



PANDEMIC | COVID-19

**BUSINESS CONTINUITY PLAN
MANAGEMENT ACTION PLAN
COVID-19 POLICY
COMPANY VACCINE STATUS**





COVID-19

BUSINESS CONTINUITY PLAN

Business Continuity Plan – Corona Virus COVID-19
Soclean Pty Ltd March 2020
V2.0 May 2021

setting newstandards in the industry
www.soclean.com.au

Business Continuity, Improvement and Disaster Recovery Plan for SOCLEAN Pty Ltd in relation to the Corona Virus (2019-nCov)

Background of the Corona Virus

Corona Virus is a respiratory illness caused by a novel (new) coronavirus (COVID-19) first identified in Wuhan, Hubei Province, China. Coronaviruses are a large family of viruses that can cause illnesses from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

Animals are the source of the virus, human-to-human transmission has been demonstrated. Although there is not enough epidemiological information to determine how easily and sustainably this virus is spreading between individuals, it is believed to be transmitted primarily via respiratory droplets that people sneeze, cough, or exhale. These droplets are subsequently inspired into the mouths or noses of people who are nearby or possibly be inhaled into the lungs. According to information on hand at the time of this brief, it is unclear if a person can be exposed to the 2019-nCoV by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. The incubation period for 2019-nCoV (i.e. the time between exposure to the virus and onset of symptoms) is currently estimated at between two and 14 days.

The NSW Health Department advise that the virus in most circumstances will only remain active on a surface for approximately two hours. While people are mostly infectious when they exhibit (flu-like) symptoms, there are indications that some may be able to transmit the virus without presenting any symptoms (asymptomatic) or before the symptoms appear. There is more to learn about the transmissibility, severity, and other features associated with 2019-nCoV, and investigations are ongoing.

The World Health Organization (WHO) has declared the outbreak of COVID-19 as a Public Health Emergency of International Concern. While the majority of confirmed cases of COVID-19 have been reported from Mainland China, cases have been reported in many other countries and regions, including Iran, Italy and the Republic of Korea.

What is the difference between Corona Virus and Flu Virus

The first symptoms of COVID-19 and influenza (flu) infections are often very similar. They both cause fever and similar respiratory symptoms, which can then range from mild through to severe disease, and sometimes can be fatal.

Both viruses are also transmitted in the same way, by coughing or sneezing, or by contact with hands, surfaces or objects contaminated with the virus. As a result, the same public health measures, such as hand hygiene (hand washing), good respiratory etiquette (coughing into your elbow or into a tissue and immediately disposing of the tissue) and good household cleaning are important actions to prevent both infections.

The speed of transmission is an important difference between the two viruses. Influenza typically has a shorter incubation period (the time from infection to appearance of symptoms) than COVID-19. This means that influenza can spread faster than COVID-19.

Business Continuity, Improvement and Disaster Recovery Plan for SOCLEAN Pty Ltd in relation to the Corona Virus (2019-nCov)

While the range of symptoms for the two viruses is similar, the fraction with severe disease appears to be higher for COVID-19. While most people have mild symptoms, approximately 15% of people have severe infections and 5% require intensive care in a hospital ICU. The proportions of severe and critical COVID-19 infections are higher than for influenza infections.

How is the Corona Virus diagnosed?

Infection with COVID-19 is diagnosed by finding evidence of the virus in respiratory samples such as swabs from the back of the nose and throat or fluid from the lungs. Testing for COVID-19 is done in public health laboratories.

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Who is at Risk

Cases of COVID-19 have been confirmed in Australia.

Currently in Australia, people most at risk of contracting the virus are people who have:

- been in a high-risk country or region recently, or
- been in close contact with someone who is a confirmed case of coronavirus

Symptoms

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

The severity of symptoms varies. Some people will suffer from mild illness and recover easily while in other cases, infection can progress to pneumonia. Reports suggest that the elderly, those with weakened immune systems, diabetes, cancer and chronic lung disease are the most susceptible to serious illness and death. Symptoms can appear as few as two days after infection or as long as 14 days (or even longer).

Business Continuity, Improvement and Disaster Recovery Plan for SOCLEAN Pty Ltd in relation to the Corona Virus (2019-nCov)

Prevention

We strongly encourage you to follow guidelines from the World Health Organisation on infection control, both whilst at work and in your daily life. These include:

- frequently cleaning your hands by using alcohol-based hand sanitiser or soap and water
- when coughing and sneezing, covering your mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing your hands, and
- avoiding close contact with anyone who has fever and cough.

Duty Of Care

Provide a safe place of work to our employees. This includes not putting them in a position in which they could become infected by the virus without taking all reasonable precautions. Our duty of care where coronavirus is concerned may differ depending on an employee's specific circumstances, for example, if they are older or they have underlying health conditions.

To meet our duty of care, Soclean conducts risk assessment to determine the risk that coronavirus poses in our workplace, and implement necessary controls to eliminate or reduce the risk posed.

