

Date: 18th May 2020

Re: **Covid-19 Return to Work Policy – IRSO Recruitment**

As you would be most aware, IRSO Recruitment has introduced our Covid-19 safe return to work for all employees. This includes any employees or visitors on your site.

During COVID-19 all employees have a duty to maintain a safe and healthy environment to ensure the work environment does not put workers and others at risk of contracting COVID-19, this can be maintained by cleaning the workplace regularly and thoroughly, restructuring the layout of the workplace to allow for physical distancing and when possible limiting the number of people onsite at any given time.

When returning to work all members onsite need to ensure they are practicing physical distancing measures of 1.5metres, good hygiene is in practice by thoroughly washing hands for 30 seconds/ sneezing into your elbow. IRSO Recruitment request that if you are sick to stay home and seek medical advice immediately to stop/ minimise and ensure you are not carrying or spreading COVID-19.

Additional steps can be taken to prevent the spread of COVID-19 such as daily screening questions as workers enter site these can include questions such as:

- Are you experiencing cold or flu like symptoms?
- Have you had a high temperature?
- Have you been in contact with anyone that is confirmed to have COVID-19?
- Have you returned from overseas in the past 14 days?

If the answer is yes to any of the above questions, the worker should not be allowed entry to the workplace and should be directed to return home and seek medical advice.

This may include self-isolation for 14 days as per government guidelines before returning to work.

We ask if you are unable to attend work due to feeling ill please notify IRSO Recruitment at (Email) westsyd@irso.com.au or on (Phone) 02 96211838.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C Nichol'.

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