

ANC Coronavirus Policy

1. Purpose

In March 2020 the World Health Organisation (WHO) declared the outbreak of COVID-19 a pandemic. ANC understands that this disease has the potential to greatly impact its employees, consultants, contractors and by extension, its operations and business.

This document has been established to ensure that ANC has procedures in place to ensure clear communication with all stakeholders, and to protect the health and safety of all individuals who come in to contact with ANC's workers and workplaces.

2. Scope

This policy applies to all employees, casuals, consultants and sub-contractors (contractors) of ANC.

3. Definitions

<i>COVID-19</i>	COVID-19 is the infectious disease caused by the most recently discovered coronavirus
<i>WHO</i>	The World Health Organisation (https://www.who.int/)
<i>Pandemic</i>	A pandemic is the worldwide spread of a new disease

4. Infection Control

In order to contain the spread of the infection, employees and contractors must adhere to the current instructions published by ANC on our website at:
<https://ancdelivers.com.au/safedeliveriescovid-19>.

These instructions are based on guidelines issued by the Australian Government Department of Health and the WHO, regarding infection control whilst in the workplace. ANC also strongly encourages employees and contractors to adhere to the guidelines in their daily life.

These include but are not limited to the protective measures and social distancing outlined below.

Protective Measures and Why

All our actions must be towards stopping the spread of COVID-19.

- frequent hand washing and/or hand sanitiser
- practicing cough/sneeze etiquette
- staying at home when unwell
- avoiding non-essential gatherings
- maintain 1.5 metres from others
- minimising physical contact.

Social Distancing at Loading

All ANC delivery professionals are instructed to practice social distancing at loading.

- maintain 1.5 metres from others

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- stay in your vehicle until your load is ready
- avoid unnecessarily walking around sites.

5. Attendance at Work

ANC expects that employees will attend work as per usual unless:

- You are on a period of authorised leave (Personal, Annual or other);
- You are not attending due to a Government mandated self-isolation period;
- You cannot attend for safety reasons that have been discussed with and agreed upon with your Manager; or
- You are not attending under our specific instruction

ANC expects that contractors will attend for work allocation as per usual unless:

- You have notified your Site Manager or Operations Manager of unavailability ;
- You are not attending due to a Government mandated self-isolation period;
- You cannot attend for safety reasons that have been discussed with and agreed upon with your Site Manager or Operations Manager; or
- You are not attending under our specific instruction

6. Working from Another Location - Contractors

To ensure business continuity, in some cases, ANC may require contractors to receive their work allocation from an alternative location for a period of time. In the event that this needs to occur, ANC will provide as much notice as reasonably possible to affected contractors.

7. Working from Home or Another Location - Employees

To ensure business continuity, in some cases, ANC may require employees to work from home and/or an alternative location for a period of time. In the event that this needs to occur, ANC will provide as much notice as reasonably possible to affected employees.

Work from home arrangements will be considered on a case by case basis. Employees must have formal (written) approval from ANC before working from home. Requirements and expectations for these arrangements are contained in ANC's Working From Home Policy available on the ANC Safety site. <https://ancsafety.com.au/>

8. Temporary Closure of ANC

In some circumstances, ANC may have to temporarily close or reduce its business operations as a result of this pandemic.

ANC wishes to reassure its employees and stakeholders that it will do everything reasonably possible to ensure that the business operates normally during this difficult time, however ultimately the business will take the actions necessary to comply with advice from the Government and ensure workplace safety.

In the unlikely event that ANC needs to shut down its operations, employees will be placed on unpaid stand down and contractors will not be allocated work. ANC will at all times comply with

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the Fair Work Act 2009 and any other relevant legislation any stand down will be in line with legislative requirements.

9. Personal International Travel

ANC understands that some employees or contractors may have pre-booked travel overseas, however employees and contractors are strongly encouraged to familiarise themselves with the latest guidance from the government about international travel and consider this information and the risks associated with international travel prior to making a decision to travel. <https://www.smartraveller.gov.au/>

Prior to departing, employees and contractors who are travelling overseas should advise their Manager or Site/Operations Manager of their dates of travel and the countries they will be visiting.