Although the steps we take will depend on the clients workplace, there are some minimum steps that can be taken immediately to reduce the risk. We start by reinforcing good infection control practices in the workplace. Consulting with our employees With an increasing number of cases close to home, employees may be worried about their personal risk of catching the virus by being at work. Consult with employees when conducting your risk assessment. Once the risk assessment has been finalised, we keep our employees updated with the steps that you, as a business, are taking to protect their health and safety.

Further Steps taken with team members

Toolbox Meeting
Memos and Updates
Additional Touch point Sanitising

Virus Knowledge
Control Training

Resources

Safe Work Australia
Australian government Department of Health
Employure Information Pack for Business Owners
NSW Health



Business Continuity, Improvement and Disaster Recovery Plan for SOCLEAN Pty Ltd in relation to the Corona Virus (2019-nCov)

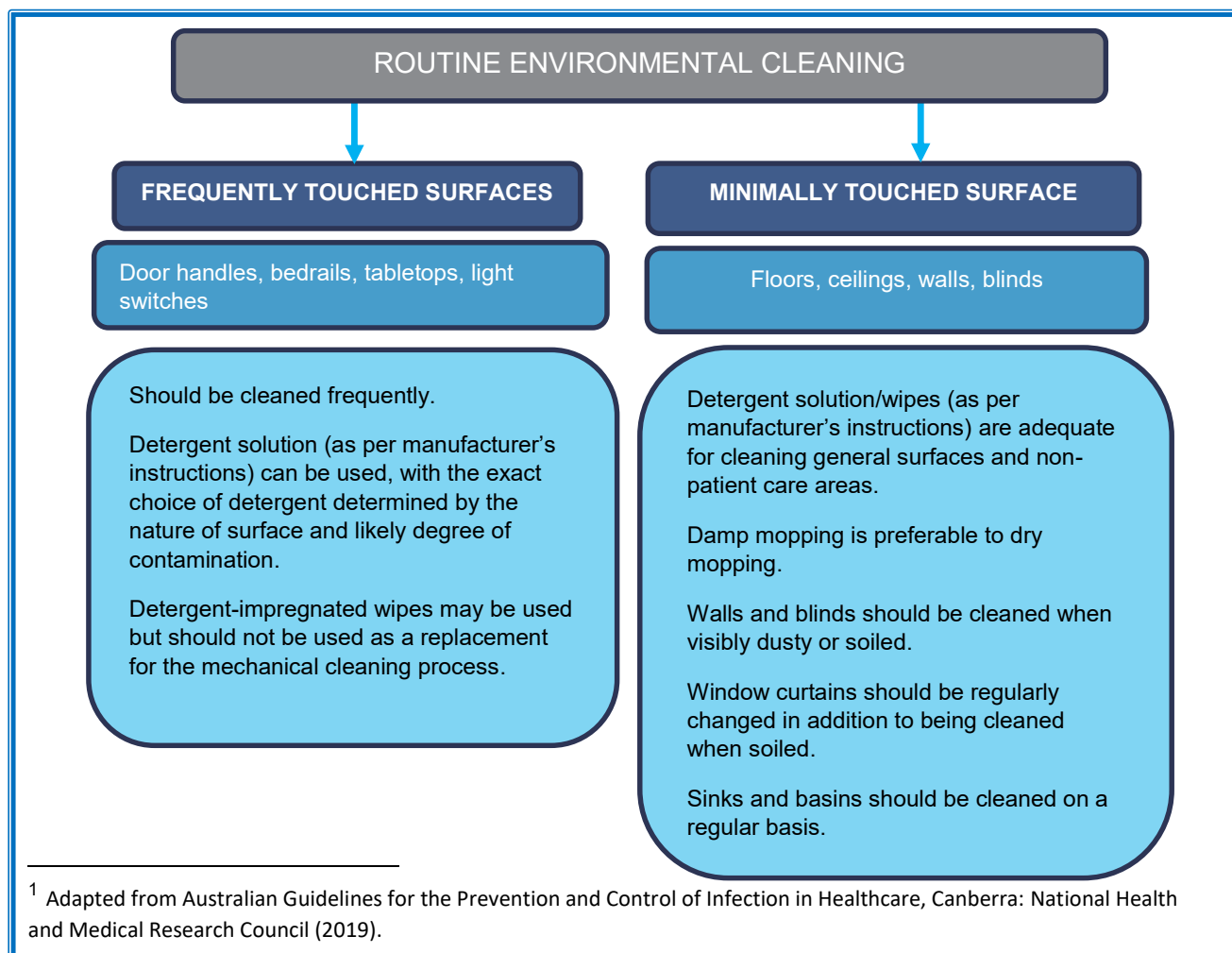
Routine environmental cleaning

- Cleaning is an essential part of disinfection. Organic matter can inactivate many disinfectants. Cleaning reduces the soil load, allowing the disinfectant to work.
- Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.
- The length of time that SARS-COV-2 (the cause of COVID-19) survives on inanimate surfaces will vary depending on factors such as the amount of contaminated body fluid – such as respiratory droplets – present and environmental temperature and humidity. In general, coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out.

