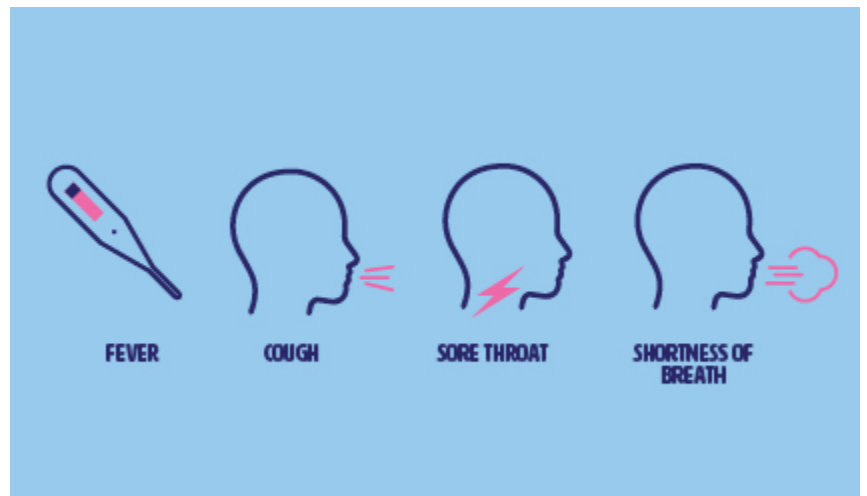




COVID-SAFE

Together, we can keep each other safe.



SYMPTOMS?
STAY HOME.
GET TESTED.

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1. INTRODUCTION

If any staff member experiences even mild symptoms of COVID-19 it is essential that they stay home, get tested and isolate awaiting results.

Melbourne is currently in stage 4 restrictions to combat the spread of COVID-19. R&S Grating is committed to providing a safe workplace for staff, customers, and visitors. This COVID-Safe plan outlines the measures R&S Grating has taken to minimise the risk of staff, customers and visitors being exposed to COVID-19 and how R&S Grating will respond to suspected and confirmed cases.

It is essential that all staff, customers, and visitors adhere to the requirements of this COVID-Safe plan.

Together, we can keep each other safe.

2. STATUTORY REQUIREMENTS

As per order of the Victorian government and stage 4 restrictions, the following are required of all R&S Grating staff and any customer or member of the public engaging with an R&S Grating employee in the course of their duties:

- A face mask or covering must be worn at all times, except when impractical (such as when eating). R&S Grating have medical masks available for all staff, upon request, or staff are free to bring their own face coverings or masks.
- A minimum of 1.5m distance must always be maintained (social distancing).
- A “Permitted Worker Permit” should always be carried while performing work related duties off site, including travelling to or from work.

3. SITE SAFETY – STAFF REQUIREMENTS

To minimise the risk of COVID-19 spreading, strict COVID-19 safety protocols have been implemented and must be adhered to by all staff.

A. SYMPTOMS CHECKS & ATTENDANCE LOG

It is crucial that any staff member who has symptoms of COVID-19 stays homes and gets tested. On arrival, all staff will have their temperature checked. Any staff member with signs of a fever, cough, or any other COVID-19 symptom, will be required to go and get tested and isolate at home while awaiting results.

The arrival and finish times of all staff will be recorded. Do not commence work if you have not had your temperature checked and start time recorded.

B. WORKPLACE HYGIENE PRACTICES

Basic antibacterial hygiene practices and social distancing while on site are essential to help minimise the risk of contracting COVID-19. While on site, all staff must:

- Maintain the recommended minimum social distance of 1.5m from all staff at all times.
- Wear a mask or face covering at all times except when impractical (such as when eating).
- Regularly use the hand sanitiser that is provided, in particular after using the bathroom, before eating, and before and after entering and exiting the staff tearoom for breaks.
- Use the provided antibacterial wipes to clean communal areas such as tables after you have used them.
- When possible, disposable paper towel is preferable for drying hands over hand-dryers or reusable towels.
- Not use other staff member’s desks, including phones, keyboards, mice, etc.
- Thoroughly disinfect any shared appliances after use (antibacterial wipes are available).
- Information on how to sanitise your hands correctly and effectively is available in the bathrooms and a printed copy for any staff member is also available upon request.

