



St. Merkorious
Charity

ST. MERKORIOUS CHARITY

COVID-19

POLICY & PROCEDURE

COVID-19 POLICY

1. Purpose

St. Merkorious Charity Association Inc. (**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 5 days of recovery.

3. Employee's obligations

Within St. Merkorious Charity Association Inc.'s office premises, or any other location on behalf of the Company, an Employee 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) Inform the company if you have COVID, and 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 entrances to the workspaces, and strategically place them inside the premises.
- (b) Ensure bathrooms are well stocked with hand wash and paper towels.
- (c) Put up posters with instructions on how to hand wash/hand rub.

5. Cleaning

St. Merkorious Charity Association Inc. will implement the following enhanced cleaning and sanitation processes:

- (a) Daily disinfection of kitchen areas frequented by Employees and others.
- (b) Disinfection of frequently touched areas and surfaces with an appropriate disinfectant solution every 3 days. This includes but is not limited to:
 - (i) handrails
 - (ii) tables
 - (iii) counter tops
 - (iv) doorknobs
 - (v) sinks
 - (vi) keyboards.

6. Symptom Monitoring

St. Merkorious Charity Association Inc. 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 follow current health orders including to call the National Coronavirus hotline (1800 020 080), if required;
- (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 management on a regular basis. Policies may be added, removed, amended or replaced as necessary, depending on circumstances as and when they arrive. St. Merkorious Charity Association Inc. endeavours to communicate any changes clearly and in a timely manner. In addition, St. Merkorious

Charity Association Inc. 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, St. Merkorious Charity Association Inc. will take active steps to mitigate any health and safety threats, including a return to remote-only work.

8. Mental Health Support

St. Merkorious Charity Association Inc. 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 admin@stmerkorious.com.au for more information on St. Merkorious Charity Association Inc. 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 Amira Fanous by email on admin@stmerkorious.com.au for further advice.

Documents

N/A

Related Policies

Tags

WHS, Health Orders, Health, COVID-19