It is good practice to routinely clean surfaces as follows:

- Clean frequently touched surfaces with detergent solution (see diagram below).
- Clean general surfaces and fittings when visibly soiled and immediately after any spillage.

Routine environmental cleaning requirements can be divided into two groups¹:



Business Continuity, Improvement and Disaster Recovery Plan for SOCLEAN Pty Ltd in relation to the Corona Virus (2019-nCov)

Hand hygiene

Soap and water should be used for hand hygiene when hands are visibly soiled and alcohol-based hand rub at other times (e.g. when hands have been contaminated from contact with environmental surfaces). Cleaning hands also helps to reduce environmental contamination.

Information for cleaning staff

Information for cleaning staff on cleaning and disinfecting can be found below.

CLEANING STAFF

The risk when cleaning is not the same as the risk when face to face with a sick person who may be coughing or sneezing.

- Cleaning staff should be informed to avoid touching their face, especially their mouth, nose, and eyes when cleaning.
- Cleaning staff should wear impermeable disposable gloves and a surgical mask plus eye protection or a face shield while cleaning.
- Cleaners should use alcohol-based hand rub before putting on and after removing gloves.
- Alcohol-based hand rub should also be used before and after removing the surgical mask and eye protection.

The surgical mask and eye protection act as barriers to people inadvertently touching their face with contaminated hands and fingers, whether gloved or not.

- The disinfectant used should be one for which the manufacturer claims antiviral activity, meaning it can kill the virus (such as chlorine-based disinfectants, which are commonly used - see below)
- If there is visible contamination with respiratory secretions or other body fluid, the cleaners should wear a full length disposable gown in addition to the surgical mask, eye protection and gloves
- Advice should be sought from your work health and safety consultants on correct procedures for wearing PPE.

Use of disinfection

- Use freshly made bleach solution and follow manufacturer's instructions for appropriate dilution and use (see below for dilution instructions).
- Wipe the area with bleach solution using disposable paper towels or a disposable cloth.
- Dispose of gloves and mask in a leak proof plastic bag.
- Wash hands well using soap and water and dry with disposable paper or single-use cloth towel. If water is unavailable, clean hands with alcohol-based hand rub.

Preparation of disinfectant solution

- Gloves should be worn when handling and preparing bleach solutions.
- Protective eye wear should be worn in case of splashing.
- Bleach solution should be:
 - made up daily
 - used mainly on hard, non-porous surfaces (it can damage textiles and metals).
- Sufficient time is required to kill the virus, i.e., at least 10 minutes contact time.

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Household bleach comes in a variety of strengths. The concentration of active ingredient — hypochlorous acid² — can be found on the product label.

Table 1. Recipes to achieve a 1000 ppm (0.1%) bleach solution

Original strength of bleach		Disinfectant recipe		Volume in standard 10L bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1000 mL
2	20,000	1	19	500 mL
3	30,000	1	29	333 mL
4	40,000	1	39	250 mL
5	50,000	1	49	200 mL

²Hypochlorous acid (HOCl) is a weak acid formed when chlorine (Cl) dissolves in water and dissociated to hypochlorite (ClO⁻) which is the oxidising disinfectant in bleach.

Social contact environments

Social contact environments include (but are not limited to), transport vehicles, shopping centres and private businesses.

The risk of transmission of COVID-19 in the social and non-health care work settings can be minimised through a good standard of general hygiene. This includes:

- Promoting cough etiquette and respiratory hygiene.
- Routine cleaning of frequently touched hard surfaces with detergent/disinfectant solution/wipe.
- Providing adequate alcohol-based hand rub for staff and consumers to use. Alcohol-based hand rub stations should be available, especially in areas where food is on display and frequent touching of produce occurs.
- Training staff on use of alcohol-based hand rub.
- Consider signs to ask shoppers to only touch what they intend to purchase.