C. QUARANTINE ZONES

To protect all staff, each staff member has been assigned a Quarantine Zone based on where they are required to complete their work most of the time. Staff may enter other quarantine zones only when strictly necessary, and:

- Use hand sanitiser when crossing into the new zone and returning to their zone.
- Wear a mask or face covering at all times.
- Disinfect any surfaces that they touch.
- Maintain social distancing of at least 1.5m from other staff at all times.
- Minimise the time spent in other quarantine zones.

In addition, staff are asked to only use the toilet facilities and amenities of their zone.

The Quarantine Zones are detailed below. Automatic hand sanitiser dispensers are located at each crossing point, as well as signage indicating that you are entering a new Quarantine Zone.

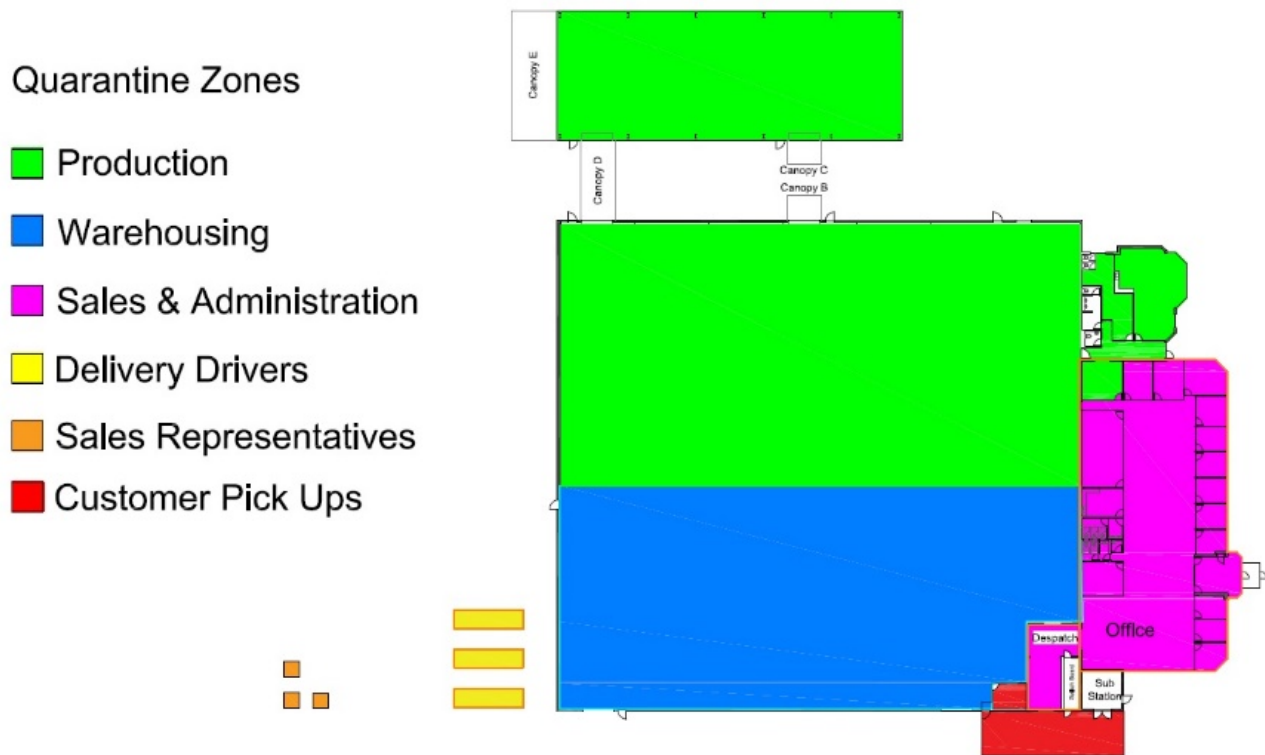


FIGURE 1: QUARANTINE ZONES ON SITE

D. ROOM CAPACITIES

All rooms that are considered confined spaces on site include a sign indicating their safe capacity. It is critical that these capacities are adhered to for the purpose of ensuring social distancing.



FIGURE 2: ROOM CAPACITIES ARE INDICATED FOR ALL CONFINED SPACES

Sneeze guards have been installed between all adjacent desks and where possible staff have been moved so that adjacent desks are not occupied.

Additionally, the capacity of each table is labelled in the tearoom and limits must be strictly adhered to.

