



COVID-19 Return to Work Plan and COVID Safe Information – June 2020

L&F Group Pty Limited (L&F), is developing its COVID-19 business COVID Safe plan, in order to reduce the impact on the business, ensure employees are protected from unnecessary risk and to ensure the essential functions of the business can continue to operate whilst ensuring the physical workplace is COVID Safe.

In preparation for the lifting of Government restrictions as announced, given the different personal circumstances (eg: schooling, vulnerabilities etc) of individuals, staff should have a discussion on their return to work plans with their Supervisor and agree on their specific plan. We will attempt to do the best we can to manage this transition.

L&F will be doing the following;

- The changes to restrictions recently announced by Commonwealth and ACT Governments have proposed a 3 Stage process enabling a controlled return to a number of activities. Consistent with this, we will be adhering to the recommendations that through Stages 1, 2 and 3.
- Continue to monitor Commonwealth and Territory Government easing of restriction announcements and following consideration by the CEO, implement the necessary operational requirements to comply with all COVID Safe requirements.
- Display necessary information and fact sheets around the site as issued by health.gov.au or Worksafe Australia.
- All equipment and surfaces will be periodically sanitised during the working day.
- Have distance markings on floor in container areas.
- Have space markings as required to provide for 4m² per person.
- Signage for containers showing limits on the maximum number of people able to be in the container at one time.
- Promote good hand hygiene by providing alcohol-based hand sanitiser and sprays.
- Provide cleaning material for the frequent cleaning and disinfection of workspaces, particularly equipment and surfaces that are frequently touched.
- Discourage car-pooling between employees to and from work.
- Holding only essential meetings and doing so via Zoom, Teams, phone or outside in the open air if possible.
- Modify if necessary, the starting and finishing times of sessions to reduce customer interactions.
- Avoiding non-essential travel for staff, contractors, directors and committee members.
- Ensure staff are aware through public information about the early signs and symptoms of COVID-19 and the need to stay home if unwell.
- Strongly recommend that all staff and customers download the COVIDSafe App.
- If staff or customers do not have the App they need to sign in and out of the facility (particularly visitors).
- Support staff and contractors returning to work and to ensure workplace discrimination does not occur. Some steps that will be undertaken include;
 - Encouraging staff not to make determinations of risk based on race or country of origin
 - Maintaining confidentiality regarding staff members confirmed to have COVID-19



- Inviting staff to discuss, in private, any concerns about COVID-19 in the workplace
- Advising staff that it is safe for their colleagues who have completed quarantine to return to work once the period has been completed, as long as they don't have symptoms.

Employees, Contractors and Customers will:

- Wash their hands frequently with soap and water for 20 seconds or use alcohol-based hand rub including before and after eating, and after going to the toilet.
- Leave doors physically opened during business hours so people don't touch the handles.
- Use a disposable tissue to cover your hand whilst using the kitchen tap and/or push microwave buttons
- Cover your cough and sneeze, dispose of tissues and wash your hands afterwards.
- Avoid close contact with others.
- Stay more than 1.5 metres from people wherever possible.
- Maintain exercise distancing allowing 1.5 metres between positions and the 4m² space as marked at areas with signage.
- Maintain all equipment clean and regularly wiped down with available sanitising wipes and sprays after use.
- Observe limits of people at one time in marked areas and containers.
- Ensure you remain up to date with the latest advice and communications issued by public health authorities.
- **Stay home if you are unwell.** If you develop symptoms such as fever, cough, sore throat or shortness of breath, get tested for COVID and seek medical advice.
- Under no circumstances, if you are feeling the slightest bit ill, have a cough, snuffle, or cold, come into the facility.
- If you are found to have COVID-19 you need to follow the health advice provided the local public health authority.
- Isolate if you are found to have the condition and you need to stay away from the facility and others to protect the community from illness. If you are confirmed to have COVID-19 you require a formal period of isolation and cannot come to the facility until you are formally released by the local public health unit or your treating clinician.
- Quarantine if you may be at risk of developing COVID-19. If you have returned to Australia from overseas (or in some cases from interstate), you must quarantine at home or in a hotel for 14 days. If you have been in close contact with someone with COVID-19, you must also quarantine at home or in a hotel for 14 days.

Return to work following quarantine:

Employees who have completed a 14 day quarantine period (either after returning from travel or because of close contact with a confirmed case), and who do not develop symptoms during quarantine, do not need a medical clearance to return to work. L&F should not ask these employees to be tested for COVID-19 in order to return to work.

Return to work following recovery from COVID-19:

Employees who have been isolated after having tested positive for COVID-19 can return to work when they have fully recovered and have met the criteria for clearance from isolation. Clearance may be by the public authority or the persons treating clinician.

Even after recovering from COVID-19, staff should continue to be diligent regarding hand hygiene and cough etiquette and practise social distancing.



Vulnerable People:

Employees who may be at increased risk of a serious infection, will be supported where possible. If working from home is not feasible, a risk assessment will be undertaken for the vulnerable employee/s. Risks will be assessed and addressed, depending on the employee, the workplace and the work.

People who are likely to be at higher risk of serious illness if they are infected with the virus include;

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions (such as high blood pressure, heart and [lung conditions](#), kidney disease and diabetes)
- People 65 years and older with one or more chronic medical conditions
- People 70 years and older
- People living with or in constant contact with vulnerable people that may have medical conditions
- People with compromised immune systems.

There is limited evidence available at this stage to assess the risk in pregnant women however this will be reviewed at the time as circumstances arise.

CEO