## CORONAVIRUS POLICY

### Overview

This policy covers the Toymate business response to the Coronavirus Pandemic and the protocols in place to ensure the health and well being of our employees.

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## 1.     Purpose

1.1     Toymate ('Toymate') is committed to providing a safe and healthy working environment for all workers, and other persons, so far as reasonably practical. Given the current situation which is evolving in Australia with the spread of the Coronavirus (COVID-19) the business has decided to implement a policy regarding any possible exposure to minimize risk to employees.

## 2.     Scope

2.1     This policy applies to:

- all employees of Toymate (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of Toymate (for example contractors, subcontractors, agents, consultants, temporary staff and 'workers' as otherwise defined under relevant occupational/work health and safety (WHS) legislation) (collectively referred to as '**workplace participants**'); and

- all of Toymate's workplaces and to other places where workplace participants may be working or representing Toymate, for example, when visiting a customer, client or supplier (collectively referred to as '**workplace**').

## 3.     Commencement of the Policy

3.1     This Policy will commence from 12th March 2020.

3.2     This Policy does not form part of any employee's contract of employment.

## 4.     Toymate Coronavirus Protocol

4.1     Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

4.2     Permanent employees are eligible to access personal carer's leave entitlements if they are unwell.

4.3     The business where possible will provide flexible workplace policies that permit employees to stay home to care for a sick family member.   This will be approved on a case by case basis at the company's discretion and is linked to the ability of the employee to be able to do their job from home.

4.4     Employees who have been exposed to someone with the Coronavirus need to immediately notify their Manager and Operations Manager.  You MUST NOT attend work if you have been directly exposed to someone with Coronavirus.  Seek medical attention as soon as possible.

4.5     Staff who display or exhibit symptoms (cough, shortness of breath) will be sent home and requested to seek medical attention.

4.6     The business will provide tissues, soap and sanitizer (if stock is available).

4.7    All staff need to ensure they wash their hands with soap regularly throughout the day.

4.8    Staff should not shake hands with each other, clients or contractors.

4.9    Practice Respiratory Hygiene - This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.

4.10   Staff should routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, registers, EFTPOS machines and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.  Each employee should clean their own workstation using wipes provided.  If an employee is sent home their workstation will be cleaned also.

4.11   If an employee is confirmed to have COVID-19, the business will inform fellow employees of their possible exposure to COVID-19 in the workplace.

## 5.    Attendance at Work

5.1    In the following scenarios staff cannot attend work if they have:

- Left, or transited through mainland China (or other countries advised by the Australian Government) in the last 14 days (they must isolate themselves for 14 days from leaving mainland China as per Government guidelines)

- Left, or transited through Iran & South Korea on or after 1 March, they must isolate themselves until 14 days after leaving Iran & South Korea

- Left, or transited through Italy on or after 11 March, they must isolate themselves until 14 days after leaving Italy

- 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 the last contact with the confirmed case)

Employees who are in isolation due to one of the above situations should alert their Manager and the Operations Manager.  Depending on the type of work, and providing the employee is well, flexible work options from home maybe offered but this will be determined on a case by case basis.  If working from home is not viable the employee will be able to access Personal Carer's Leave or annual leave entitlements.

## 6.    Confirmed Cases

If there is a confirmed case of COVID-19 follow the plan below:

**7.    Information regarding Coronavirus**

7.1    Employees can access further information about the COVID-19 from the following sites:

https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov

https://www.who.int/emergencies/diseases/novel-coronavirus-2019

https://www.dhhs.vic.gov.au/coronavirus

https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+topics/health+topics+a+-+z/novel+coronavirus

https://healthywa.wa.gov.au/coronavirus

https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/diseases/coronavirus