

DEALING WITH CORONAVIRUS IN THE WORKPLACE POLICY

1. INTRODUCTION

IE Project is committed to ensuring the health and safety of all those in the workplace. To this end, this policy sets out steps that the Organisation is taking in order to tackle the coronavirus outbreak, alongside expectations that are placed upon you.

For the safety of yourself and others in the workplace, this policy must always be followed in conjunction with policies and management plans which are specific to on-hire companies and job sites.

2. INFECTION CONTROL MEASURES

We strongly encourage you to follow guidelines from the World Health Organisation on infection control, both whilst at work and in your daily life. These include:

- Frequently cleaning your hands by using alcohol-based hand sanitiser or soap and water
- When coughing and sneezing, covering your mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing your hands, and
- Avoiding close contact with anyone who has fever and cough.
- Clean and disinfect frequently touched objects and surfaces, including desks, electronic equipment, glasses, cups, plates and cutlery
- Do not touch your eyes, nose or mouth if your hands are not clean

3. INTRASTATE TRAVEL

Some assignments require employees to travel intrastate. Where this is necessary all employees will be required to complete a Covid-19 Screening Declaration prior to each swing.

4. CORONAVIRUS DIAGNOSIS OR EXPOSURE

What are the guidelines for IE Project employees if they experience symptoms and/or have concerns?

If you feel unwell and/or have concerns that you have the virus based on your recent travel, or due to the fact that you have come into contact with someone who has travelled to a high-risk area, we advise you to not to go to work or come into the office.

Please immediately connect with your recruitment contact at IE Project to discuss your symptoms and concerns. They may also ask you to complete a Health declaration form. Next to this, follow the advice from the local health authorities, call the local non-emergency health line rather than going to your local doctor and try to avoid spreading the virus further. More information can be found online [here](#).

4.1 If you contract the virus

If you begin to display symptoms of the virus, you must follow [Government guidance](#) to find out what to do next. You must seek medical attention and notify your manager at the earliest opportunity.

If you are on a work site, please isolate yourself and remain in camp advising your direct on-site Supervisor or Manager

In order to protect your fellow colleagues, you are required to remain absent from the workplace. You will be required to get a medical clearance from your doctor prior to returning to the workplace.

4.2 If you have contact with a confirmed case of the coronavirus

If you have been in contact with someone who has a confirmed case of the coronavirus, you are required to notify management immediately.

In order to protect your fellow colleagues, we ask you to seek medical attention and remain absent from the workplace. You will be required to self-isolate for 14 days.

Information and advice can be found [here](#).

4.3 If you have contact with a suspected case of the coronavirus

If you have been in contact with someone who has a suspected case of the coronavirus, you are required to notify management immediately.

Even if you are not displaying any symptoms, we may take the decision to send you home and require you not to attend work as a safety precaution.

5. SELF-ISOLATION

You must not attend the workplace during any self-isolation period that the Government requires you to undertake.

If you are unwell during this self-isolation period, you should [seek medical attention](#) and follow the usual sickness procedure to notify the IE Project.

6. IF YOU ARE UNABLE TO WORK

The Federal Government has introduced a number of measures to assist individuals and families experiencing financial difficulty as a result of being unable to work due to Covid-19.

Further information can be found in the links below:

[Fact Sheet For Individuals](#)

[Fact Sheet for Early Access to Super](#)

[Fact Sheet for Payments to Support Households](#)

7. WHERE CAN I FIND OUT MORE ABOUT COVID-19?

[Frequently Asked Questions](#)

[Advice on Coronavirus Covid-19](#)