

# **CORONAVIRUS (COVID-19) WORKPLACE POLICY**

**[NAME] (ABN ## ### ### ###) ("Employer")**

**Effective Date: [DATE]**

## **(1) INTRODUCTION**

*Our first priority is the health and wellbeing of our staff and of those around us. This is particularly relevant in the time of the Coronavirus Pandemic (COVID-19).*

*In addition to any other workplace policies which we may have implemented, and in addition to any obligations which we may have under applicable workplace health and safety laws or regulations, we are implementing this Coronavirus (COVID-19) Workplace Policy (this "Policy"), in order to address the effects of the Coronavirus in the workplace.*

*Throughout this Policy we may refer to **[NAME] (ABN ## ### ### ###)** as the "Employer" or using terms such as "us", "we" or "our".*

*This Policy is intended to serve as a guide and does not create any contractual obligation on any party.*

*The Employer reserves the right to modify the policies, procedures and other provisions contained in this Policy.*

## **(2) SCOPE**

(a) This Policy applies to all employees of the Employer ("Employees").

(b) All Employees are expected to familiarise themselves with this Policy and to comply with it.

## **(3) DURATION**

This Policy will remain in effect until such time as determined by us.

## **(4) WE ALL NEED TO DO OUR PART**

We all have a responsibility to do our part in tackling the Coronavirus. In order to help reduce the risk to yourselves, your coworkers, your families, and the rest of the community, please familiarise yourself with this Policy, and make sure that you and your coworkers comply with this Policy.

## **(5) COMMON SYMPTOMS OF CORONAVIRUS**

(a) The Coronavirus can affect people in a variety of ways.

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