

Version 8: Date Effective 9:00am Monday 12 September 2022

Business SA COVID-19 Policy

Guiding Principles

As an employer, Business SA has a clear obligation and duty of care under the Work Health Safety Act to provide our team members and external stakeholders (including clients, visitors, suppliers, tenants and service providers) with a safe work environment.

Whilst we respect that vaccination is an individual's choice, evidence shows that getting up-to-date vaccinations against COVID-19 is the best way to protect yourself. Accordingly, we continue to encourage team members to consider getting up-to-date vaccinations against COVID-19.

As South Australia has passed its peak of Winter and COVID-19 cases continue to decrease and there has been a reduction in the number of days positive COVID-19 cases are required to isolate, it is timely for Business SA to review its COVID-19 Policy. Business SA has now determined that the policy implemented on 23 November 2021, revised on 23 February 2022, 19 April 2022, 2 May 2022, 18 July 2022 and 10 August 2022 will be replaced.

These arrangements will be implemented effective from 9:00am on Monday 12 September 2022.

Business SA requirements of Team Members and External Stakeholders (includes Clients, Visitors, Suppliers, Tenants, and Service Providers)

1. Throughout the COVID-19 pandemic, Business SA has focused on ensuring the health and safety of our team members and its external stakeholders and has continuously reviewed the control measures that have been implemented in respect of managing the risks of COVID-19 in the workplace. We have also considered the evolving nature of the pandemic and importantly the views of our workforce.
2. Business SA will continue to support team members who have compromised immune systems to work from home.
3. Team members who are concerned about being in the workplace on medical and/or work health and safety grounds are encouraged to have a discussion with their Manager to discuss alternative working arrangements. Wherever practicable to do so, Business SA will support flexible workplace arrangements in these circumstances.

Testing for COVID-19

1. PCR testing is the gold standard for detecting COVID-19 in the community. Team Members should get a PCR test as soon as possible if they have any COVID-19 symptoms (symptoms associated with COVID-19 which can include fever (a temperature of 37.5°C or higher) or chills, cough, loss of taste or smell, sore throat, tiredness (fatigue), runny or blocked nose, shortness of breath (difficulty breathing), nausea, vomiting or diarrhea, headache, muscle or joint pain, loss of appetite) even if mild.
2. Team members also need to get a PCR test if they have COVID-19 symptoms and test negative on a rapid antigen test (RAT).

Close Contacts of COVID-19 Positive Case

1. Team members who are close contacts of a COVID-19 positive case are required to follow the advice of SA Health.
2. If you are a close contact returning to the workplace you must wear a mask when you leave the house for seven days after your exposure date. Your exposure date is:
 - the date you were last in contact with a COVID-19 case
 - if you are a household member of a COVID-19 case, the date the COVID-19 case first tested positive to COVID-19.
3. Team members that are a close contact and/or undertaking testing for COVID-19 (PCR or RAT testing) must immediately notify their Manager and Megan Kloeden, Manager Human Resources.
4. If you are a close contact with no COVID-19 symptoms, you must use 5 rapid antigen tests over the 7 days after your exposure date. You must leave at least 24 hours between tests and complete a test on day 7.
5. It is important to note that if you have previously tested positive to COVID-19, you will not be considered a close contact for 28 days (reduced from 12 weeks) after your release from isolation.
6. After 28 days, you will be considered a close contact if you are re-exposed to COVID-19 and meet the close contact definition. You will need to follow the SA Health close contact guidelines.

Positive COVID-19 Team Members

1. Any team member that tests positive to COVID-19 (PCR or RAT testing) must immediately notify their Manager and Megan Kloeden, General Manager Human Resources.
2. Positive COVID-19 team members must:
 - isolate for five days after they have had their positive COVID-19 PCR test taken or tested positive using a RAT

- only leave isolation after five days if they do not have acute symptoms, including a sore throat, runny nose, cough, or shortness of breath etc.
 - note when calculating the five-day isolation period, the date the positive test is taken is day 0.
3. Team members who have symptoms including a sore throat, runny nose, cough, or shortness of breath in the last 24 hours of your isolation, please stay in isolation until 24 hours after your symptoms have resolved.
 4. Team members who have contracted COVID-19 are reminded that on days six to seven after finishing isolation:
 - you must wear a single use surgical mask whenever you are not at your usual place of residence
 - not visit a high-risk settings (aged care, hospitals, disability care, correctional services)
 5. On days 8 to 10 it is strongly recommended that team members wear a single use surgical mask whenever you are not at your usual place of residence. Team members should continue to follow this advice up to day 14 if you have a weakened immune system.
 6. Team members are reminded that SA Health has communicated that re-infection with COVID-19 may occur as early as 28 days after previously contracting COVID-19. This means that immunity time for COVID-19 has reduced from the previously determined period of 12 weeks to 28 days it is therefore important that the above precautions are taken.

Hygiene Protocols

1. All team members and external stakeholders at Level 1, 136 Greenhill Road, Unley or any Business SA event held off-site are strongly encouraged to wear masks where they are unable to social distance or deem it appropriate due to the length of time you may be confined indoors (ie: greater than four hours in a meeting room).
2. Importantly, although it is no longer mandated for team members and external stakeholders of Level 1, 136 Greenhill Road Unley to wear a mask, we must respect individual choice when it comes to wearing masks. You can reduce the risk of getting COVID-19 or passing it on to others by:
 - washing your hands, particularly after going to the toilet or handling used tissues
 - wiping down frequently touched surfaces
 - covering your coughs and sneezes with a tissue
 - maintaining appropriate social distancing where possible

3. It is also important to avoid touching your eyes, nose and mouth, or handling food, until you have washed your hands. Avoid contact with others if you are sick and if others are sick, keep your distance as much as possible.
4. Team members will note hygiene measures being implemented in the workplace including, antibacterial wipes, ample signage, provision of masks, hand sanitizers etc.

Periodic review of Business SA's COVID-19 Policy

Given the dynamic nature of the COVID-19 pandemic and evolving circumstances, this Policy will be regularly reviewed by the COVID-19 Taskforce.

Notification of COVID-19 to SafeWorkSA

Business SA is cognisant of its reporting requirements and will notify SafeWorkSA of a case of COVID19 virus if it can be reliably attributed to workplace exposure, and either:

- the person is required to have treatment as an in-patient in hospital or
- death.

Contacts

If you have any queries regarding this Policy in the first instance, please contact;

- Elisa Pecorelli, General Manager, Programs and Consulting and COVID-19 Taskforce Chair on 8300 0059 or at elisap@business-sa.com
- Megan Kloeden, General Manager, Human Resources on 8300 0014 or at megan.kloeden@business-sa.com