Vehicle air-conditioning should be set to fresh air



Health care settings

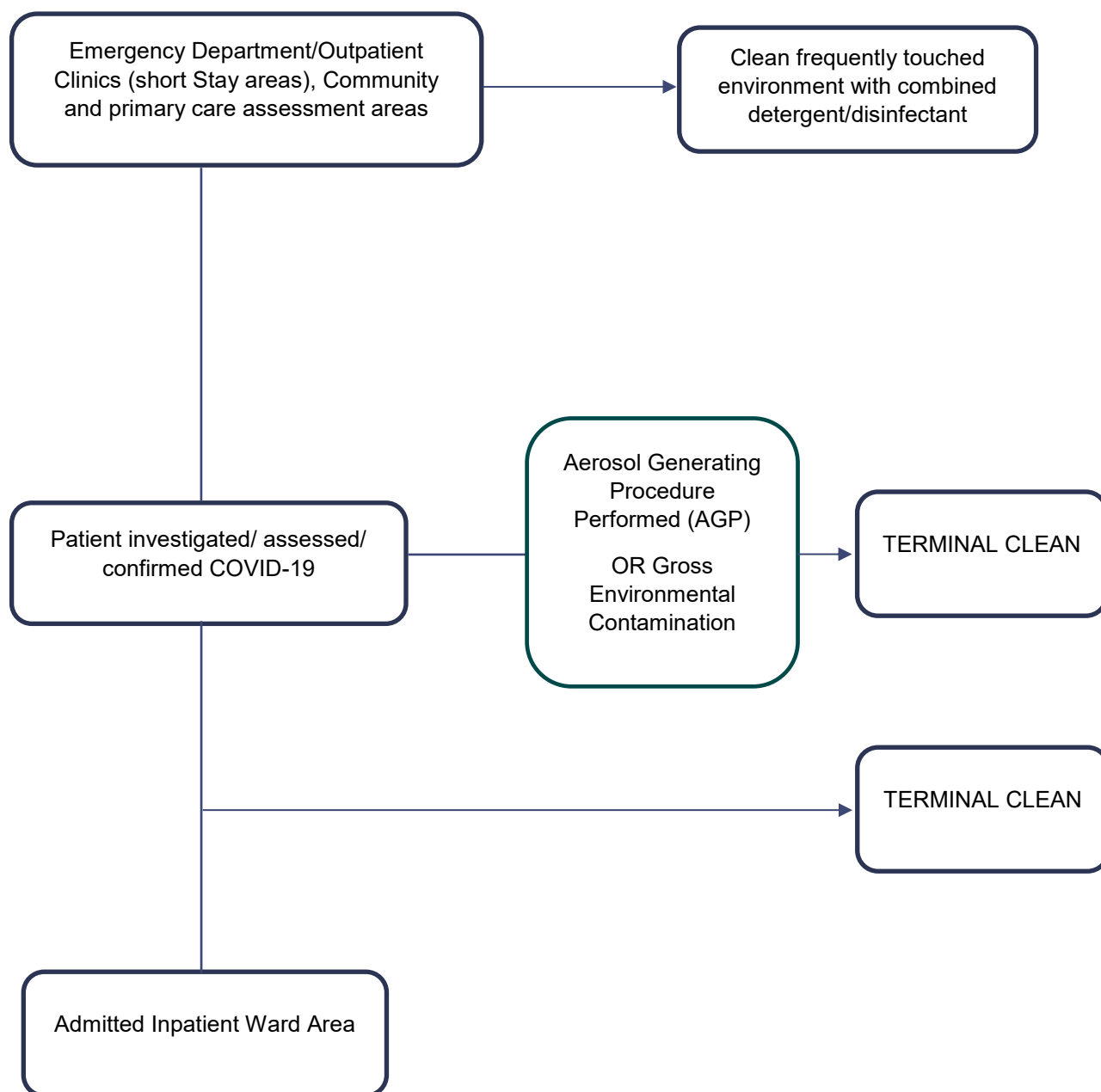
Primary and community care

Patient areas

- Clean and disinfect frequently touched surfaces with detergent and disinfectant wipe/solution between each episode of patient care (according to normal infection prevention and control practice).
- Take care to clean/disinfect surfaces in areas that patients have directly in contact with or have been exposed to respiratory droplets.
- Gross contamination of an area following a patient may require a terminal clean (see below).
- Comply with '5 Moments' of hand hygiene.

Business Continuity, Improvement and Disaster Recovery Plan for SOCLEAN Pty Ltd in relation to the Corona Virus (2019-nCov)

Cleaning and Terminal Cleaning When managing patients suspected/confirmed with COVID-19 Flow Chart



NB: Health care settings must comply with use of TGA compliant cleaning and disinfecting products and technologies



Business Continuity, Improvement and Disaster Recovery Plan for SOCLEAN Pty Ltd in relation to the Corona Virus (2019-nCov)

RISK	Threat	Prevention Plan
Worker unavailability through absence or injury, natural disaster	Work not completed	<ul style="list-style-type: none"> • Developing and delivering cross-training to all staff, in order to address short-term unplanned absences without consequence to service levels. • Maintaining a list of relief staff who work for us on a casual basis, which means that security clearances (i.e. Working with Children Checks and Police Checks) are verified and the person is trained, with experience with our policies and procedures; • Training and inducting a small number of staff from nearby sites to assist for any emergencies and unplanned absences; Source additional appropriate labour from casual staff pool and labour hire partners • Increase level of supervision of staff that are new to the site– OM/GM will attend site • Organising staff to meet at one location for transport to the site via buses or other appropriate vehicles.
Pandemic	Key staff not available owing either to illness or psychological impact of fear of disease contagion. Ability to service contracts reduced.	<p>Where pandemic advice is issued by the World Health Organisation or the Australian Government, Soclean instructs workers not to attend work in accordance with WHO advice.</p> <ul style="list-style-type: none"> • CEO continues to monitor information from WHO and government and acts in accordance with their changing instructions. • IT Manager ensures that systems which facilitate the ability to work remotely are fully functional at a minimum 99% of ordinary work time. • CEO liaises with clients to provide information on service provision in the event of field staff being unavailable owing to control measures being enacted. • Cross training of roles to ensure key function are maintained
Loss of Key Supplier	unable to supply products	Stock and control qty in Soclean's warehouse to supply client minimum 3 month worth of products.



