

Group Policy for COVID-19

1 Scope

This policy applies to all operations of Acrow Formwork and Construction Services Ltd (Acrow), including subsidiaries.

2 Responsibilities

All members of the Acrow management teams are to ensure this policy is adopted and followed

3 Prevention

The following shall apply to prevent, so far as is reasonably practicable, the spread of COVID-19 within the workplace. This shall apply to all sectors of the workforce whether office based or yard-based employees and management and supervisory grades.

- Hygiene
 - Hands are to be washed before and after all breaks including toilet
 - When sneezing or coughing move away from people and cover your mouth using the inside part of your elbow
 - That eating areas/tea rooms are to be clean after all breaks
 - That all cleaning either by staff or by subcontracted cleaners is to be done in accordance with Australian government Guidelines on cleaning “Environmental cleaning and disinfection principles for COVID-19” which are attached to this policy
 - All managers are to ensure subcontracted cleaners are aware of cleaning requirements
- People Management
 - All staff are to practice social isolation within the workplace and keep a safe distance from one another
 - E.g. no handshaking, utilisation of technology for communication
 - If collective work is required, only work in groups of two or three
 - All breaks are to be staggered so as to ensure minimal amount of people within one area at a time
 - Where possible remote working will be encouraged and supported
 - Persons showing signs of COVID-19, as per Federal Government guidelines, shall be sent home and requested to undertake testing. They are not to return to work until results of the test are proven negative.

4 Outbreak

Should a staff member report back that they have contracted COVID-19 the following steps shall apply:

- Local area staff shall be informed, particularly staff in direct workgroup.

Group Policy for COVID-19

- Area affected is to be shutdown for a day and staff stood down with pay if they cannot work remotely else they are to work remotely
- Area affected is to be completely cleaned and disinfected.
- All staff in the affected area are to return to work the following day unless they have symptoms of COVID-19.
- Returning staff are to be monitored for any signs of COVID-19

All staff members are to inform their manager should they or a person they are in close contact with has a confirmed case of COVID-19. Once such information has been received:

- Staff member is instructed to seek medical confirmation if they have COVID-19
- Local area staff are to be informed and monitored for symptoms.

5. Review

This policy shall be reviewed on a needs basis

6. Authorisation

This policy has been authorised by



Steven Boland
CEO and Managing Director
Acrow Formwork and Construction Services Ltd