

COVID-19 POLICY

1. Purpose

Skilled Health professionals Pty Ltd T/A Advance Nursing (**Company**) is committed to ensuring the health, safety and welfare at work of all employees.

2. Early notification of COVID-19

Employees who have symptoms of COVID-19 must not come to the office and notify their supervisor or manager as soon as possible. Symptomatic employees must seek medical advice as soon as reasonably possible, and keep the Company informed of their diagnosis.

Employees who are infected with COVID-19 must immediately seek medical advice and inform their supervisor or manager. Employees may return to work after 7 days of recovery.

3. Employee's obligations

Within Skilled Health professionals Pty Ltd T/A Advance Nursing's office premises, Employees must:

- (a) Practice good hygiene.
- (b) Monitor their health.
- (c) Seek medical help whenever necessary.
- (d) Not come to the office if they are feeling unwell.
- (e) Keep the Company posted on their situation if they either come into contact with COVID-19 or develop COVID-19 symptoms.

4. Handwashing and hygiene

The Australian health authorities recommend hand washing with soap for a minimum of 20 seconds at relevant intervals. We will:

- (a) Set up hand sanitiser stations at on the reception area.
- (b) Ensure bathrooms are well stocked with hand wash and paper towel.
- (c) Put up posters with instructions on how to hand wash/hand rub.
- (d) Provide closed rubbish bins to each employee.

5. Cleaning

Skilled Health professionals Pty Ltd T/A Advance Nursing will implement the following enhanced cleaning and sanitation processes:

- (a) Daily disinfection of areas frequented by Employees and others.
- (b) Disinfection of frequently touched areas and surfaces with an appropriate disinfectant solution every days. This includes but is not limited to:

- (i) EFTPOS equipment
- (ii) elevator buttons
- (iii) handrails
- (iv) tables
- (v) counter tops
- (vi) doorknobs
- (vii) sinks
- (viii) keyboards.

6. Symptom Monitoring

Skilled Health professionals Pty Ltd T/A Advance Nursing will actively monitor its Employees for symptoms of COVID-19. In line with this, the Company will:

- (a) Put up signs about the symptoms of COVID-19 within its premises;
- (b) Direct workers to stay home if they are sick, and require them to call the National Coronavirus hotline (1800 020 080);
- (c) Remind staff of their leave entitlements if they are sick; and
- (d) Treat personal information about individual workers' health carefully, in line with privacy laws.

7. Review of the COVID-19 Policy

This COVID-19 Policy shall be formally reviewed by HR department on a regular basis. Policies may be added, removed, amended or replaced as necessary, depending on circumstances as and when they arrive. Skilled Health professionals Pty Ltd T/A Advance Nursing endeavours to communicate any changes clearly and in a timely manner. In addition, Skilled Health professionals Pty Ltd T/A Advance Nursing will cooperate with public health officials and consult medical professionals whenever and wherever appropriate.

If the ordinary operation of the Company poses risk to the health and safety of employees, Skilled Health professionals Pty Ltd T/A Advance Nursing will take active steps to mitigate any health and safety threats, including a return to remote-only work.

8. Mental Health Support

Skilled Health professionals Pty Ltd T/A Advance Nursing recognises that employees may be experiencing anxiety, distress and concern in relation to COVID-19. Employees are encouraged to seek mental health support or services if experiencing any mental health issues or requiring wellbeing support.

Please reach out to HR@advancenursing.com.au for more information on Skilled Health professionals Pty Ltd T/A Advance Nursing mental health support programs.

9. Further information and advice

For latest advice, information and resources in relation to COVID-19, please visit NSW Health.

For more information on identifying the symptoms of COVID-19, go to the NSW Health Government website.

For any concerns in relation to this policy, refer to related policies of the Company or contact Abhilash Bagaria by email on 0435480526 for further advice.