Coronavirus (COVID-19) Management Action Plan & Cleaning Procedures

September 2021 V2.1

A MESSAGE FROM SOCLEAN PTY LTD

Battling COVID-19 is a shared endeavour that all of Soclean staffs, and not just medical professionals, have the accountability for. We wish everyone safety and health, and believe that together we will be able to overcome this impediment. While uncertainty and agitation are comprehensible sentiments, We believe everyone needs to face this situation with tranquillity, reasonability and, more specifically, support and care for each other and those who are in need.

COVID-19 BACKGROUND

Corona Virus is a respiratory illness caused by a novel (new) coronavirus (COVID-19) first identified in Wuhan, Hubei Province, China. Coronaviruses are a large family of viruses that can cause illnesses from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Animals are the source of the virus, human-to-human transmission has been demonstrated. Although there is not enough epidemiological information to determine how easily and sustainably this virus is spreading between individuals, it is believed to be transmitted primarily via respiratory droplets that people sneeze, cough, or exhale. These droplets are subsequently inspired into the mouths or noses of people who are nearby or possibly be inhaled into the lungs. According to information on hand at the time of this brief, it is unclear if a person can be exposed to the 2019-nCoV by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. The incubation period for 2019-nCoV (i.e. the time between exposure to the virus and onset of symptoms) is currently estimated at between two and 14 days. The NSW Health Department advise that the virus in most circumstances will only remain active on a surface for approximately two hours. While people are mostly infectious when they exhibit (flu-like) symptoms, there are indications that some may be able to transmit the virus without presenting any symptoms (asymptomatic) or before the symptoms appear. There is more to learn about the transmissibility, severity, and other features associated with 2019-nCoV, and investigations are ongoing. The World Health Organization (WHO) has declared the outbreak of COVID-19 as a Public Health Emergency of International Concern. While the majority of confirmed cases of COVID-19 have been reported from Mainland China, cases have been reported in many other countries and regions, including Iran, Italy and the Republic of Korea.



CONTENT

The Virus
Soclean Stage Action Plan
Prevention Plan
Cleaning & Disinfection Procedures
Incident Management

Other related documents:
COVID-19 Business Continuity Plan
COVID-19 Policy
Cleaners Handbook (General)

The Virus

The virus, called 2019 novel coronavirus (2019-nCoV) has infected thousands of people in China so far, and over 3000 deaths in China have been reported. This coronavirus is a member of a family of viruses that include severe acute respiratory syndrome (SARS) and Middle East respiratory syndrome (MERS). The mortality rate of this new virus is estimated to be around 3%, compared to 10% with SARS and 30-35% with MERS. It may be less virulent than these two, or it may evolve – it's too early to know. Reports from China, however, indicate that many patients who have died were over 60 years old, had other illnesses such as diabetes, and were admitted to hospitals when their illnesses were advanced.

Like other viruses, there is no cure, so treatment is mostly for symptoms, which include fever, cough, and other symptoms of pneumonia. Antivirals already on the market might treat the infection. Antibiotics are prescribed for complicating bacterial infections, and patients with trouble breathing are put on respirators as needed. Most patients in the world feel bad but are doing well. A portion of them, however, are very ill and are on respirators. A vaccine is already starting to be developed, but it will take a year or more to have a usable vaccine.

The new 2019-nCoV is a respiratory infection almost certainly transmitted through kissing, sneezing, coughing and coming in contact with saliva. The symptoms of this virus are similar to many other types of respiratory infection, so how do you tell them apart? If someone comes to an emergency room in Australia and hasn't been overseas, they likely have the flu or some other virus. But if they came from overseas, it's likely to be the new coronavirus. Since the symptoms are very common to a number of viruses, the diagnosis is made based upon epidemiology and confirmed with a specific test.

Action Plan

This Plan adopts the five stages of pandemic preparedness and response as outlined in Soclean's Preparedness, Standby Response, Initial Action Response, Targeted Action Response, Shut-down Response and Standdown Response.

Soclean Pty Ltd Action Plan		
Preparedness	No virus detected - General Cleaning and rotation disinfectant	
Response	Standby	Suspected Reported Case
	Initial Action	Cases detected on site
	Targeted Action	Isolation and initial clean
	Complete Hygiene	Site Shut -down and complete control & hygiene
	Stand down	The public health threat can be managed within normal arrangements and monitoring for change is in place

Procedures

General Cleaning and Rotation Disinfect	Thoroughly clean and disinfect high-touch surface areas, such as door handles, push plates, light switches, handrails, escalators/travelators belts, toilet handles, cupboard knobs, public phones, rides, display units, directory screen, taps, hand dryers etc.. following our individual site cleaning schedules
Standby	Prepare our initial cleaning kit and await management instruction, immediately report to area manager.

