

COVID-19 POLICY

CONTENTS

OVERVIEW 1

CONTROL MEASURES / PPE 2

SYMPTOMS 2

HIGH RISK INDIVIDUALS 3

EXPERIENCING SYMPTOMS / SUSPECTED CASE 3

POSITIVE CASE 3

YOU'RE A CLOSE CONTACT OF POSITIVE CASE 4

PERSONAL LEAVE 4

TEMPORARY BUSINESS CLOSURE 4

WORKING FROM HOME 4

RELATED POLICIES AND PROCEDURES 5

OVERVIEW

Pro Health Care and any subsidiary companies (“**Pro Health Care**”) are committed to providing a safe and healthy workplace, continuing to service our patients to the highest standards, and do our part to slow community spread of the virus. We also have obligations under the Work, Health and Safety Act to ensure we do not put the health and safety of workers and other persons in our workplace at risk of contracting COVID-19.

The purpose of this policy is to provide general information on COVID-19 and our expectations as a company.

This policy covers all staff, including but not limited to casual and permanent employees, members of the board, volunteers, contractors and consultants. Employees are required to be familiar with and comply with the terms of this policy at all times. Failure to do so may result in disciplinary action, up to and including termination of employment.

In so far as this policy imposes any obligations on Pro Health Care (i.e. those additional to those set out under legislation), those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees (i.e. those additional to those set out under legislation), they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in an employee’s written employment contract.

Pro Health Care may unilaterally introduce, vary, remove or replace this policy at any time.

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CONTROL MEASURES / PPE

We strongly encourage you to follow guidelines from the World Health Organisation and SA Health on infection control, both whilst at work and in your daily life.

Pro Health Case continues to stay up to date with the latest advice and in consideration of this and our own requirements as a business, all staff must:

- Wear at a minimum a surgical mask at all times when in a healthcare setting (preferably a P2/N95 Respirator);
- Wear the appropriate healthcare PPE (as directed by your Practice Manager);
- Frequently cleaning your hands by using alcohol-based hand sanitiser or soap and water;
- Practice social distancing (1.5 metres away from others) where possible;
- When coughing and sneezing, covering your mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing your hands;
- Avoid close contact with anyone who has fever and cough;
- Increase the occurrence of cleaning, especially in high traffic areas and areas accessed by the public;
- Readily available stock of masks, respirators, gowns and eye protection.

Staff should also remain up-to-date and follow all Government directions, which may include mandatory mask wearing and density requirements.

GENERAL PRACTITIONERS, NURSES, PHYSIOTHERAPISTS AND PODIATRISTS

- Must at all times wear a P2/N95 Respirator that has been fit checked each and every time it is donned; and
- In addition to other PPE must wear eye protection when required to come within 1.5m of clients during the provision of health care (strongly recommended for GP's).

SYMPTOMS

The symptoms of COVID-19 include:

- Fever (a temperature of 37.5°C or higher);
- Cough;
- Tiredness (fatigue);
- Headache;
- Loss of sense of smell (anosmia);
- Nausea and vomiting;
- Loss of appetite;
- Acute blocked nose (congestion);
- Chills or night sweats;
- Sore throat;
- Difficulty breathing;
- Muscle pain (myalgia);
- Distortion of sense of taste (dysgeusia);
- Joint pain;
- Runny nose.

Uncommon symptoms may also occur. These include chest pain, diarrhoea and conjunctivitis.

It is important to understand that COVID-19 symptoms present differently in each individual. Although your symptoms may be mild, they may be severe if contracted by persons at high risk.

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HIGH RISK INDIVIDUALS

COVID-19 symptoms are more likely to be severe in those identified as high risk. If you or a member of your immediate household are in the high risk category and you are concerned about entering the workplace, please contact your Practice Manager at the earliest opportunity. High risk people include:

- People 70 years of age or older;
- People who are 65 years or older with chronic medical conditions;
- Aboriginal and Torres Strait Islander peoples who are 50 years or older with a chronic medical condition; and
- Those with compromised immune systems.

EXPERIENCING SYMPTOMS / SUSPECTED CASE

It is important that you stay away from work even if you have only mild symptoms or have had to take simple medications (e.g. paracetamol, ibuprofen) which may mask the symptoms. We need to take every precaution to not spread a possible case of COVID-19. If you are experiencing symptoms that may be COVID-19:

- Do not enter the workplace and advise your Practice Manager at the earliest opportunity;
- Follow current Government guidelines (if applicable);
- You may return to the workplace once you have no symptoms. Preferably, a medical clearance or a negative COVID-19 test result will also be provided to your Practice Manager.

LEAVE

If you are a permanent employee and wish to access Personal Leave, you will need to provide a medical certificate.

POSITIVE CASE

- Do not enter the workplace and advise your Practice Manager at the earliest opportunity;
- Follow current Government guidelines (if applicable);
- You may return to the workplace once you have no symptoms and have provided your Practice Manager with a negative COVID-19 test result.
- Upon your return you will be required to act with extra caution regarding mask wearing, social interactions and to take meal and any other breaks alone and preferably in an outside space.

LEAVE

If you are a permanent employee and wish to access Personal Leave, you will need to provide evidence of a positive COVID-19 test result.

Depending on your circumstances and the Award relevant to your employment, you may also be able to:

- Access Unpaid Pandemic Leave.

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In some circumstances Government assistance may also be available. Please check with Services Australia (<https://www.servicesaustralia.gov.au/>) or your local Government to check what may be available.

YOU'RE A CLOSE CONTACT OF POSITIVE CASE

If you are a close contact of a positive case, please advise your Practice Manager at the earliest opportunity.

You will be required to monitor for symptoms closely and if any are developed (even mild) please refer to the above "Experiencing Symptoms / Mild Case".

PERSONAL LEAVE

Personal Leave (also referred to as Sick Leave or Carer's Leave) entitlements may only be accessed in-line with standard requirements. Personal Leave is for if you are unfit for work because of personal illness or injury, or to provide care or support to a member of your immediate family or household, because of a personal illness, injury or unexpected emergency affecting the member. Please refer to our Leave Policy for further information.

Personal Leave can only be accessed during quarantine or self-isolation if the above applies. For example:

Kimberley has taken four weeks of annual leave to travel around New South Wales.

During her travels, Kimberley finds out that she has to self-isolate because she has been in close contact with a confirmed case of coronavirus.

While Kimberley is self-isolating she continues to take her annual leave.

During this period, she becomes unwell with a stomach bug. Kimberley is entitled to access her paid sick leave for the time that she's unwell because she is unfit for work. Kimberley provides her employer with notice and a medical certificate.

TEMPORARY BUSINESS CLOSURE

It may become necessary for Pro Health Care to temporarily reduce or cease operations, for example if someone in the workplace is diagnosed with COVID-19.

Pro Health Care will do everything possible to continue operating in these circumstances, however ultimately will take the action that is necessary to comply with Government advice and ensure safety within the workplace.

In the unlikely scenario of a shutdown, we may have no choice but to place you on an unpaid stand down. For clarity, this will only occur under specific circumstances in line with the Fair Work Act 2009, and all alternatives will be considered prior to taking this step.

WORKING FROM HOME

Depending on your role, remote working / working from home may be possible during periods where you are required to self-isolate or other Government enforced directions.

In certain circumstances it may also be necessary for Pro Health Care to request or require you to work remotely or from home.

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All requests, directions and approved arrangements must be in-line with our Working From Home Policy.

RELATED POLICIES AND PROCEDURES

Employees are encouraged to read this policy in conjunction with other relevant Pro Health Care policies, including:

- Leave Policy;
- Working From Home Policy.

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