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Novel Coronavirus Policy

Jasco is committed to providing a safe working environment. Staff also have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others; if you have been overseas or have been unwell, please let your manager/supervisor know.

This interim policy is based on what is currently known about the epidemiology of COVID-19 and the transmission of other viral respiratory diseases as advised by the World Health Organization and the Australian Department of Health. Jasco will update this interim policy as needed and as additional information becomes available.

What is the coronavirus and COVID-19?

Some coronaviruses can cause illness similar to the common cold and others can cause more serious diseases, including Severe Acute Respiratory Syndrome (SARS) and Middle East respiratory syndrome (MERS). This new coronavirus originated in Hubei Province, China and the disease outbreak is named COVID-19.

What are the symptoms?

Symptoms include (but are not limited to) fever, cough, sore throat, fatigue and shortness of breath.

How is the virus spread?

The virus is most likely to spread from person to person through:

- direct contact with a person whilst they are infectious;
- contact with droplets when a person with a confirmed infection coughs or sneezes; or
- touching objects or surfaces (such as door handles or tables) that were contaminated by droplets from secretions coughed or sneezed from a person with a confirmed infection, and then touching your mouth or face.

Can I go to work?

If you, or a person you have been in close contact with or a person who you live with, have cold or flu like symptoms (with the exception of pre-existing medical conditions), please let your manager/supervisor know before coming to work.

If you show symptoms of a cold or flu whilst at work, your manager and any member of the Executive team are authorised to send you home (alternative working arrangements may be negotiated where available).

Furthermore, you cannot go to work if you have:

- left or transited through a higher risk country that requires isolation
 - go to www.health.gov.au/covid19-travellers for specific advice on isolation requirements
- been in close contact with a confirmed case of coronavirus in the last 14 days (they must isolate themselves for 14 days after the date of last contact with the confirmed case).

If you develop symptoms (listed above) within 14 days of being in a higher risk country, or within 14 days of contact with a confirmed case of coronavirus, you should seek urgent medical care and when reasonably practicable let your manager/supervisor know.

Managers are responsible for advising their team and the WHS Coordinator immediately of any confirmed or suspected case of coronavirus.

Do I need a medical certificate to return to work?

A medical certificate is required before returning to work if you had any symptoms listed above. A copy of the medical certificate to be sent to your Manager, Payroll and your WHS Coordinator.

How can we help prevent the spread of the virus?

Practising good hand and sneeze/cough hygiene is the best defence against most viruses. You should:

- Wash your hands frequently with soap and water, before and after eating, and after going to the toilet
- Cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser
- Use alcohol-based hand sanitiser after handling cash or physical contact (ensuring this is done professionally and discreetly to avoid offending customers/clients/suppliers)
- Avoid touching your eyes, nose, and mouth with unwashed hands
- If unwell, avoid contact with others (stay more than 1.5 meters from people).

No Physical Contact Policy:

- Apply the social distancing practice of at least 1.5mtr
- Politely tell suppliers/clients that we have a no physical contact policy for the duration of the outbreak or until advised by the Australian Department of Health
- No head office supplier or customer visits

Increase workplace cleanliness and housekeeping:

- Wipe food surfaces down with anti-bacterial wipes after every meal
- Clean high traffic surfaces, like desks, workstations and counters daily
- Clean kitchens and toilets after every use
- Avoid sharing plates, drinking cups, mugs, utensils, towels, etc.

Observe the signs/posters around your workplace and remind staff of:

- Cough Etiquette
- How to wash hands

Additionally, staff with travel plans must:

- No work-related domestic or International air travel until further notice.
- For personal travel please refer to Govt advise & travel warnings.
- Let your manager/supervisor know that you have been overseas or intend to go overseas for personal travel

Parents:

- In the event that the government closes schools (school aged children requiring care) and early childhood centres, staff are to speak to their managers to discuss alternative working arrangements if available.
- To ensure the safety of the children, staff cannot bring their children to the office until further notice.