

## **AquaClear Coronavirus (COVID-19) Statement of Procedure**

### **INTRODUCTION STATEMENT**

The health, safety and wellbeing of all AquaClear employees, contractors and customers is of paramount importance to the Directors at AquaClear.

We are closely monitoring available information related to the Novel Coronavirus (COVID-19), and the following measures are to be adopted and followed by all AquaClear personnel.

### **INFORMATION & MONITORING**

This policy will be subject to change if more stringent requirements are dictated by the following authorities:

- a. World Health Organisation:  
<https://www.who.int/emergencies/diseases/novel-coronavirus2019/advice-for-public>
- b. Australian or Victorian Department of Health

### **HYGIENE & PREVENTION**

**1.** All AquaClear employees and contractors must practise good hygiene to protect against infections. Good hygiene includes:

- a. Washing your hands often and upon completion of each individual job with alcohol-based hand rub or soap and water. Hand sanitizer is carried in all service vehicles.
- b. Cover your nose and mouth with bent elbow or tissue when you cough or sneeze. Dispose of the used tissue immediately.
- c. Avoiding close contact with others, such as touching (for example shaking hands)

**2.** If you are experiencing any of the symptoms associated with Coronavirus, you should immediately refer to and follow the instructions provided by your local health authority.

Check the following sites:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

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

**3. If an employee thinks they may be at risk of infection of Coronavirus:**

- a. The employee must raise this with their manager immediately.
- b. The manager will then determine a course of action.
- c. An employee may be required to provide medical clearance before they return to the workplace.
- d. If an employee is not fit for work due to contracting Coronavirus, they will be expected to follow the necessary medical instruction and keep their manager informed of developments and only return to work when AquaClear is satisfied that returning to work is safe and appropriate.

**TRAVEL**

1. Until further notice all non-essential air travel is to be cancelled or postponed. All pre-existing or new travel requests will be reviewed by the Manager and can only proceed with his/her approval.

2. Anyone who travels should refer to the specific Australian government advice for travellers:

<https://www.smarttraveller.gov.au/news-and-updates/coronavirus-covid19>

3. Any employee returning from overseas flights must be isolated from the workplace for 14 days in consultation with their Manager. Alternative work arrangements will be made on a case by case basis. Employees may only return to work when AquaClear is satisfied that returning to work is safe and appropriate.

**BUSINESS CONTINUITY & WORK FROM HOME ARRANGEMENTS**

The immediate future:

- a. AquaClear will continue to provide preventative and reactive service delivery to each of its customers' sites unless a customer notifies AquaClear that their specific site has a reported case of Coronavirus or is in quarantine for a suspected case of Coronavirus. In this case AquaClear will terminate the provision of services to that specific site until notified by the customer that site is safe.
- b. Any individual work from home requests, relating to a specific Coronavirus concern, should be directed to the Manager.

This is a dynamic situation which we are monitoring closely. Further guidance and instruction will be provided as appropriate.