

Policy: Covid-19 Safe Working Environment

1.1. Scope

This policy applies to A3D Operations and Aurora Labs Ltd employees whose primary place of work is 41-43 Wittenberg Drive, Canning Vale.

At Aurora we conduct our business according to the highest standards of safety when dealing with all clients, employees, and external stakeholders. We take our obligations seriously and comply with all Health and Safety regulations and require all employees to do the same.

This Policy aims to provide clarity and guidance to employees about the expectations placed upon them when affected by Covid or any other contagious illness. The information provided below will help you to operate in a safe way that protects other employees and the business' operations.

All elements of this policy adhere to Australian Government workplace and health advice. If Government advice changes prior to this document being updated, the Government rules and mandates usurp this policy.

1.2. Policy

WA Health Directive

From Friday 14 October, COVID-19 mandatory isolation requirements will be removed.

With effect from 9 September 2022, mask rules have eased on all public and passenger transport, including trains, buses, rideshare services, taxis and domestic air travel. Mask wearing continues to be required in high-risk settings such as hospitals, healthcare settings, facilities for corrective services, residential aged care and disability service. Western Australians are encouraged to wear a mask in crowded indoor spaces and where physical distancing is not possible, to help protect vulnerable members of the community.

There is an increase of COVID-19 cases and new subvariants in the WA community, meaning there are more chances of infection and reinfection is now more likely for people who have had COVID-19. All Western Australians are strongly encouraged to stay home if unwell. It's important to understand what testing and isolation rules you must follow if you have COVID-19 or are a close contact. Following these guidelines will help you know what to do to keep yourself and others in the community safe.

To get more information, please refer to the following Government link:

[WA Gov Covid Advice](#)

The nature of Aurora's business requires a high degree of health and safety measures being consistently applied.

In line with Government advice, the business no longer requires you to wear a mask, unless you have symptoms such as a frequent cough, sore throat, shortness of breath, runny nose or blocked nose. If you are experiencing those or similar symptoms, please wear your mask again to protect the health and safety of your colleagues and customers.

If you have been diagnosed with Covid or another similar cold or flu contagious illness, we require you to continue the practice of staying away from the workplace until you are well. You should report your absence to your manager normally.

If you have minor symptoms such as sneezing, a slight irregular cough, cold/flu symptoms that are non-impactful to your abilities and allow you to feel fit for work, Aurora encourages the sensible use of working from home under daily review with your supervisor. This will assist in keeping viruses away from the greater population of the office. Please contact your supervisor in this instance.

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Mask Wearing:

If you are required to wear a mask on Aurora's premises to assist in limiting the transmission of viruses, please choose a P2, N95 or KN94 or cloth mask. Masks need to be changed daily, and either a new disposable mask worn, or a cloth mask washed at high temperature.

Physical Distancing:

Employees to maintain 1.5 metres between one another while at workstations and around the workplace

Capacity of meeting rooms, lunchrooms and other public spaces limited to accommodate distancing arrangements. Lunchroom use should be staggered where possible to encourage adherence to physical distancing. Arrange and promote contactless deliveries where possible. In person meetings are to be conducted in well-ventilated areas.

Handwashing and Hygiene:

Hand wash, sanitiser and instructions for handwashing is readily available for employees and visitors. Limited interpersonal contact, e.g. no shaking hands or touching objects unless necessary continues to be good practice.

Cleaning and Environment:

Employees should clean personal property and frequently touched items in the workplace with disinfectant wipes or sanitising spray on a regular basis. Wiping surfaces like computer keyboards, coffee machine knobs and kettles with appropriate disinfectant after use.

Use of items such as cutlery, cups, dishes should be cleaned and dried directly after use. Items should not be left in the sink or drainer. Items should be washed in hot water.

Ventilate workspaces frequently by opening windows and doors if needed.

Contact your manager for cleaning supplies if needed.

Communication and Education:

Clear instructions will be provided to employees when guidelines or advise is changed or implemented

Regular communication and consultation from management with employees regarding the Company's Covid-19 response will be communicated through toolbox talks or staff general meetings.

Work From Home:

A3D remains ready and able to allow employees to work from home as dictated by individual needs and the global and local situation. Arrangements can be made on an individual basis between employees and their manager.

It is the employee's responsibility to ensure they monitor for IT needs, equipment, furniture or supplies that may be required to keep their home-based workstation viable at short notice

Leave available to employees for covid or other flu/cold illnesses will be available to employees only through their current personal leave balance.

As quarantine mandates are no longer a requirement by the government, the pandemic leave Covid-19 leave entitlement will cease be available to staff as from 24th October 2022.

We will continue to monitor government guidelines and update our practices and policies accordingly.

Covid Policy Statement of Understanding

I, (full name) _____ of
(residential address) _____,

acknowledge and declare that I have read, understood, and agree to the attached Aurora Labs Covid-19 Safe Working Environment Policy outlined in this document and have been provided a reasonable time within which to seek clarification.

I am aware that it is my responsibility to be familiar with and adhere to this Policy at all times.

I understand that breaching this Policy may result in disciplinary action being taken by the Company.

If I observe others breaching this Policy, I will take responsibility to address it directly or to report it immediately.

Signature: _____ Date: _____

Version No.	Revision Date	Prepared By	Approval Date	Approver Initials
003	13 Oct 2022	Rebekah Letheby	24 Oct 2022	Peter Snowsill