



# COVID19 POLICY

The Organisation and its officers recognise the risk that COVID-19 (Coronavirus) poses to the health and wellbeing of all workers and visitors. We understand that we have a duty of care to manage the risks of COVID-19 entering or spreading in our workplace. We understand that we may not be able to eliminate the risk completely, instead we will consider other ways to reduce the risk as far as reasonably practicable.

As such, the organisation has implemented a COVID-19 Safety Plan to prevent the transmission of COVID19 among colleagues, participants, volunteers, visitors, families and the broader community. The Plan will help every person in the workplace to identify exactly what actions we will need to take to put in place suitable and effective controls to manage COVID-19 in the workplace.

The COVID-19 Safety Plan is developed with adherence to all regulations, minimum standards, guidelines and directions of jurisdictional Government and public health authorities and will be updated in accordance with any changes to public health directions. The Organisation will regularly review the control measures to ensure they remain effective.

Through the co-operative efforts of management and workers, we are committed to:

- Adhering to physical distancing requirements
- Maintaining good hygiene standards
- Increased cleaning protocols and routine disinfection of high contact areas
- Maintaining a contact tracing register
- Monitoring and complying with updated public health directives and government regulations
- Ongoing training and education on COVID-19 standards
- Obtain current flu vaccinations – to be renewed annually
- All staff and visitors to check in daily including temperature screening

Michele Birtchnell  
**Director**  
on behalf of KTR Electronics Pty Ltd

Date: 7 June 2021

Review date: 7 June 2024