



COVID-19 IN THE WORKPLACE

Commitment:

Budget Workforce is committed to providing a safe and healthy workplace for all our workers, contractors and visitors therefore the following mandatory steps are implemented.

Scope:

This policy covers all activities and persons working within any premises of Budget Workforce or has interactions with.

Policy Procedure:

1. All Budget Workforce staff have been issued with a copy of this policy statement.
2. All employees are required to confirm that they have not been in contact with anyone who has tested positive for covid-19 or been in a deemed hot spot. If they have, they are to be isolated for 14 days and obtain a clearance before returning to work.
3. Hand sanitiser is to be used at all times and ensure appropriate hand washing on a regular basis.
4. If an employee begins to feel symptoms of a cold or flu they are to remain home and are to obtain a clearance prior to returning to work.
5. If employees are to isolate due to possible exposure, they are permitted to continue duties from home 'work from home' if able to.
6. Social distancing of 1.5m to be implemented including workstation locations and meeting rooms.
7. Provide antibacterial wipes for employees to be able to wipe down workstations, keyboards and desk mouse etc.
8. If customer serving; ensure marks on the ground to outline where customers are to be located whilst waiting to be served. These are to be 1.5m in distance.
9. Always wash hands after handling cash or use gloves.



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10. If a positive case or pandemic impacts the workplace the Pandemic Plan is to be utilised to ensure business operations run efficiently.

Signed:

A handwritten signature in black ink, reading "Harjinder Singh", written over a horizontal line.

Harjinder Singh
Managing Director
Budget Workforce Pty Ltd
Date: 1st February 2021