Initial & Targeted -Action	<p>USE Provided PPE, close off areas used by the visitor.</p> <p>Ventilate the area by opening outside doors and windows to increase air circulation (if possible)</p> <p>Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the visitor focusing on frequently touched surfaces including; walls, doors, windows, window tracks, benchtops, keyboards, mouse, printers/ photocopiers, kitchens, fridges, inside/outside of all cupboards, all light switches, and door handles etc</p> <p>Follow the Australian Government Department of Health Environmental cleaning and disinfection principles for COVID-19 attached.</p>
Site a perform a full Complete Hygiene	<p>Shut down site. Our Biohazard team will perform a full site initial clean; this includes a team of 6-10 to attend site and perform a complete hygiene and disinfect service, prepared with Hazmat suites and pressure sanitising units, 180-degree boiling water pressure cleaning unit. and all necessary equipment.</p>

How to Clean and Disinfect

Surfaces

- All hard surfaces should be cleaned using a detergent or soap and hot water with prior to disinfection.
- For disinfection, refer to the Australian Government Department of Health Environmental cleaning and disinfection principles for COVID-19 'Terminal' cleaning process.

Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser or vinegar. Unexpired household bleach will be effective against coronaviruses when properly diluted.

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

After cleaning:

If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

For carpet and rug type surfaces, shampooing is recommended as per manufactures recommendations.

Personal Protective Equipment (PPE) and Hand Hygiene:

- Cleaning staff should wear; disposable gloves (Nitrile), overalls/gowns, disposable over boots or gum boots that can be washed after cleaning process is completed, closed eye protection or face shields, P2 N95 face mask for all tasks in the cleaning process, including handling waste.
- Gloves, overalls and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. SWMS to be prepared to determine risk and required PPE
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water
- Follow normal preventive actions including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

Waste materials

- All materials used in the cleaning/decontamination process including disposable PPE is to be bagged and disposed in the general waste (landfill) stream.

Reopening the affected area

- Although the Australian Government Department of Health Environmental Cleaning and Disinfection Principles for COVID-19 does not prescribe a method to demonstrate cleaning has been effective, an ATP test is considered the most suitable means of providing this advice.
- A suitable testing laboratory (IMC) is to be engaged to take the appropriate amount of surface swab samples to provide a level of confidence the COVID-19 virus does not remain within the treated area.

**VIRA SAN KILLS
COVID-19 IN 60
SECONDS.**

TGA APPROVED FOR COVID-19 CLAIM (ARTG NO. 340431)



No virus detected

General Cleaning and rotation disinfectant using Vira San on all touch points on a rotational program with 20-50 min gap

Vira San – is a Hospital Grade Disinfectant. VIRA SAN has been proven to kill COVID-19 (SARS-CoV-2) in 60 seconds. TGA Approved for COVID-19 claim (ARTG No. 340431). The synergy between Hydrogen Peroxide and Benzalkonium Chloride is an effective way to mitigate the threat of COVID-19, germs and bacteria (*S. aureus*, *Pseudomonas aeruginosa*, *Salmonella choleraesuis*). Vira San is safe to use on almost all hard surfaces including but not limited to; glass, plastic and stainless steel, Effective sanitisation within 1 minute. Formulated and developed in line with guidelines published by the World Health Organisation (2020). Sep 2021



Targeted Action & Complete Hygiene

Isolation and initial clean

Site Shut -down and complete control & hygiene

USE Provided PPE, close off areas used by the visitor.

Ventilate the area by opening outside doors and windows to increase air circulation (if possible)

Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the visitor focusing on frequently touched surfaces including; walls, doors, windows, window tracks, benchtops, keyboards, mouse, printers/photocopiers, kitchens, fridges, inside/outside of all cupboards, all light switches, and door handles etc Follow the Australian Government Department of Health Environmental cleaning and disinfection principles for COVID-19 attached

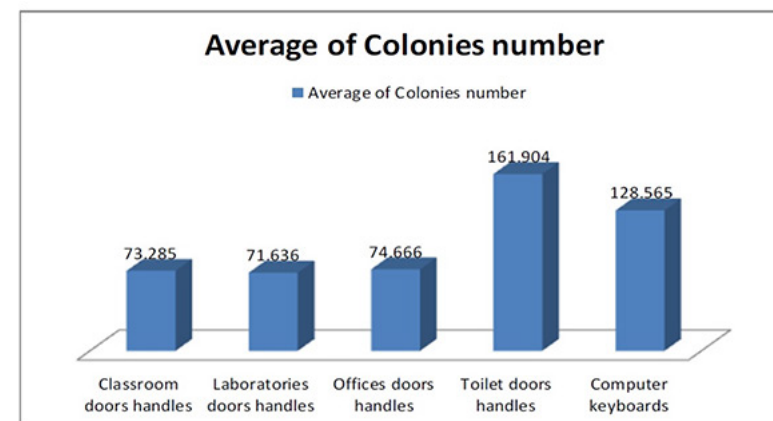


Safe to touch Escalator handrails

The 'Safe to Touch' handrail cleaning & disinfection units cleans and disinfects the handrails continuously and automatically. The internal brushes clean the handrail and UV-C activation causes anti-bacterial and anti-virus action. A survey of 12 months shows that the installation of the cleaning & disinfection unit increases the percentage of people holding the handrail increases by 100%.

