

CORONAVIRUS (COVID-19) POLICY

Our first priority during these unprecedented times is the safety and wellbeing of our team, our customers and the general public. We are closely monitoring the COVID-19 situation and we are taking actions and precautions throughout the business. These are based on the advice and recommendations of the Australian Government and World Health Organisation.

What is a coronavirus and COVID-19?

Coronaviruses are a large family of viruses known to cause respiratory infections. These can range from the common cold to more serious diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). This new coronavirus originated in Hubei Province, China and the disease is named COVID-19.

How is this coronavirus spread?

Coronavirus is most likely spread from person-to-person through:

- Direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared.
- Close contact with a person with a confirmed infection who coughs or sneezes.
- Touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

ACTIONS THAT HAVE BEEN IMPLEMENTED

Personal Hygiene

- Increased focus on personal hygiene for all workers and the provision of sanitising facilities at the office and in vehicles
- Workers are encouraged to frequently wash their hands for at least 20 seconds with soap and water or by using an alcohol-based hand sanitiser and to practise good hygiene

Increased Cleaning

- Across our factory and office we have increased our daily cleaning routines, including more frequent hand washing, use of sanitiser and cleaning of equipment.
- Our technicians have been provided with cleaning products and direction to clean all surfaces that they may come into contact with prior to beginning works onsite, as well as re-sanitising on completion of works

Workplace: DASH Symons Systems	Document Title: DASH Coronavirus COVID-19 Policy	Initial Issue Date: 23 March 2020
Author: B. Smith	Current Version Number: 2	Next Review Date: 31 April 2020
Responsible Officer: D. Symons		Current Version Issue Date: 3 April 2020



Social distancing

- Staff are advised to follow government directives on social distancing including:
 - Avoid crowds and gatherings that are not essential
 - Keeping a distance of 4 square metres between people at all times
 - Indoor Factory capacity of 20 people, providing over 8m² per person
 - Workers are advised not to shake hands or make physical contact
 - Workers are encouraged to work from home, where possible
 - Contactless deliveries from our couriers is encouraged

Minimising Exposure

- Avoiding visiting vulnerable people, such as those in aged care facilities, hospitals, infants or people with compromised immune systems.
- Reserving the right to cancel/reschedule the job should it be deemed unsafe to proceed.
- Provision of personal protective equipment (PPE) such as gloves and masks and appropriate use where necessary.
- Travelling solo in work vehicles.
- No sharing of tools/equipment/pens and other usually transferrable items.
- Non-essential visits to the workplace to be cancelled or postponed. Access to be allowed to staff and essential services only such as deliveries, cleaning and rubbish removal. All other visitors are to be by appointment only.
- Meetings to be conducted by phone or online wherever possible.
- Workers “at risk” of exposure to COVID-19 to be quarantined.

Access to Information

- Staff are aware of how to spot COVID-19 symptoms (fever, cough, sore throat and shortness of breath) and are asked to refrain from coming into work if they exhibit symptoms or are at risk.
- Signs and posters have been placed around the workplace to remind workers and others of the risks of COVID-19 and the measures that are necessary to stop its spread.
- Social distancing markers have been placed on the floor as a reminder.
- Workers are regularly provided with the most up to date information from health authorities.

DASH will continue to following all recommendations for how we can adapt our business to ensure the safest environment possible. We will continue to support essential services (communications/security) to our customers in a safe and distanced manner as best we can.

Workplace: DASH Symons Systems	Document Title:	Initial Issue Date: 23 March 2020
Author: B. Smith	DASH Coronavirus COVID-19 Policy	Next Review Date: 31 April 2020
Responsible Officer: D. Symons	Current Version Number: 2	Current Version Issue Date: 3 April 2020

