1. INTRODUCTION
   1. [Insert company] is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for our directors, employees, contractors, volunteers and alike (the **Team**).
   2. The above is particularly the case when an infectious disease develops into an epidemic or pandemic, and creates increased risks for our Team and the wider community.
   3. We confirm that the World Health Organisation (**WHO**) has declared the coronavirus COVID-19 (the **Coronavirus**) a pandemic in March 2020.
2. purpose
   1. The purpose of this policy is to set out [insert company]’s approach to health and safety within our Business and towards our Team and Customers in relation to the outbreak of the coronavirus pandemic.
3. scope
   1. This policy applies to the Team and all members thereof.
   2. For the purpose of this policy:
      1. the **Business** includes attendances at all locations in which the Team are required to perform their official duties in accordance with their employment agreements, subcontractor agreements and alike, save for working from home arrangements;
      2. the **Team** includes all directors, employees, contractors, volunteers, work placement students, interns, contractors and alike, or a particular director, employee, contractor, volunteer, work placement student, intern, contractor and alike where the context so requires; and
      3. **Clients** includes customers, clients, partners, suppliers and alike.
4. roles and responsibilities
   1. The Directors/Managers of [insert company] are responsible to ensure the health, safety and welfare of the Team and its Clients by taking reasonable steps to:
      1. encourage and assist those Team members that have reason to believe that they have, or may have, contracted the Coronavirus, to obtain a diagnosis from a medical practitioner;
      2. to support the Team members to take reasonable precautions to prevent contraction of the Coronavirus;
      3. where appropriate, provide standard precautions such as personal protective equipment (e.g. hand sanitiser, soap, gloves etc.) in an effort to reduce exposure to the Coronavirus;
      4. where appropriate, ensure extra cleaning measures are put in place in an effort to mitigate any potential spread of or exposure to the Coronavirus;
      5. where appropriate, continue to operate the Business as normal throughout the period of concern; and
      6. ensure that the Business, as far as possible, is safe and without risk to health or safety.
   2. Team members must:
      1. take reasonable care for their own health and safety;
      2. take reasonable care for the health and safety of people who are at the Business or Business premises and who may be affected by the Team member’s acts or omissions;
      3. regularly and thoroughly clean their hands with an alcohol-based hand rub or wash them with soap and water;
      4. where possible, avoid touching their eyes, nose and mouth or shaking hands with others;
      5. cover their mouth and nose with a tissue (or inside of their arm/bent elbow if no tissue is available) when sneezing/coughing and alike;
      6. stay home if they feel unwell;
      7. notify [insert company]’s Directors/Managers immediately if they believe that they may have been exposed to, and/or contracted the, Coronavirus or been in direct contact with someone that has been exposed to, and/or contracted the Coronavirus;
      8. cooperate with [insert company], and follow any lawful direction by [insert company]’s Directors/Managers, in so far as is necessary to enable compliance with any requirement under work place health and safety laws and/or this policy; and
      9. seek medical advice promptly if they believe they have contracted the Coronavirus.
5. leave
   1. When a Team member is:
      1. unwell;
      2. unable to get to work for any reason (including in relation to travel restrictions);
      3. required to self-isolate or be in quarantine; or
      4. directed by [insert company] to obtain a medical certificate or to not come into the Business;

[insert company] may direct that employee to work from home, take annual leave, take personal leave, take long-service leave, take unpaid leave or a combination of the latter.

* 1. Any direction as per clause 5.1 will always be subject to:
     1. discussions with the relevant Team member around that Team member’s preference; and
     2. [Insert company]’s obligations pursuant to the National Employment Standards, the relevant Employment Agreement, the relevant Award and/or Enterprise Bargaining Agreement.
  2. [Insert company] will genuinely consider any feedback from the Team member and then make a determination and direction as to the next steps. The Team member must follow any direction by [insert company].
  3. This policy takes precedence over any existing leave policy, so far as any inconsistencies may arise.

1. ILLNESS and travel
   1. If a Team member develops a fever, cough, or influenza-like illness, do not come to work or attend the Business premises, and instead seek medical advice and speak with one of [insert company]’s Directors immediately for direction.
   2. If you have been exposed to someone who has travelled to any of the high-risk countries advised by the WHO from time-to-time, including but not limited to those countries listed below, or if you have been in contact with someone who has, please do not come to work or attend the Business premises, and instead speak with one of [insert company]’s Directors immediately for direction:
      1. China;
      2. Iran;
      3. South Korea;
      4. Italy;
      5. Japan;
      6. Mongolia;
      7. Cambodia;
      8. Hong Kong;
      9. Indonesia;
      10. Singapore; and
      11. Thailand.
   3. If you have travelled and arrive at any of Australia’s international airports, you must go straight into self-isolation for 14 days. The 14 day period of self-isolation will be subject to the process and provisions at clause 5.1 and 5.2 of this policy.
   4. For the avoidance of doubt, if a Team member chooses to undertake person travel from the date of this policy and the 14 day period of self-isolation applies to the Team member or the Team member is delayed in returning to work due to travel disruptions related to the Coronavirus outbreak, [insert company] will not be obliged to provide the Team member:
      1. paid leave (whether that be sick, annual and/or long-service leave); or
      2. working from home measures;

for the self-isolation period on return to Australia or the disruption period.

* 1. The circumstances as at clause 6.4 above does not necessarily apply to Team members who have already left Australia or whose travel has already been disrupted, in which case the measures and steps as at clause 5.1 and 5.2 of this policy will apply.
  2. In circumstances as at clause 6.4 above, [insert company] may, at its sole discretion, support Team members in working from home arrangements or allow Team members to access their annual, sick or other available leave entitlements.

1. breach
   1. Any breach of this policy by a Team member may result in disciplinary action, including termination of employment or cessation of engagement.
2. policy
   1. This policy takes effect as from [insert].