Soclean Pty Ltd offers a wide range of escalator handrails auto cleaners from chemical spray to UV light technology.

we are always researching and testing new products to provide our clients with the latest innovations and technology in the market.



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COVID-19 DEALING WITH CORONAVIRUS IN THE WORKPLACE

[COVID-19] POLICY

1.1 INTRODUCTION

Soclean Pty Ltd is committed to ensuring the health and safety of all those in the workplace. To this end, this policy sets out steps that the Organisation is taking in order to tackle the coronavirus outbreak, alongside expectations that are placed upon you.

For the safety of yourself and others in the workplace, this policy must be followed at all times.

1.2 INFECTION CONTROL MEASURES

We strongly encourage you to follow guidelines from the World Health Organisation on infection control, both whilst at work and in your daily life. These include:

- frequently cleaning your hands by using alcohol-based hand sanitiser or soap and water
- when coughing and sneezing, covering your mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing your hands, and
- avoiding close contact with anyone who has fever and cough.

1.3 CORONAVIRUS DIAGNOSIS OR EXPOSURE

i) If you contract the virus

If you begin to display symptoms of the virus, you must follow Government guidance to find out what to do next. You must seek medical attention and notify your manager at the earliest opportunity.

In order to protect your fellow colleagues, you are required to remain absent from the workplace on personal leave and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to returning to the workplace.

ii) If you have contact with a confirmed case of the coronavirus

If you have been in contact with someone who has a confirmed case of the coronavirus, you are required to notify management immediately.

In order to protect your fellow colleagues, we ask you to seek medical attention and remain absent from the workplace on personal leave and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to returning to the workplace.

iii) If you have contact with a suspected case of the coronavirus

If you have been in contact with someone who has a suspected case of the coronavirus, you are required to notify management immediately.

Even if you are not displaying any symptoms, we may take the decision to send you home and require you not to attend work as a safety precaution.

1.4 Self-isolation

You must not attend the workplace during any self-isolation period that the Government requires you to undertake.

If you are unwell during this self-isolation period, you should follow the usual sickness procedure to notify the Organisation that you require personal leave and obtain a medical certificate in support of your leave. You are required to get a medical clearance from your doctor prior to returning to the workplace.

If you are well during this period of isolation, the Organisation will consider any available type of leave that may be taken to cover the absence.

If there are no forms of accrued paid leave available, the absence will be unpaid.

1.5 INTERNATIONAL TRAVEL

It is important for any employee considering international travel to keep up to date on the advice of the Australian Government Department of Health in relation to this.

i) If you have planned international travel

The Organisation accepts that you may have plans to travel in the near future, including pre-booked and paid for holidays. Certain countries have been identified as having been severely affected by the virus and we would therefore ask that you consider, for your own health, whether travelling to these areas is the best thing to do. If a decision is made to travel, we ask that you let your manager know of the countries to be visited so that your return can be managed appropriately.

We also ask that you keep yourself up to date with Government guidance on self-isolation upon return from international travel, and bear in mind that this guidance can change on a daily basis. You should also familiarise yourself with the health and safety recommendations for the country which you are visiting. This could include staying away from farms, touching animals, etc.

Note that if you are planning, or have already planned, international travel, you should factor any known self-isolation period into your approved leave period. The Organisation expects that you will return to work on the agreed date.

If you would like to cancel any pre-booked annual leave, you should discuss this with your manager.

ii) If you undertake international travel

You are required to notify your manager if you travel to, or transit through, any country other than Australia.

Upon returning from such travel, you are required to follow any Government advice to self-isolate and remain absent from the workplace.

Prior to returning to work, you are required to provide the Organisation with evidence that you have served any self-isolation period required by the Government. Evidence should be in the form of a copy of your flight itinerary for your flight into Australia, that is dated at least 15 days prior to your first day back at work.

Where a requirement to self-isolate is known in advance of travel, it is expected that this will be factored into your agreed leave period. Where you fail to factor this in, and as a result are unable to return to work on the agreed date, your continuing absence will be considered unauthorised and may result in disciplinary action, up to and including dismissal.

Where circumstances outside of your control mean you cannot return to work on the agreed date, you are required to immediately notify the Organisation.

iii) If you come into contact with someone who has travelled internationally

If you come into close contact with someone who has travelled internationally, you can continue to attend work unless Government guidance dictates otherwise.

1.6 THE CONTINUATION OF BUSINESS OPERATIONS

i) Attendance at work

It is our expectation that you attend work as normal during this time, unless:

- you are on a period of authorised leave (personal, annual or long service)
- you are not attending work due to a Government mandated self-isolation period
- you are not attending work under our specific instruction, or
- there is a safety reason why you cannot be at work that has been discussed and agreed with your manager.

ii) Temporary business closure

As time progresses, it may become necessary for the business to temporarily reduce or cease operations, for example if someone in the workplace is diagnosed with coronavirus.

