

# POLICY INTRODUCTION TO MANAGE COVID-19 WITHIN THE WORKPLACE

Dear valued customers,

In the interest of protecting our clients and consultants, and to align with current government enforced expectations, Distinct Compliance Engineering is introducing the following policy to mitigate the treat risks of the COVID-19 virus within our workplace and also client's workplaces.

As of 9am, Wednesday 5<sup>th</sup> August 2020, the following has been introduced.

- **14-day self-quarantine for all staff returning from international travels, both business and personal, in accordance with 'Isolation Guidance' provided in [www.health.gov.au/covid19-travellers](http://www.health.gov.au/covid19-travellers)**
- **The introduction of more flexible 'working from home' arrangements in order to both limit exposure and allow staff to care for family, if required.**
- **Limiting all no-essential site related works with, in lieu online arrangements such as email, skype, and Zoom correspondence.**
- **As per government requirements a COVID-19 Safe Plan has been established to identify and manage COVID related risks.**
- **Suspending all domestic and international travel.**
- **Introduction of social distancing within the workplace. (3m within factory, 1.5m in thoroughfares or office environments) including client sites.**
- **The requirement to wear face coverings while travelling to, and on client site. PPE and hand sanitiser is made available to staff.**
- **Any confirmed case of COVID-19 shall require us to inform clients that have been visited within the 4-week period prior.**
- **Any confirmed cases must be reported by clients and shall require impacted employees to self-isolate, pending a negative test result.**
- **Incidents involving confirmed COVID-19 cases shall be reported to authorities, DHHS, and Worksafe, as applicable.**

Such requirements shall remain in effect until further notice.

Being a paperless organisation, we believe in the power of technology and furthermore believe that introducing the above policy much of our client goals can be achieved with minimal disruption.

Clients impacted will be contacted shortly to make direct arrangements.

If you have any further questions, do not hesitate to contact [info@distinctengineering.com.au](mailto:info@distinctengineering.com.au)

We appreciate your patience and understanding as we all make efforts to minimise the impact of the virus to our society and economy.

The Distinct Compliance Engineering Team.