

Profluid Pty Ltd has developed this COVID-19 Safety Plan (also known as a COVID Safe Plan) to help all associated personnel to comply with the current safety requirements put in place during the COVID-19 pandemic.

This plan provides staff members of the business team guidance on operating in a COVID-safe way and helps identify and mitigate risks during the ongoing pandemic.

Our business is dedicated to the health, safety and wellbeing of all team members, contractors, and visitors. In this pandemic environment, we acknowledge additional precautions are required and that these are outlined in this COVID Safety Plan.

1. Access to premises

To control the flow of people into and through the premises, we will:

- Require all personnel upon entering the premises via Reception area to sign in the register.
- Provide access to hand-hygiene products upon entry and exit (and at appropriate locations throughout the practice), such as an alcohol-based hand sanitizer or hand-washing facilities.

2. Physical distancing of 1.5m

Profluid Pty Ltd will put in place physical distancing measure by:

- Limiting the number of people on the premises at any one time.
- Spacing furniture (office desks) within the premises.
- Encouraging virtual meetings where possible.

3. Use of personal protective equipment

Appropriate use of personal protective equipment (PPE) is critical in limiting the spread of COVID-19. All staff will:

- ensure standard precautions, including hand hygiene, cough etiquette and appropriate waste-management techniques, are maintained.
- wear PPE appropriate (gloves and face mask) as per advice from the Department of Health.

4. Environment management and cleaning

Our office will regularly clean and disinfect shared spaces, surfaces, and communal areas/items. Our office will:

- enhance air flow by opening windows and doors in shared spaces (where and when appropriate) and optimising fresh air flow in air conditioning systems (by maximising the intake of outside air and reducing or avoiding recirculation of air).
- minimise the sharing of administrative equipment between team members.
- adhere to strict environmental cleaning as per the most current advice from the Department of Health's Coronavirus (COVID-19) Environmental cleaning and disinfection principles for health and residential care facilities or our local public health unit.
- clean and disinfect frequently touched surfaces with detergent and disinfectant wipe/solution.
- Make sure all food contact surfaces are effectively and frequently cleaned.
- Work stations are frequently cleaned and food/drinks are disposed accordingly.

5. Record -keeping

To aid contact tracing in the event a visitor or contractor tests positive for COVID-19, our office will:

- Maintain a sign in register, including date visited and entry and exit times.
- 6. Practice team management and limit interactions in closed spaces**
To reduce the risk of COVID-19 transmission between team members, we will:
- regularly communicate with all team members regarding the requirement to not attend the premises if they have any symptoms consistent with COVID-19, regardless of how mild, and will encourage testing in line with local public health unit advice.
 - check the temperature of each practice team member on commencement of work. Where the person registers a temperature $>37.5^{\circ}\text{C}$ they will not enter the practice and will be asked to seek further medical review when required by the Department of Health.
 - require a verbal/written/electronic attestation from each team member at the commencement of each shift confirming they do not have any symptoms consistent with COVID-19, have not been in contact with a confirmed case, and have not been directed to isolate.
 - support any team member who tests positive for COVID-19, or is identified as a close contact or is required to self-isolate – including by making them aware of their leave entitlements.
 - where a team member typically works across a number of sites within the business, minimise movement between sites by scheduling shifts at one location (where possible)
 - encourage physical distancing in common areas (i.e., tearoom), through organisation of furniture, and signage.
 - encourage tea breaks/lunchbreaks to be taken outside.
 - stagger breaks to limit the number of people in common areas.
 - encourage all team members to provide their own drinking vessels and cutlery.
 - require all team members to thoroughly clean communal items (e.g., cutlery) immediately after use by washing with hot water and detergent or by placing them in the dishwasher to be washed on the hottest possible setting.
- 7. Responding to a positive case, or close contact**
If a staff member tests positive to COVID-19, our office will:
- contact the local public health unit and follow their advice.
 - follow the direction of the local public health unit regarding cleaning of the premises.
 - ensure the team member does not return to the practice until they meet the criteria for release from isolation, and as instructed by the local public health unit.
 - assist the local public health unit in contact tracing by providing records of all visitors and team members who have attended the premises during the period in which the team member was potentially infectious (as defined by the local public health unit).

This plan will be reviewed regularly to ensure it reflects the current processes and procedures, as well as current legislation requirements and public health directives.

Our Policy will be made available to any interested party via our website at: <https://profluid.com.au/>

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REVISION No.: 0

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Jerome Monteiro
Managing Director