



COVID-19 (CORONAVIRUS) POLICY

Application of Policy

Following the global spread of COVID-19 (Coronavirus), Gongues Constructions has developed a policy that includes the measures we are actively taking to mitigate the spread of COVID-19 in an attempt to safeguard fellow employees. As part of our overall commitment to the health and safety of all employees, contractors and visitors, we are actively working together to prevent and manage risks associated with the spread of the corona virus in the workplace. You are requested to follow these rules diligently, It's important that we all respond responsibly and transparently to these health precautions.

COVID-19 Facts

- Viral infection that affects your lungs and airways that has the potential to be fatal
- Transmission is by close contact with others (within 1.5m) and through respiratory droplets such as sneezes or coughs.
- Symptoms include; coughing, fever, breathing difficulties and in severe cases, organ failure.
- People that are considered to be high risk; have recently travelled overseas to high risk countries, have been in contact with someone who has a confirmed case of COVID-19, have a compromised immune system, are elderly, have chronic medical conditions and live in group residential settings.

Mitigation Steps

Reducing the risk of virus contraction is critical for the safety of all Gongues Constructions employees and can be done by following these practices;

- Covering coughs/sneezes with your elbow or tissues
- Washing your hands often with soap and water before and after eating, after using the bathroom and being in common areas
- Using alcohol-based hand sanitisers regularly, these are being made available on Gongues sites
- Maintaining a high standard of cleanliness in all offices and site amenities, including vehicles
- Keep a distance of 1.5m between others where appropriate
- Avoid gathering/meeting in large groups
- If you are feeling unwell, if suitable, contact senior management to arrange working from home
- If you are feeling unwell and are not equipped to work from home, contact senior management
- If any employee has been in isolation, a doctors clearance is required prior to returning to work

Travel Advice

Travel for work

Employees are requested to carry a completed 'Authority to Travel COVID-19' form in their vehicles, this form can be produced to any party questioning 'essential travel'.

Personal Travel

While Gongues Constructions' cannot enforce the following, we strongly recommended;

- Prior to Travel
 - Assessing whether travel destination can be changed or rescheduled.
 - Discussing travel plans with your doctor/GP If you have any health concerns.
 - Reviewing the travel advice for your destination, this can be found at www.smartraveller.gov.au
 - Gathering information and assess the risks around travelling near COVID-19 hotspots.



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- During Travel
 - Practicing good hygiene.
 - Avoiding large crowds or close contact with others.
 - Monitoring your health and if you develop symptoms, seek medical assistance ASAP.

Isolation

All employees must follow the current government advice regarding isolation, 14 day self-isolations are required;

- Following overseas travel to any foreign country
- Have been in contact with anyone who has a confirmed case of COVID-19
- Are showing any symptoms

Home isolation guidance can be found in the link: <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/hubei-contacts-and-travellers.aspx>

This policy has been produced in consultation with the Managing Director and has been authorised by the following Directors;

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