Travelling employees and contractors must familiarise themselves with any quarantine/self-isolation requirements in place and strictly adhere to these requirements before returning for work. Employees and contractors should factor any quarantine/self-isolation periods that may be required by the Australian or any other government in to their booked period of leave, as ANC expects all travelling employees and contractors will be fit and able to return for work on the previously agreed upon date.

In circumstances where an employee or contractor does not return for work on the agreed upon date as a result of their travel; and it was reasonable and possible for the employee or contractor to factor this information in to their travel plans, the employee's or contractor's continued absence may be considered unauthorised and may result in disciplinary action up to and including dismissal or termination of contract (breach of contract).

10. Self-isolation Requirements

Employees and contractors are expected to stay up to date on travel restrictions and self-isolation requirements. Employees and contractors who must self-isolate must notify their Manager or Site/Operations Manager as soon as possible. Employees will be required to go on some form of unpaid leave (or approved paid leave) during this time.

11. Breaches of this Policy

Any employee or contractor who knowingly breaches this policy or endangers the health and safety of others in the workplace by attending the workplace:

- Whilst infected with COVID-19;
- After being in contact with someone else who has a confirmed case of COVID-19; or
- During a period of required self-isolation;

will be subject to disciplinary action up to and including dismissal or termination of contract (breach of contract) for gross misconduct.

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12. COVID-19 Procedures

A. If you are confirmed as infected with COVID-19:

- Follow all advice and instructions given to you by the Medical Practitioner you are seeing.
- Contact your Manager or Site/Operations Manager as soon as reasonably possible to advise that you have tested positive for COVID-19 and share any medical advice given to you regarding your risk of potentially exposing others and the measures you are required to take (such as isolation).
- When you have received medical clearance and you are fit to return to work, contact your Manager or Site/Operations Manager as soon as reasonably possible to let them know when you will be returning to work.
- **Important – You must provide ANC with a copy of your Medical Clearance certificate from your Doctor prior to returning to work. This is to ensure the health and safety of others.**

B. If you suspect you have symptoms of COVID-19:

If you have reason to believe that you may be exhibiting symptoms of the disease, you must adhere to the below where possible.

- If you are ill, you should not attend work but should urgently notify your Manager or Site/Operations Manager that you are unwell and unable to attend work, and advise that you believe you may have contracted COVID-19.
- Call your GP, attend your nearest testing clinic or attend your nearest emergency hospital for advice and testing.
- To protect your colleagues, seek medical attention and remain absent from the workplace for the duration of time recommended by your Doctor. If you are confirmed as infected with COVID-19 please notify your Manager or Site/Operations Manager as soon as you are able.
- **Important – You must provide ANC with a copy of your Medical Clearance certificate from your Doctor prior to returning to work. This is to ensure the health and safety of others.**

C. If you have been in contact with someone who is confirmed as having COVID-19:

- Contact your Manager or Site/Operations Manager as soon as reasonably possible to advise that you have been in contact with someone who has a confirmed case of COVID-19.
- To protect your colleagues, seek medical attention and remain absent from the workplace for the duration of time recommended by your Doctor.
- **Important – You must provide ANC with a copy of your Medical Clearance certificate from your Doctor prior to returning to work. This is to ensure the health and safety of others.**

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13. References

ANC Delivers Webpage: Safe Deliveries During COVID-19

Guidelines for all employees, contractors, clients and customers for safe deliveries during the pandemic

<https://ancdelivers.com.au/safedeliveriescovid-19>

Coronavirus Health Information Line

Available 24/7, provides information and advice to the public about COVID-19.

Phone: 1800 020 080

Australian Government Department of Health

Resources, fact sheets and information

<https://www.health.gov.au/>

Australian State and Territory Health Departments

Local public health agency phone numbers

<https://www.health.gov.au/about-us/contact-us/local-state-and-territory-health-departments?>

Smartraveller

Latest Australian government information and advice for safe travel overseas

<https://www.smartraveller.gov.au/>

World Health Organisation

Resources, fact sheets and information

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

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