



M.A.T.E.S

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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.

IN THIS POLICY

- 1. Purpose**
- 2. Scope**
- 3. Protocol**
- 4. Attendance at Work**
- 5. What to do if there is a confirmed COVID-19 case**
- 6. Information Regarding Coronavirus**

Document Title: Coronavirus Policy		Authorised by: Idan Levy	
Document #: POL0005	Version #: 1	Issue Date: 4/7/2020	Revision Date: 1/9/2020
			Page 1 of 5



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).

Document Title: Coronavirus Policy		Authorised by: Idan Levy		
Document #: POL0005	Version #: 1	Issue Date: 4/7/2020	Revision Date: 1/9/2020	Page 2 of 5



- 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.

Document Title: Coronavirus Policy			Authorised by: Idan Levy	
Document #: POL0005	Version #: 1	Issue Date: 4/7/2020	Revision Date: 1/9/2020	Page 3 of 5

6. Confirmed Cases

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

swa.gov.au/coronavirus

updated: 29 April 2020

COVID-19 at the workplace

You are not expected, and should not try, to diagnose people. However, you have a work health and safety duty to minimise the risk of workers and others in the workplace being exposed to COVID-19, so far as reasonably practicable.

If you **reasonably** suspect someone could have the virus, or has been exposed, this creates a health risk at your workplace, and you will need to follow the steps below.

The person you are concerned about is at the workplace



1. ISOLATE

Prevent the spread. Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.



2. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



3. TRANSPORT

Ensure the person has transport to their home or to a medical facility.



4. CLEAN

Clean and disinfect the areas where the person and close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



5. IDENTIFY & INFORM

Consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



6. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

The person you are concerned about was recently at the workplace



1. SEEK ADVICE

Call your state or territory helpline. Follow advice of public health officials.



2. IDENTIFY & INFORM

Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements.



3. CLEAN

Clean and disinfect the areas where the person and their close contacts have been. Do not use those areas until this process is complete. Use PPE when cleaning.



4. REVIEW

Review risk management controls relating to COVID-19 and review whether work may need to change. Consult workers on WHS issues.

If anything is unclear, see detailed guidance on the Safe Work Australia Website

Remember:

- > There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- > Workers assisting a potentially infectious person should have appropriate PPE and follow hand hygiene procedures.
- > Consult with workers and allow them to raise concerns.
- > Do you need to notify your [WHS regulator](#)? See our [Incident Notification fact sheet](#).
- > Comply with privacy obligations. See [guidance from the OAIC](#).
- > Follow the advice of health officials at all times.

State and territory health department helplines:

New South Wales
1300 066 055

Western Australia
(08) 6373 2222

Queensland
13 432 584

Tasmania
1800 671 738

Victoria
1800 675 398

Australian Capital Territory
(02) 5124 9213

South Australia
1300 232 272

Northern Territory
(08) 8922 8044



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>