E. MULTIPLE SITES OR EMPLOYERS

It is a requirement that if any staff member intends to work in any capacity for any other employer Management must be immediately notified.

F. STAGGERED START TIMES

All production staff have been allocated staggered start times (6AM, 6.30AM, 7AM), which then flows into staggered morning, lunch, and afternoon breaks. The maximum number of members in each group is 6. It is essential that:

- Staff arrive promptly at their start time to complete symptom checking.
- Staff take their breaks on time, and return to work on time, to allow time for cleaning between groups in the common areas.

4. SITE SAFETY – PICKUP ORDERS & VISITORS

All R&S Grating pickup orders are now strictly contactless. **Pickup hours are Monday–Friday: 6AM – 5PM.**

Where possible, please pre-order goods for pick up. Our warehouse and showroom are closed to the public. All orders must be placed by phone on (03) 9238 5888 or emailing sales@grating.com.au. Customers who arrive without having placed an order will need to order their goods over the phone with sales staff and may experience longer waiting times as their orders will need to be picked. When arriving, please:

- Enter the property via the left driveway.
- Remain in your vehicle and call (03) 9238 5888.
- You will receive further instructions then on where to park.
- If you need to clear space on your vehicle for the goods to be loaded, please do this once parked where instructed and return to your vehicle for loading.
- You will be asked if you would like a copy of your delivery docket. Alternatively, you can provide an email address and a copy can be sent to you.
- Customers who do not remain in their vehicles unfortunately cannot be loaded.
- After loading you may exit the vehicle to secure your goods.
- At all times while on the premises you must wear a mask or face covering. Unfortunately, we cannot serve customers who are not adhering to this rule.
- A log of all pickups is kept for the purpose of contact tracing. You may be asked to provide a contact phone number if one was not already provided.



FIGURE 3: PICKUPS ARE NOW CONTACTLESS. PLEASE CALL THE OFFICE WHEN YOU ARRIVE FOR DIRECTIONS.

5. OFF-SITE SAFETY

Off-site safety concerns all operations that do not occur at the warehouse/factory, excluding staff travelling to or from work.

A. CONTACTLESS DELIVERY

All R&S Grating deliveries are now contactless.

- Drivers will call customers at least 30 minutes in advance to advise of when they will arrive and to receive any site instructions.
- Drivers will advise customers that R&S Grating deliveries are contactless.
- Upon arrival, drivers will ask the customer or contact where the goods should be left (unloaded by crane or by hand).
- **Customers must maintain a minimum of 1.5m distance from our drivers and wear a mask or face covering. Drivers have been instructed to discontinue delivery if this is not adhered to.**
- Drivers will ask if you would like a copy of the delivery docket. You may also provide an email address for a copy to be emailed to.
- Drivers will take a photo of where the goods were left as proof of delivery.
- Drivers will wear a mask at all times and hand sanitise before and after each delivery.

In addition to the above requirements, drivers will:

- Wear a mask or face covering at all times when not in the delivery vehicle.
- If more than one person is inside the vehicle masks must be worn in the vehicle.
- Hand sanitise after using any public toilets.
- Hand sanitise before eating lunch.
- Be permitted to use shops and facilities (such as petrol stations, lunch shops, etc) as needed, following all government stage 4 requirements.

B. SITE MEASURES

Site measures and meetings by external sales staff will only be permitted to occur with the following requirements:

- No more than 5 people can be on the site at any one time, including R&S Grating's representative.
- Masks or face coverings must be worn at all times.
- A minimum of 1.5m distance must be maintained from R&S Grating's staff at all times.

6. CLEANING & DISINFECTING

An enhanced cleaning plan has been implemented at R&S Grating. Professional cleaning is being carried out as follows:

- Once per week a thorough clean is being conducted, including vacuuming and antibacterial mopping.
- In addition, daily cleaning is now occurring afterhours with all communal surfaces being cleaned with antibacterial cleaning products. This includes all benches, door handles, bin lids, buttons, and other surfaces that are regularly touched.
- In addition to this daily cleaning regime, it is a requirement that staff wipe down surfaces that they have used, for example a table after lunch break. Antibacterial wipes are available in the tearoom.

7. WORKING FROM HOME

Where possible, staff must work from home. Currently, roles have been defined into three categories.

