKPLACE POLICY**

**Clause 1      INTRODUCTION**

1.1            COVID-19 is a respiratory disease caused by the SARS-CoV-2 virus. In order to reduce and eliminate the escalation of COVID-19 infections in the workplace, it is necessary to adopt and implement occupational health and safety

[REDACTED]

**Clause 2      DEFINITIONS**

In this Policy:

2.1            “COVID-19” means Coronavirus Disease 2019.

2.2            [REDACTED]

2.3            “Self-quarantine” means a precautionary measure taken by a person who has been in contact with someone who has contracted COVID-19, but has not tested positive or is not showing any symptoms of the virus.

2.4            “Workplace” means any premises or place where a person performs work.

**Clause 3      THE OBJECTIVE OF THIS POLICY**

3.1            The aim of this policy is to ensure a safer working environment for all employees and to minimise the spread of COVID - 19 in the workplace.

[REDACTED]

contractors and their workers who enter their workplace or come into contact with their employees) are not exposed to hazards to their health or safety. Similarly, OSHA also imposes a duty on employees to take reasonable care for their own health and safety and that of their fellow employees.

█ [REDACTED]

Clause 4 APPLICATION

█ [REDACTED]

█ [REDACTED]

Clause 5 GENERAL PRINCIPLES

5.1 How does COVID-19 spread?

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

5.2 Primary symptoms of COVID-19

5.2.1 Fever;

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

█ What to do if you develop symptoms?

5.3.1 An individual who contracts COVID-19 may take anywhere from 1 (one) to 14 (fourteen) days to develop symptoms.

[REDACTED]

[REDACTED]

5.3.4 If the Organisation has reason to suspect that an employee has been infected with COVID-19 or an employee becomes ill at the workplace during the day, the Organisation will request the employee to leave the workplace and seek medical treatment and / or testing immediately.

[REDACTED]

**Clause 6** GENERAL PROTOCOL AT THE WORKPLACE

6.1 Hygiene in the workplace

[REDACTED]

[REDACTED]

[REDACTED]

6.1.4 All employees are required to cover their cough or sneeze with a flexed elbow or tissue. The tissue must be disposed of in the relevant waste bin and the employee must immediately wash their hands or make use of an alcohol based hand sanitiser.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6.1.9 The Organisation shall provide every employee, who works away from the workplace, other than at home, with an adequate supply of hand sanitizer.

6.1.10 All employees are to AVOID handshakes or any other physical contact with any staff member or client.

6.1.11 All employees are to avoid touching of their faces.

[REDACTED]

6.2 Wearing of cloth masks

[REDACTED]

[REDACTED]

6.2.3 Therefore, all employees are required to wear a cloth mask while at work and while commuting to and from work and all members of the public, including suppliers, are required to wear masks when inside the workplace.

6.3 Meetings

[REDACTED]

[REDACTED]

[REDACTED]

6.3.3.1 All delegates in the meeting have washed their hands for 20 seconds prior to the meeting commencing;

6.3.3.2 Alcohol-based hand sanitizer with at least 70% alcohol must be placed in the meeting room and used by all delegates at the start and end of the meeting;

[REDACTED]

[REDACTED]

[REDACTED]

6.4 Seminars, Training and Conferences

[REDACTED]

[REDACTED]

6.5 Travel

[REDACTED]

[REDACTED]

Clause 7 SELF-QUARANTINE AND WORKING FROM HOME

7.1 If an employee has been in close contact with an individual who has since been diagnosed with COVID-19, the employee must immediately inform the Department of Health and management.

[REDACTED]

[REDACTED]

7.2.2 should the employee become sick during this period, the normal sick leave policy will apply.

Clause 8 WORKING REMOTELY

■ [REDACTED]

■ [REDACTED]

8.3 Should employees be unable to render services remotely then a total shutdown of the business will ensue. Employees will be advised of this scenario and will be advised that the lockdown is unpaid. Employees will be allowed to claim unemployment benefits during this time.

Clause 9 CONSEQUENCES OF BREACHING THIS POLICY

■ [REDACTED]