

Version 3 – 17/3/20

WorkPac Group Response Activities to COVID-19 Pandemic

WorkPac continues to closely monitor the COVID-19 situation. The health and safety of our people, our customers and the broader community remains our top priority.

WorkPac staff guidelines

We have provided the following guidelines to our employees:

- We conducted a compulsory survey across all our employees about Coronavirus (COVID-19), capturing wellbeing, recent and future travel plans and Government requirements, enabling preventative actions;
- if team members develop any of the identified symptoms (fever/ high temperature, cough, shortness of breath, other flu-like symptoms), they are to seek immediate medical attention. They may not return to work until we have a medical certificate clearing them for work;
- if they have contact with a person with suspected COVID-19, they must immediately isolate themselves and work from home for 14 days. They may return to work if at the end of 14 days self-isolation they are showing no symptoms, or earlier if the suspected case has been confirmed as having tested negative for COVID-19;
- if they have contact with a person with confirmed COVID-19, they must immediately isolate themselves and work from home for 14 days. They will not be permitted to come back to work until they are declared medically fit and have provided a medical clearance certifying them free of COVID-19;
- if they have arrived in Australia from any overseas location on or after the 16th March, they must self-isolate for 14 days.
- If have travelled to or transited through mainland **China, Hong Kong, Taiwan, South Korea, Iran and Italy** within the past 14 days prior to Monday 16th March 2020, they must isolate for a period of 14 days.
- if they have returned from or transited through **any other overseas location** not listed above within the past 14 days prior to Monday 16th March 2020, they must notify us. They should self-monitor their health closely for 14 days. If they develop symptoms including a fever and cough, they should isolate immediately and urgently seek medical attention.
- If “at risk” situation is identified, our team members may not attend our offices, those of our clients or any other business locations.



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Travel and large work-related gatherings or meetings:

In the interest of minimising exposure to our staff, we have also cancelled all international travel and are restricting domestic travel where possible.

We have also temporarily suspended or cancelled any large meetings or gatherings until further notice.

We are also limiting the degree of face to face interactions for both our Customer and Candidate activities.

People attending our offices:

We are asking people attending our offices whether they have: travelled overseas in the past 14 days or have been in direct contact with anyone who has travelled overseas. If they have, we will ask them which country and if to a high or moderate risk country as identified by the Department of Health at any time, we will be asking that the meeting is rearranged to a phone or video conference.

We are also asking visitors not attend our offices if they have been in contact with a person with suspected or confirmed COVID-19, or if they are experiencing any flu-like symptoms and instead arrange meetings using alternative means.

Signs are on display at our offices and we are providing details of our infection controls to people attending our offices and requesting that they also follow these.

If you would like to know more about our COVID-19 response visit our website (www.workpac.com/covid19).

Additionally, we have established a dedicated internal COVID-19 response team. Please do not hesitate to get in touch if you would like to discuss any of the above or if we can assist you or your organisation in any way at covid-19@workpac.com .

Regards

Darren Yeates
CEO



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