- Those who are required to attend the premises to complete their work.
- Those who are required to work from home.
- Those who are currently required to attend the premises to complete their work with the aim to begin working from home once provisions have been made to enable this.

Required to Attend Premises

- **Drivers/Despatch staff.**
- **Production staff.**
- **Warehousing staff.**
- **Supervisors/Management**

Required to Work from Home

- **Administration and Accounts staff.**
- **External Sales staff.**

Required to Attend with Aim to Work from Home

- **Estimating staff.**
- **Internal Sales staff.**

8. SUSPECTED OR CONFIRMED COVID-19 CASE

It is essential that any staff member with even mild symptoms of COVID-19 gets tested and stays home and isolates while awaiting results.

A. SUSPECTED CASE – SHOWING SYMPTOMS

Anyone who demonstrates known symptoms of COVID-19 shall be treated as a suspected case until test results are obtained.

In the event of a suspected case who is demonstrating symptoms:

- The staff member will be required to immediately go for testing and isolate at home awaiting results.
- Close contacts shall be advised and asked to monitor themselves for any symptoms.
- Any staff member deemed to be an exceptionally close contact or who may have breached social distancing and mask guidelines will also be required to get tested and isolate at home awaiting results.

B. CONFIRMED CASE – POSITIVE TEST RESULT

In the event that a staff member obtains a positive test result for COVID-19 the following shall take place:

- All close contacts shall be sent for immediate testing.
- All close contacts will be required to isolate at home awaiting results.
- All close contacts shall be required to continue isolating for 14 days from the last exposure, with an additional test required at or after day 11 from last exposure, as per Worksafe return to work requirements.
- Any positive case will only be able to return to work after being cleared to do so by the authorities.

In the event of a confirmed COVID-19 case R&S Grating will undertake professional deep cleaning to ensure all staff's safety.

In the event that a staff member tests positive for COVID-19 R&S Grating will immediately contact Worksafe and the relevant authorities and begin contact tracing.

In the event that a staff member tests positive for COVID-19 all staff members shall be immediately informed, regardless of their quarantine zone.

9. FINANCIAL SECURITY DURING ISOLATION

All staff will be offered financial support should they be required to isolate at home awaiting results or should they test positive for COVID-19. In order to encourage staff to get tested and isolate when ill, Management has made the following benefits available to staff:

Full time staff with sufficient sick leave.

- Sick leave may be used to cover the period required for testing and awaiting results.
- A medical certificate will be required.

Full time staff with insufficient sick leave.

- Available sick leave may be used first.
- Additional sick leave will be allowed to negatively accrue (go into negative) up to a maximum of two weeks negative.
- Alternatively, annual leave may be used, if available and nominated by the staff member.
- Sick leave will begin positively accruing once the staff member resumes work.
- A medical certificate will be required for the time taken.
- While the staff member has negative sick leave hours, they may not claim sick leave for future illnesses (it takes 52 weeks to accrue 2 weeks' worth of sick leave).
- If the staff member ceases to be employed at a later date, the negative hours will be deductible from any payment issued to the staff member.

Casual staff.

- Casual staff may be eligible for a \$300 payment from the Victorian state government while isolating awaiting results. R&S Grating can assist staff in applying for this payment if required.
- Additionally, casual staff will be offered a reduced payment as an employee advance.
- This advance will be repayable once work resumes for the staff member at an amount established by Management.
- A medical certificate will be required.

Staff wishing to get tested without symptoms.

- Any staff member who is not experiencing symptoms but would like to be tested and isolate awaiting results, for their own peace of mind, may use annual leave for this time.

Staff member who tests positive for COVID-19 (or those with a positive result in their household).

- If a staff member tests positive for COVID-19 they must stay home and isolate as per government guidelines and legislation.
- If a close contact (in the same household) tests positive the staff member must stay home and isolate, as well as get tested.
- If the staff member has available sick leave, this will be available to them.
- If the staff member does not have available sick leave, they will be eligible for the Victorian Government's Worker Support Payment of \$1500. R&S Grating can assist them in processing their application for this payment if required.

10. TOGETHER WE CAN KEEP EACH OTHER SAFE

It will take a team effort from all staff to ensure that COVID-19 does not come into the company.

R&S Grating's management invite and welcome all contributions from staff about how to improve the company's COVID-19 prevention strategy. If you have any suggestions, please let us know.

Together, we can keep each other safe.

CONTACTS

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