

# COVID-19 Policy

## Australia & New Zealand



<b>Status:</b>	Current
<b>Effective date:</b>	1 December 2021
<b>Owner:</b>	VP, People Performance and Culture ANZ
<b>Title:</b>	COVID-19 Policy ANZ

### Purpose

To ensure so far as is reasonably practicable the health and safety of Workers, and those we do business with by providing guidance and direction in relation to Custom Fleet's management of COVID-19.

### Application

This policy applies to:

- Workers
- Contingent Workers
- Customers and Suppliers who attend Custom Fleet sites and events

as the terms defined in this policy located in Australia and New Zealand.

### Definitions

**"Contingent Worker"** refers to those who conduct work for Custom Fleet but are employed by a third party.

**"Health Authority"** means the relevant health department or government agency in Australia or New Zealand

**"Manager"** means an employee of Custom Fleet who has direct reports

**"Office"** refers to the designated Custom Fleet office or shared workspace available to you dependant on your location.

**"Worker"** is as defined under the Work Health and Safety Act 2011.

# 1. Overview and Scope

- 1.1 Custom Fleet is committed to providing a safe and healthy workplace for all our Workers and anyone who comes in contact with our business. Custom Fleet has developed the following COVID-19 plan, which includes policies and procedures to minimise the risk of transmission of COVID-19 in accordance with health and safety laws in Australia and New Zealand.
- 1.2 This Policy applies to each member of the Custom Fleet group that carries on business in Australia & New Zealand (Custom Fleet). This duty extends to the COVID-19 pandemic, where employers must eliminate, or if that is not possible, minimise, so far as is reasonably practicable, the risk of exposure to infection from COVID-19 in the workplace both now and into the future.
- 1.3 This Policy is effective from 1 December 2021.
- 1.4 All Custom Fleet Managers and Workers are responsible for promoting a work health and safety environment that encourages Workers to raise their concerns.
- 1.6 This Policy may be varied by Custom Fleet and applied in such a way that it complies with legal and reporting obligations in the jurisdictions in which Custom Fleet operates.
- 1.7 This Policy is available internally through [Confluence](#) and externally on Custom Fleet's [Australian](#) and [New Zealand](#) website.
- 1.8 This Policy relies on and refers to health and safety laws<sup>1</sup> in Australia and New Zealand, including:
- (a) Work Health Safety Act 2011 (NSW);
  - (b) Occupational Health and Safety Act 2004 (VIC);
  - (c) Health and Safety at Work Act 2015 (NZ); and
  - (d) other health and safety laws affecting Custom Fleet's operations in each of the jurisdictions in which Custom Fleet's Workers are located.
- 1.9 This policy is in all respects subject to any overriding Government directive or law (whether Australia or New Zealand). For example, if the Australian Government mandates that you must remain at home, or that our workplace must close, then such directive overrides this policy. We refer you to the various Government websites (both Australian Federal and State and New Zealand) which contain up-to-the-minute information on Government policy on COVID-19.
- 1.10 This policy is to be read in conjunction with:
- (a) Healthy Workplace Policy
  - (b) Remote Work Policy

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- <sup>1</sup> Commonwealth: [Federal Register](#) 
  - New South Wales: [Government Gazette](#) 
  - Victoria: [Government Gazette](#) 
  - Queensland: [Queensland Health](#)  AND [Government Gazette](#) 
  - Western Australia: [Government Website](#) 
  - South Australia: [Government Gazette](#)  and [SA Emergency Declarations and Directions](#) 
  - Tasmania: [Government Gazette](#)  and [Resources](#)  (under the heading 'Current Directions')
  - Australian Capital Territory: [Search through ACT notifiable instruments](#) 
  - Northern Territory: [Government Gazette](#)  and [Government Website](#) 

- (c) Working from Home Checklist
- (d) Occupational Health and Safety Policy
- (e) Recover at Work Policy
- (f) OHS Responsibilities
- (g) COVID-19 Risk Assessment (as amended from time to time).

## 2. Disclosure

The purpose of this Policy is to prevent the transmission of COVID-19 in the workplace(s). Managers as well as non-Manual Workers and their representatives are all responsible for supporting, complying with, and providing recommendations to further improve this COVID-19 policy.

