



6 Jarrah Drive, Braeside
VIC 3195 Australia
P: + 61 3 1300 914 868
F: + 61 3 95806574
automotive & industrial electrical wholesalers

Corona Virus Pandemic Plan

March 2020

1. Purpose

To Prepare and plan for possible business impacts caused by the COVID-19 pandemic.

2. What is a Pandemic?

A pandemic is a worldwide spread of disease. Outbreaks of new infectious diseases can be more dangerous and spread quickly due to lack of immunity.

3. Impacts of Pandemics on Workplaces

A pandemic can directly affect attendance in workplaces due to:

- Illness or carers leave
- Control measures by the business or by broader community requirements
- Reduction in public transportation
- Impact of possible fatalities and serious illness amongst family and friends

4. Communication

Prior to a suspected pandemic and during a pandemic RKS Sales will:

- Monitor the pandemic information
- Educate employees as relevant information becomes available
- Keep employees informed and up to date with the pandemic details and RKS Sales response

5. Pandemic Risk Management

RKS Sales will conduct a risk assessment and identify the required controls for a pandemic. Controls will be implemented to minimise possible transmission of the disease based on current knowledge of how the infectious disease is spread. The response level will be decided by the management team.

6. Personal Factors

Any pandemic risk management activity will include consideration of personal situational factors for example:

- Current health (eg. General medical conditions)
- Age
- Caring for seniors
- Health of those persons sharing houses with employees

6.1 Social Distancing

Most infectious diseases can be controlled with improved social distancing. RKS Sales will consider implementing the following:

- Discourage physical contact like handshaking and hugging
- Encourage maintaining a minimum distance of 1 metre between employees
- Discourage meetings and social gatherings in person

6.2 Symptoms

Any employee with pandemic-like symptoms should not be at work. If an employee develops symptoms they will be sent home.

6.3 Hygiene

Personal hygiene will and should be encouraged and promoted. The mouth should be covered with a tissue when coughing and sneezing and disposed of immediately. Hands should be washed after with hand soap and water or sanitiser. RKS Sales will provide soap and sanitiser (where available).

6.4 Quarantine

If an employee has been infected or has a high risk of infection (eg. contact with an infected person), the person must serve out the known quarantine period and seek medical advice.

6.5 Business continuity planning

Business continuity will be monitored and updated by management as advice from the Australian Government Department of Health is updated.

7. When an employee becomes ill at work

If an employee becomes unwell at work with any symptoms that align with the pandemic the following will occur:

- The employee will be asked who they have been in close contact with and this will be recorded
- Employee will be asked to see their doctor or to go home
- Any personal and communal areas they have visited should be thoroughly cleaned and disinfected

8. Recovery

Any person who has been away from the workplace as a result of the pandemic illness will require a medical certificate of clearance before returning to work.

Management will continue to monitor the system until the situation has been deemed under control by government authorities and the business.