

This policy sets out the guidelines to be followed by all employees, subcontractors and visitors of Stair Lock Pty Ltd to prevent the spread of infectious diseases

An infectious disease is a disease that can be spread, for example by air, water or interpersonal contact and is designated by a health authority as a disease that would require the infected person to be excluded from work.

- Follow general hygiene precautions including regularly and thoroughly washing hands with soap, using hand sanitiser and wiping down shared equipment such as phones, keyboards, computers and benches.
- Employees who have symptoms of an infectious disease including but not limited to a mild cough, fever or acute respiratory illness are recommended to stay home until they are free of their symptoms.
- Employees must follow Stair Lock's Personal and Carers Leave Policy if required to be away from work.
- In the case of serious outbreaks Stair Lock may request a doctor's clearance before the employee can return to work. This will also apply if an employee or their immediate family or household member has travelled through an area of concern.
- Stair Lock staff should consider if scheduled travel for work purposes is necessary and consider rescheduling where possible or alternative options for communication during times of concern.
- Any employees planning overseas travel during times of concern are required to report all countries that will be visited to the HR Officer.
- During times of concern, employees working on-site who may be exposed to a higher risk of infectious diseases are recommended to use appropriate personal protective equipment (PPE).
- International visitors to Stair Lock are required to confirm they have not visited any high-risk countries in the last 30 days and are clear of any relevant health concerns.
- In the event of a major outbreak, Stair Lock will follow the direction of the government authorities and health experts.
- Employees are encouraged to visit the Australian Government Department of Health (www.health.gov.au) and World Health Organisation (www.who.int/health-topics) websites for the latest information on viruses/diseases including requirements and conditions for quarantine periods.

This policy may be updated at short notice to meet rapidly changing requirements. All changes to this policy must be approved by the Managing Director.

Approved by: Edward Lloyd



Managing Director

Date: 4 September 2023