## 3. Hazard Risk Assessment and Worker Protections

Custom Fleet has conducted a workplace-specific risk assessment of its workplace(s) to determine potential workplace risks related to COVID-19. The risk assessment will be reviewed periodically where the risks associated with COVID-19 changes for any reason. Workers and contingent Workers must continue to work remotely unless they comply with this policy.

### 3.1 Standard and Transmission-Based Precautions

Custom Fleet requires all Workers, contingent Workers and persons attending Custom Fleet's site, meeting, or event to:

- (a) take appropriate steps to maintain their personal hygiene to reduce potential transmission of COVID-19 exposure to others; and
  - a. promoting good hand, sneeze and cough hygiene;
  - b. using hand sanitiser frequently;
  - c. encouraging social distancing in the workplace;
- (b) complete any required COVID-19 safety related training implemented by Custom Fleet.

### 3.2 Mental Health Considerations

Custom Fleet acknowledges that the mental health impact of the pandemic is predicted to be widespread, causing increased stress and anxiety in many people for a wide range of reasons.

Managers will ensure that the Worker, themselves, and any other relevant person has a good understanding of the risk mitigation measures in place to help alleviate associated anxiety.

However, mental health conditions or mental health impacts caused by COVID-19 do not fall under the classification of "vulnerable" for the purposes of this guideline. Therefore, those with mental health conditions who are require a supported return to work should be managed independently by the Manager.

### 3.3 Responsibility of Worker to notify Custom Fleet if they are considered a vulnerable Worker

It is the responsibility of the Worker to advise his / her Manager of any vulnerability which requires additional safety measures. The Worker is also responsible for following any

reasonable health and safety instruction from Custom Fleet (e.g. risk assessment control measures including hand hygiene, physical distancing etc).

### **3.4 Personal information and sensitive health information**

All information, including any sensitive health information, collected, and stored by Custom Fleet will be kept securely in accordance with Custom Fleet's privacy policy.

Custom Fleet will limit the collection, use and disclosure of any personal information or sensitive health information to:

- (a) update the COVID-19 Risk Assessment and evaluate safety controls required to prevent the transmission of COVID-19 in the workplace;
- (b) assess your compliance to this Policy;
- (c) comply with Government requirements; or
- (d) meet customers' or service providers' workplace health and safety requirements where you are attending their offices or events.

All data collected, and stored, will meet the strict management guidelines under privacy laws for Australian and New Zealand. If you have any questions or concerns about how we collect, store, or disclose the data collected in this survey, please contact the Legal team.

## **4. Attending the Office, work events, or any other work-related meetings or arrangements**

### **4.1 Public Health Orders**

Separate to the eligibility under the National COVID-19 Vaccination Rollout, Workers may be covered by Federal and State/Territory government health orders, requiring mandatory vaccinations of Workers in certain settings.

### **4.2 What is our Office Policy?**

Custom Fleet is committed to continually striving towards a safe and healthy working environment, including taking all reasonably practicable steps required to protect Workers and others from the risk of COVID-19. Our COVID-19 Vaccination Policy will continue to be informed by any applicable laws, enforceable government directions and advice issued by Commonwealth, state, and territory governments.

When assessing 'reasonableness', the following factors have been considered by Custom Fleet:

- the nature of each workplace (for example, the extent to which our Workers need to work in public facing roles, whether social distancing is possible and whether the business is providing an essential service);
- the extent of community transmission of COVID-19 variants in the location where the direction is to be given, including the risk of transmission among Workers, customers or other members of the community;
- the effectiveness of vaccines in reducing the risk of transmission or serious illness of COVID-19 variants;
- work health and safety obligations;

- each Worker’s circumstances, including their duties and the risks associated with their work;
- whether Workers have a legitimate reason for not being vaccinated (for example, a medical reason);
- vaccine availability;
- whether Workers can work remotely;
- any other related circumstances.

### 4.3 Our Expectations of Others

It is important that all Workers and persons attending Custom Fleet’s sites or events comply with our workplace health and safety policies (including this Policy) and accept responsibility for their individual actions and responsibilities in helping us achieve a COVID Safe workplace.

