St. George Project Services
Our Team... Your Success

Covid-19 Policy, Information, and Guidelines

Introduction

The common annual flu affects around 400 million (5%) of the global population each year, with a death rate of around 0.1% (500,000 people) each year. Every so often a virus and/or infectious disease more deadly than the common flu, but just as contagious, threatens the local and global population. Health pandemics can have a serious effect on the economy. In worst case or high-severity scenario the loss to Australia's GDP could be significant annually, as well as countless incidences of illness and death. Companies face risks to their employees as well as to their revenues.

COVID-19 (Novel Coronavirus)

COVID-19 is a new strain of Coronavirus, closely related to a bat coronavirus, that was first identified in Wuhan, Hubei Province, China, early in 2020 where it caused a large (and ongoing) outbreak. It has since spread more widely in China and in other countries throughout the world. The World Health Organisation (WHO) has now declared COVID-19 a pandemic. Human coronaviruses are spread from someone with confirmed coronavirus to others through close contact via contaminated droplets spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects.

The time between when a person is exposed to the virus and when symptoms first appear is typically 5 to 6 days, although may range from 2 to 14 days. For this reason, people who might have been in contact with a confirmed case are being asked to self-isolate for 14 days. People most at risk of contracting the virus are people who have:

- Been returned from overseas travel recently, or
- Been in close contact with someone who has a confirmed case of COVID-19.

Most COVID-19 cases appear to be spread from people who have symptoms. A small number of people may have been infectious before their symptoms developed. Employees should notify their employers immediately if they have travelled to an infected area and/or are suffering, or have suffered, flu-like symptoms since COVID-19 was first detected. If management or employees are planning to travel overseas for work, the travel advice of the Department of Foreign Affairs and Trade (DFAT) must be undertaken. Intent:

	St. George Project Services	IMS-P-003
St. George Project Services *Our Team... Your Success*	**COVID-19 Policy, Information, and Guidelines**	Version: 3
		Date: 12/02/2021

Uncontrolled when printed.

To reduce the potential of infection.

Where infected, make clear the conditions that will be followed to protect our employees and their families where practicable.

Policy

St. George Project Services is committed to providing a measured response to a pandemic from a COVID-19 outbreak, in accordance with all government guidelines, or as seen practicable to contain the Coronavirus and assist maintaining our employees, their family's and the community's health.

COVID-19 & Symptoms

Human coronaviruses are spread from someone with confirmed coronavirus to others through close contact via contaminated droplets spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. Health Symptoms can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick, very quickly. People with coronavirus may experience:

- fever;
- flu-like symptoms such as coughing, sore throat and fatigue;
- shortness of breath.

Duty Holders

This Policy applies to St. George Project Services Pty Ltd and associated Stakeholders and Workers

Duties

Senior Management are responsible for ensuring employees are aware of this policy and providing updates on the pandemic and this policy as required to keep informed.

- Prevention is the most significant response all employees can apply. This recommended course of action is to:
  - Refer to travel advice from the Federal and State Government websites or alternatively avoid travel and large gatherings where practicable.
  - Always ensure good hygiene i.e. hand washing, not coughing on others and avoiding close contact, such as touching. There are two posters attached to this Policy that provide guidance on these issues and have been issued by WorkSafe Queensland.
- If you become unwell and think you may have symptoms of coronavirus, report immediately to your supervisor or where outside work, seek medical consultation immediately.
  - Where reported at work, will call the relevant Health authority to commence required procedures.

- o From home, call doctors ahead of time to book an appointment. Tell them about your symptoms, travel history and any recent close contact with someone who has coronavirus.
  - o If you must leave home to see your doctor, wear a surgical mask (if you have one) to protect others.
  - o If you have serious symptoms such as difficulty breathing, call 000 for urgent medical help.
- You should not attend work if you:
  - o Have been diagnosed with COVID-19;
  - o Have recently returned from overseas
  - o Have been in close contact with a confirmed case of COVID-19
  - o This policy will be reviewed and updated as advice from the appropriate Government Health authorities are issued.

Clarifications

- Leave Entitlements will be paid in accordance with the Fair Work Australia requirements. https://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/coronavirus-and-australian-workplace-laws
- Leave for COVID-19 will require a certified medical certificate.

Reference

World Health Organisation (WHO)Federal Government (Australian Government Dept of Health) https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov

Qld Government (Queensland Health) https://www.health.qld.gov.au/

Local Government (Townsville City Council) https://www.townsville.qld.gov.au/community-support/community-safety

Luke St. George
Managing Director

COVID19: Identifying the symptoms

Symptoms	Covid-19 Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms
Fever	Common	Rare	Common
Fatigue	Sometimes	Sometimes	Common
Cough	Common (usually dry)	Mild	Common (usually dry)
Sneezing	No	Common	No
Aches and pains	Sometimes	Common	Common
Runny or stuffy nose	Rare	Common	Sometimes
Sore throat	Sometimes	Common	Sometimes
Diarrhea	Rare	No	Sometimes for children
Headaches	Sometimes	Rare	Common
Shortness of breath	Sometimes	No	No

Source: WHO, Centres for Disease Control and Prevention

Protect yourself and your family

Cover your cough and sneeze

COVER your mouth and nose with a tissue when you cough or sneeze.

1

Put your used tissue in the rubbish **BIN**.

2

If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, **NOT YOUR HANDS**.

3

WASH your hands with soap and running water. Dry your hands thoroughly with a disposable paper towel or hand dryer.

4

Stay germ free and healthy

VICTORIA State Government | Health and Human Services

HEALTH WARNING CORONAVIRUS (COVID-19)

INFORMATION FOR TRAVELLERS

Developed a fever or cough?

ISOLATE YOURSELF

CALL YOUR DOCTOR

LIST TRAVEL HISTORY

COVER YOUR COUGH

WASH HANDS OFTEN

[STOP THE SPREAD]

Australian Government
Department of Health

www.health.gov.au