



COVID Safe plan

This document outlines how Cornerstone HR (CHR) plans to prevent and manage COVID-19 in our workforce and workplaces.

Health and hygiene

Regular information is and continues to be disseminated to all candidates and CHR staff regarding what COVID-19 is, how it is spread and transmission prevented, what the symptoms are, when you should get tested, isolation and reporting protocols. An escalation contact point is provided to all candidates; they must immediately notify CHR and under no circumstances can they attend work with symptoms.

Weekly declarations are being completed by existing candidates as well as new-starters confirming that they are healthy and whether they've been tested for COVID-19 or had exposure to any known or suspected cases. A follow up text message is sent in the second half of each week, reminding candidates of their obligation to report any symptoms or exposure to COVID-19 and to be tested accordingly.

If a COVID test has been conducted, all parties are required to isolate in accordance with advice from the Department of Health and Human Services (DHHS). They may not attend work until they have been cleared fit to do so.

In some instances, temperature checks are being conducted daily on site. CHR support this as a non-invasive way to monitor the health and safety of staff. Candidates have been advised that this may be undertaken before being allowed to enter a site.

In conjunction with our clients, CHR have completed audits of our client's worksites to ensure that additional information and resources are being provided to candidates on site including the following:

- Information regarding hand-hygiene
- Information regarding sneeze and cough hygiene
- Extra soap and water / alcohol based sanitiser (at least 60%) are being provided and adequately maintained
- Additional rubbish bins being provided
- The promotion of strict hygiene among food preparation staff and their close contacts

Training has been provided to candidates regarding appropriate hand-washing techniques.

All candidates and staff are required to wear a face covering at all times whilst on site in accordance with Government requirements. Masks have been provided by CHR to all staff and candidates. All parties have been provided with instructions as to how to care for them and how often they are to be washed.

Staff who may be required to wear other forms of respiratory protective equipment (RPE) are excused from wearing a face covering only for the period where they are wearing personal protective equipment (PPE). Once that RPE is no longer required, the candidate must immediately don an appropriate face covering.

If any candidates believe that they are exempt from wearing a face covering, they have been instructed to contact CHR immediately with documentation that supports their request.

Cleaning

Working with our clients, we have sought further information on the additional cleaning measures being undertaken on site; the focus being on the requirement to regularly disinfect common surfaces and areas including but not limited to tea rooms, change rooms, bathrooms, commonly used equipment and high-touch areas such as light switches, door handles, phones, keypads etc.

Where possible, we encourage the restricted use of shared equipment.

Communications have and continue to be distributed to candidates to remind them to clean and disinfect frequently used surfaces.

Physical distancing

We have confirmed with all clients that appropriate social distancing requirements are being applied as required and adhered to. That is, outlining the measures taken to allow at least 1.5 metres between people and ensuring that there is no more than 1 person per 4 square metres.

Additionally, non-essential meetings should be rescheduled, staggered or cancelled or held virtually where possible (e.g. zoom).

Our clients have provided us with details of the steps being taken to manage staff working in close confines where physical distancing is not possible as well as how breaks are managed.

Our candidates have been advised that during the stage four restrictions, they must only work with one employer and only at one site. Any personnel planning on working with other employers must declare so by close of business (5pm) on Friday 7th August.

Regular and continuing communication has and is occurring directly with our candidates outlining our expectations regarding social distancing at all times. Candidates have been informed that they are not to gather in -this includes authorised recesses, travelling to and from work as well as entering and exiting the workplace. We encourage our clients to implement visual strategies as to how to manage such instances including signage and line marking.

Candidates working in warehouse and distribution centres have been informed that they are prohibited from car-pooling under any circumstances.

We discourage car-pooling in the current environment, but where it cannot be prevented, candidates must wear a mask if travelling with others who are not of their household.

Record keeping

Records are kept of candidates attending workplaces by way of our online rostering system. Should contact tracing be required this information is obtainable without issue.

Candidates are required to advise CHR if they reside with a person who works at another high-risk workplace.

All candidates have been educated in the process of reporting of incidents, injuries, near misses, hazards and property damage. Should one of the afore mentioned matters occur, they are instructed to contact CHR immediately.

As part of our agreement through the site safety questionnaire (SSQ), we also expect that our host employers will communicate with us immediately regarding any incidents.

Where client have a sign-in system on site, our expectation is that our candidates will adhere to this as per site specific requirements.

In the instance of a positive or suspected case of COVID-19 we will:

Should a CHR candidate be unwell and require isolating or be confirmed a COVID positive, CHR will:

- Notify the relevant client immediately.
- Report to WorkSafe in accordance with OHS Regulations.
- Replace relevant personnel where appropriate.
- Contact candidates to advise of a positive case
- Complete contact tracing as a matter of priority.
- Communicate with clients regarding test results, outcomes and staffing requirements.
- Where required provide guidance to clients regarding terminal cleaning requirements and processes.
- Liaise with our client to facilitate quick identification and resolution with minimal downtime.

Cornerstone HR offices and staff

All CHR staff are required to work from home under the Stage four restrictions. Should any staff have a need to enter a CHR office, a log will be completed of their arrival and departure time, should contact tracing be required.

On the extremely limited occasions that staff members are required to enter CHR offices, all high-touch and common areas are cleaned after use and rubbish disposed of immediately.

There are no occasions that candidates or members of the public have genuine need to enter CHR offices.

Review

This document will be reviewed on an as-needs basis and in line with changes made by the Victorian State Government.

Contact

For further detail or information, please contact Robbie Stojcevski on 0475 944 699