

COVID-19 Action Plan ON HIRE EMPLOYEES

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease called COVID-19.

It is critical that we have a clear plan and lines of communications with you as our employees, as well as clients and third- party entities.

Our guiding principles as we continue to move forward:

1. Keep RPR Trades Pty Ltd On Hire Employees safe
2. Continue to serve our customers with the highest standards
3. Do our part to slow community spread of the virus where there appear to be outbreaks, so that the most vulnerable people are able to get the care they need

How COVID-19 spreads

COVID-19 is spread when an infected person coughs or exhales and release droplets of infected fluid.

COVID-19 can be transmitted when a person touches contaminated surfaces or objects – and then touches their eyes, nose or mouth. If they are standing within 1.5m of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them.

Some people infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

The following checklist is our guideline in the case that you as an employee suspect you may have COVID-19, or, that a family member has become infected with COVID-19, a household member or anyone you have been in contact with.

What if I suspect I have symptoms of COVID-19?

- It is important that you stay away from work if you have symptoms or have had to take simple medications (e.g. paracetamol, ibuprofen) which may mask the symptoms
- Refer to the RPR Trades [COVID-19 – FORM 1 - Checklist](#)
- We need to take every precaution to not spread a possible case of COVID-19
- If you have symptoms and suspect you may have COVID-19 get tested immediately.
 - QLD: [Testing Clinics](#)
 - NSW: [Testing Clinics](#)

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- VIC: [Testing Clinics](#)
- Notify your RPR Consultant and Site Supervisor via a text message, phone call or email

What if I am diagnosed with COVID-19?

- Notify your RPR Consultant and Site Supervisor
- Follow all medical advice to recover from your infection as soon as possible
- Once cleared from the infection (being given the all-clear from a medical professional) - you are to self-isolate for a period of 14 days.
- We will ask you to submit a list of anyone you have had contact with in the past 14 days (clients & work colleagues)
- Please notify anyone in your personal life that your work has had a case of COVID-19 - anyone you have had contact with should also self-isolate themselves and monitor themselves for symptoms

What if a Family Member or Household Member is diagnosed with COVID-19?

- Notify your RPR Consultant and Site Supervisor
- You are to self-isolate for 14 days
- If you are a carer of an infected family member / dependent, please notify your RPR Consultant and Site Supervisor
- Continue to monitor your symptoms for 14 days and take your temperature twice a day
- If you develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more) you should stay at home and self-isolate. You should also telephone your healthcare provider or the local public health department, giving them details of your symptoms. You may be asked to get tested.

What if I have recently travelled to an area with known cases of COVID-19?

- You must notify your RPR Consultant and Site Supervisor and self-isolate for 14 days or longer as prescribed
- If you have returned from an area where COVID-19 is spreading you should monitor your symptoms for 14 days and take your temperature twice a day
- If you develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more) you should stay at home and self-isolate. This means avoiding close contact (1.5m or nearer) with other people, including family members. You should also telephone your healthcare provider or the local public health department, giving them details of their recent travel and symptoms

What if an RPR Staff Member is diagnosed with COVID-19?

- You and the entire company will be notified immediately by a member of the leadership team (by phone call and email)
- **The local RPR Trades Office** (Eight Mile Plains, Gold Coast, Liverpool, Geelong – whichever is applicable) **will be closed for a minimum of 14 days or as prescribed**
- **The local RPR Trades Office** (Eight Mile Plains, Gold Coast, Liverpool, Geelong – whichever is applicable) will undergo a comprehensive health certified cleaning of the entire premises

- Every internal employee will work-from-home, until notified that our office is open

The local RPR Trades Office (Eight Mile Plains, Gold Coast, Liverpool, Geelong – whichever is applicable) will be closed in the circumstance of an office shutdown. You will not be able to get into the office (this is for your own personal welfare and protection of your health). However the business will continue to operate, and you will be able to reach the team who will be working remotely, unless they are unwell.

Is there any financial support available?

If you are having financial difficulties, listed below are some government support sites that may be able to assist:

- Government Financial Support for Loss of Income: [VIC](#), [QLD](#), [NSW](#)
- COVID-19 Test Isolation and worker support payments: [VIC](#), *

Tips for self-isolation from home

Stay active

- Go for a walk
- Do some gardening
- Try at-home workouts

Stimulate your brain

- Read a book
- Play games
- Meditate
- Take up a hobby
- Learn a new skill

Switch off

- Take a break from the news and social media

Stay connected

- Check in on family, friends, colleagues, neighbours, and vulnerable groups such as the elderly

Reach out

- Consult your doctor, psychologist, or other healthcare professionals for support

For additional information or support please contact you Manager or Corporate Services.