



## TIVAN LIMITED POLICY

<b>Document Title</b>	COVID-19 Safety Policy
<b>Policy Number</b>	24.0
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### 1. BACKGROUND AND PURPOSE

The novel coronavirus COVID-19 has imposed new challenges and risks to workplace activities worldwide. Tivan Limited and its subsidiaries ("Tivan" or "Company") are committed to the health and safety of its employees, contractors, directors and the community in general.

This Policy has been developed to mitigate the risks of the spread of COVID-19 in Tivan's workplace.

### 2. APPLICATION

This Policy applies to employees, contractors and directors of Tivan, collectively referred to in this Policy as "workplace participants", and key requirements should be discussed with any visitors to the Tivan office. The Company's Policy follows government guidelines and focuses on Physical Distancing and Hygiene.

### 3. PHYSICAL DISTANCING

Physical distancing is one of the most effective methods of reducing the spread of viruses. The more space between individuals the harder it is for the virus to spread. Physical distancing should be used in the workplace to minimise the risk of transmission. If a person in the workplace is found to be positive for COVID-19, the risk of transmission to the rest of the workforce is minimised if the workplace has been practising physical distancing.

Workplace participants should follow the physical distancing principles below:

- maintain 1.5 metres separation between individuals; and
- maintain a minimum of 2 square metres (2sqm) per person.

#### **Managing people entering the premises**

The Company has COVID-19 Safety signage on the entrance door and reception of the Tivan office to clearly advise individuals that the Company is following safety measures and that procedures have been put in place to ensure these physical distancing measures are adhered to.

The visible signage indicates that individuals should:

- not enter the premises if they are unwell;
- practise physical distancing within a group; and
- avoid people crowding together in any one area of the business.

Any individuals who appear to be unwell will be requested to leave the premises by either the Company's Managing Director or a senior staff member.

#### **Managing individuals at desks and meeting tables**

There should be a minimum distance of 1.5m between each person and individuals are required to self-regulate their distancing at a meeting table.

The Company has restricted internal and external face to face meetings to essential businesses only. Otherwise, meetings must be held online via Microsoft Teams or other available platforms.

## **Managing shared spaces**

Where there are points of congregation or potential congestion, such as walkways, bathrooms, shared facilities, points of entry and exit, there is signage and barriers to direct and manage the flow of traffic.

The Company has removed tables, chairs, office equipment and anything else that may result in people clustering in small spaces without maintaining required distance.

## **Physical distancing between workplace participants**

Workplace participants must stay at home if they are unwell.

In addition to practising good hygiene and cleanliness, the following approaches must be considered in order to minimise the risk of transmission of communicable diseases in the workplace and maximise continuity of business:

- working arrangements should be considered to reduce interaction between workplace participants;
- physical distancing during break times – maintain physical distancing when using lunch or dining room facilities or communal areas;
- workplace participants must maintain the physical distancing protocol of 1.5m inside and outside the workplace where possible; and
- workplace participants should consider getting the annual flu vaccination.

The times at which workplace participants are not working, such as meal breaks, toilet breaks, arrival at work and leaving work are often when interaction occurs, which could lead to increased risk of transmission. Workplace participants must be vigilant about maintaining physical distancing during work-related transition periods or activities as well as outside of work, including when socialising with each other.

## **Working from home**

The Company has made working from home available to workplace participants, subject to Tivan Managing Director approval.

Refer to **Tivan Working from Home Policy** for further information.

## **4. HYGIENE**

### **Entrance to the business**

The Company has provided alcohol-based hand sanitiser for workplace participants and visitors at the entrance to the office as well as liquid soap and paper towels in the bathrooms.

### **Increased cleaning and sanitation regime**

The Company has put in place procedures to ensure thorough and regular cleaning of common contact surfaces, 'high touch' items and shared amenities, such as handles, taps, kitchen and toilets. If a workplace participant thinks a surface may be contaminated, clean it with a common household disinfectant to kill the virus.

Cleaning products that are approved for the surface to be cleaned should be used. In general, combined detergent/disinfectant solutions or wipes are acceptable for hard surfaces. Some products such as bleach can damage fabrics, stainless steel and other surfaces. The Company complies with any requirements regarding use of chemicals, including the use of [Safety Data Sheets \(SDS\)](#) for chemicals utilised in the workplace.