The Organisation will do everything possible to continue operating in these circumstances, however ultimately will take the action that is necessary to comply with Government advice and ensure safety within the workplace.

In the unlikely scenario of a shutdown, we may have no choice but to place you on an unpaid stand down. For clarity, this will



only occur under specific circumstances in line with the Fair Work Act 2009, and all alternatives will be considered prior to taking this step.

iii) Working from another location

The Organisation will take all available steps to maintain normal business operations.

To maintain normal business operations, it may be necessary for us to require you to work from an alternative work location if, for example, instructions from a third party mean that entry into our current workplace is not permitted. Your flexibility in this regard will be required.

iv) Harassment/bullying

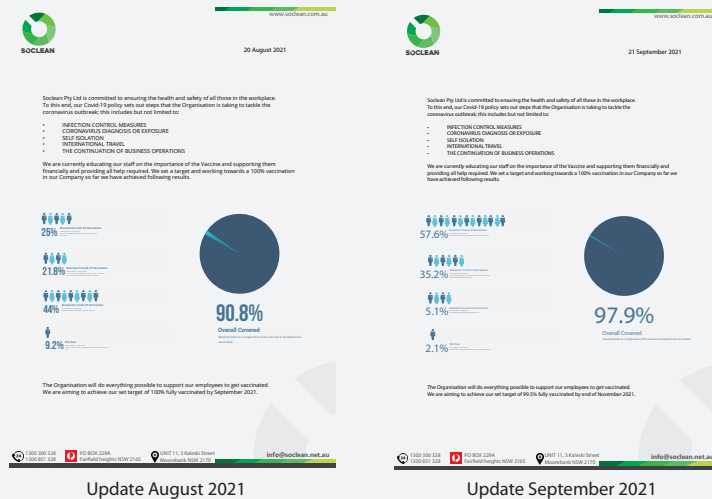
We operate a zero tolerance policy to all forms of harassment and bullying in the workplace. We will not tolerate any unacceptable behaviour to colleagues, suppliers, members of the public etc. Any complaints of this nature will be investigated in line with our usual policy and may result in disciplinary action, up to and including dismissal.

Steve Gill | Operations Manager | 17 March 2020

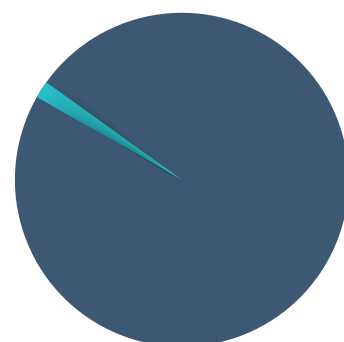
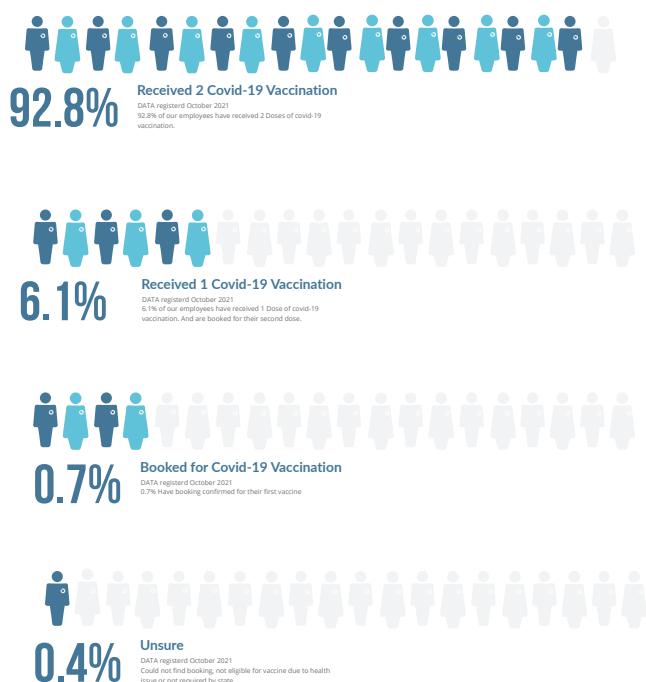
Soclean Pty Ltd is committed to ensuring the health and safety of all those in the workplace. To this end, our Covid-19 policy sets out steps that the Organisation is taking to tackle the coronavirus outbreak; this includes but not limited to:

- INFECTION CONTROL MEASURES
- CORONAVIRUS DIAGNOSIS OR EXPOSURE
- SELF ISOLATION
- INTERNATIONAL TRAVEL
- THE CONTINUATION OF BUSINESS OPERATIONS

We are educating our staff on the importance of the Vaccine and supporting them financially and providing all help required. We set a target and working towards a 100% vaccination in our Company so far we have achieved following results.



NSW Greater Sydney	100%
NSW Regional	99.4%
VIC	99.8%
QLD	98.3%
ACT	100%
WA	100%



99.6%

Overall Covered

Received both or a single dose of the vaccine or booked to be vaccinated