## 5. COVID-19 Contacts, Testing, and Isolation Requirements

### 5.1 Notifying of symptoms and COVID-19 testing outcomes

Where a Worker or an attendee at a Custom Fleet workplace:

- (a) is experiencing any COVID-19 symptoms including fever, tiredness, or a dry cough, and in some cases aches and pains, nasal congestion, runny nose, sore throat, or diarrhea; and/or
- (b) has been notified they are a social, workplace, close, or household contact;

they must undertake a Rapid Antigen Test (RAT) and inform their Manager of the outcome of a positive test. We ask that you notify your close contacts at work if you had contact during your infectious period.

### 5.2 Testing outcomes, contact type and isolation requirements

Based on the test outcome and/or the type of contact a Worker has had with a positive COVID-19 case, government and company guidance must be followed in-line with the scenarios outlined below:

1) You receive a positive test result...	<p>Follow government guidance in terms of isolation and reporting test outcomes, and routine testing.</p> <p>Do not attend the workplace, events, or meetings.</p> <p>If you are unfit to work from home, you must focus on rest and recovery in accordance with your personal leave entitlements, Where absent for more than 2 days, a doctor’s certificate will be required.</p> <p>Seek medical advice to manage your symptoms, or if your symptoms worsen.</p>
2) You receive a negative test result...	<p>Continue to monitor your symptoms and do not come to the office until you are fit and able to do so (<i>when symptoms subside</i>).</p> <p>If you are unfit to work, stay at home in accordance with personal leave entitlements. Where absent for more than 2 days, a doctor’s certificate will be required.</p>

3) You are a social, workplace, <a href="#">household</a> or close contact and you receive a negative test...	If you have no symptoms, you do not need to self-isolate.
4) You are a household contact, and you receive a negative test...	We ask that household contacts work from home for 5 days from the positive contact notification to support the health and wellbeing of colleagues.

### 5.3 Conditions for work related travel

If Workers are travelling for work and test positive for COVID-19 they understand and agree that they must complete their designated isolation period in the location they are in when they test positive. Accommodation will be paid by the company, where required.

### 5.4 Exceptions

Exceptions for workplace or household contacts to attend the workplace, events, meetings, or travel will be assessed by the PPC team on a case-by-case basis. This will be with due consideration for the individual scenario and risk that the person carries themselves or with others. Where an exception is agreed, the workplace contact will be required to complete a daily RAT test.

### 5.5 Australia and New Zealand Health Department Helplines

<b>New South Wales</b>	1300 066 055
<b>Queensland</b>	13 432 584
<b>Victoria</b>	1800 675 398
<b>South Australia</b>	1300 232 272
<b>Australian Capital Territory</b>	(02) 5124 9213
<b>New Zealand</b>	0800 358 5453

### 5.6 What should I do if I am at work and start feeling sick?

If you are feeling unwell while at work, you must immediately notify your direct Manager. If we form a reasonable view that you are unwell, then adequate travel arrangements will be arranged for you to return home.

### 5.7 Will I be paid for being at home because of the COVID-19?

If we direct you to go home, you will be paid for the remainder of that day. Thereafter, you may use any accrued unused sick leave entitlements.

If you do not have any accrued unused sick leave, please speak to your direct Manager or PPC Leader to ascertain other arrangements.

## 5.8 Can I work remotely?

Custom Fleet expects you to work remotely unless you are fully vaccinated. If you are fully vaccinated and are suffering from the symptoms of COVID-19, you may work from home if your job role allows you to carry out your duties remotely and your condition is such that working will not compromise your health.

If you are working from home due to COVID-19 symptoms, you must not have direct contact with us, your colleagues, customers or clients, or suppliers.

If it is not practicable for you to work from home, then you must not undertake any active duties and you will be on leave.

## Document Control

Version No.	Release Date	Approved by	Description of Changes
1.0	23 November 2021	Lauren Lister	New Policy
1.1	11 January 2022	Lauren Lister	Update to probable cases and returning to work
1.2	9 May 2022	Lauren Lister	New section (5.2) of policy to clarify contact type, testing and isolation requirements
1.3	12 September 2022	Lauren Lister	Remove requirement for COVID-19 Vaccination
1.4	12 October 2022	Lauren Lister	Adjusted isolation requirements