For most general cleaning tasks, a neutral detergent with pH between 6 and 8 should be used. The use of combined detergent / disinfectant wipes is acceptable, or solutions can be prepared fresh each day.

If using a bleach solution, look for products which have a 1000ppm (0.1%) bleach solution either neat or when diluted with water. Workplace participants must always follow the manufacturer instructions if any detergent or disinfectant products require mixing with water or dissolving prior to use. Remember to never mix different cleaning products as in some instances toxic gases can be generated.

Refer to the [Environmental cleaning in the workplace factsheet](#) for further advice.

## **Personal protective equipment (“PPE”)**

Good hygiene practices such as handwashing, cleaning and sanitisation of surfaces and utensils, physical distancing and physical barriers are more effective measures for maintaining workplace participants' health and reducing the transmission of disease than PPE. There is currently no need to wear gloves or masks for normal interactions.

PPE will be appropriate for some services and interactions.

PPE may be worn, but can provide a false sense of security. To reduce the risk of transmission effectively, PPE must be used, worn and removed correctly. Some considerations when wearing PPE include:

- PPE needs to be applied and removed in the correct way. Training should be provided on the appropriate ways to apply and remove PPE to reduce the risk of crosscontamination;
- PPE should not be touched whilst worn. It should also be changed when it becomes damp or soiled; and
- Wearing PPE may create occupational safety and health issues as wearing some types of PPE for long periods can be exhausting and cumbersome, and may not always be practical.

## **5. TRAINING AND EDUCATION**

Tivan regularly communicates restrictions, policies and procedures regarding COVID-19 safety regulations and guidelines, which is provided via hard copy notices around the premises, electronic communication and via a briefing.

## **6. RESPONSE PLANNING**

The following measures are important to minimise further risk and assist in managing the public health response if someone with possible COVID-19 infection enters Tivan premises. All public health advice and instructions must be followed in the event of a confirmed case.

### **Maintain attendance records**

Tivan maintains sign-in book attendance record of individuals that entered/visited the Company's office. This will assist WA Public Health with contact tracing in the event of a positive COVID-19 case in the Company's premises.

The Company has implemented a process consistent with any privacy obligations it has for obtaining and safely maintaining these records of visitors for the purposes of assisting with contact tracing if needed.

### **Responding to a COVID-19 incident**

If an individual is aware that someone with a case of COVID-19 has been in Tivan premises, they should ring the COVID-19 Public Hotline 24/7 on 1800 020 080 and follow the advice of health officials.

If someone is confirmed as having COVID-19 or is getting tested for COVID-19, they should already be at home. However, there may be circumstances where an individual is displaying

COVID-like symptoms or shares information (e.g. they have been in close contact with someone that has the virus) that causes an individual to have reasonable concerns about their health and the health of others at Tivan premises.

Where this occurs:

## **1. Keep others away from the person**

If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help. Otherwise, steps must be taken to prevent the person from potentially spreading the virus by keeping others away from the person. The measures must be reasonable.

## **2. Seek advice and assess the risks**

To determine if it is reasonable to suspect the person may have COVID-19, a workplace participant should talk to the person about their concerns and seek government health advice, if needed.

## **3. Transport**

Ensure the person has safe transport home to a location where they can isolate, or to a medical facility if necessary.

## **4. Clean and disinfect**

The workplace participant should follow all public health advice about closing off affected areas and prevent access until they have been cleaned and disinfected. Open outside doors and windows if possible to increase air flow.

## **5. Assisting public health to identify close contacts**

The Company's Managing Director or a senior staff member must notify the state public health unit by contacting the COVID-19 Public Hotline 24/7 on 1800 020 080. The state public health unit may ask for the Company's attendance records to identify close contacts of a confirmed COVID-19 case so that they can contact them and provide them with instructions, for example, in relation to quarantine requirements. Public health officers have a range of powers to require an individual to provide information including personal information. In the meantime, for the purposes of undertaking a workplace risk assessment and to assist public health officers, consider who the affected person may have had recent close contact with.

## **Review risk assessment**

If there is concern about the risk of staff being exposed to the virus at work, a risk assessment should be carried out with reference to the latest information available.

The Company regularly reviews its COVID-19 risk management controls, in consultation with workplace participants, and assess and decide whether any changes or additional control measures are required. The Company also has regular discussions about safety and health issues, for example during staff meetings.