

COMPANY PROCEDURE – CORONA VIRUS (COVID-19) SAFETY

OBJECTIVE

Ehlerth Electrical objective with the management of health & safety of Corona Virus (COVID-19) is to follow all necessary procedures to limit the spread & contamination of the virus. This procedure will evolve as government & health official warnings & guidelines are updated.

LEGISLATION

Ehlerth Electrical will be guided by all Government legislation & recommendations and adhere to requirements as they come to light.

METHOD

The following guidelines will be adhered to by all Ehlerth Electrical employees & labour hire staff:

- Any Employee of Ehlerth Electrical / casual or labour-hire worker must not report to work and inform the office immediately if they feel unwell or have been in contact with someone suspected of being unwell.
- A test must then be done from an appropriate medical department and the office informed again of the outcome.
- Any staff member with a positive result to the virus must follow all requirements from medical departments and isolate themselves for the required times.
- Medical clearance will be required before returning to work even if the virus was not contracted and has just been unwell.
- Ehlerth Electrical will advise all customer within 24 hours if a positive case in the company is found.

OUR PLAN TO HELP STOP THE SPREAD OF THE VIRUS

- We will be limiting employees where ever possible to work by themselves and not in teams or groups.
- All customers when booking jobs will be asked if anyone at the property has been unwell, has returned from overseas in the last 14 days, or has been in contact with a confirmed case of COVID-19. We will then reconfirm the day before we attend to ensure circumstances haven't changed.
- Our preference where possible is for the client to remain outside the property or site while the work is completed. This will be discussed with the client when booking in jobs to ensure they are comfortable with this procedure.
- Where this is not possible, the minimum of 1.5 metres between staff & clients will be adhered to at all times.
- Ehlerth Electrical work vehicles will be fully stocked with cleaning equipment to be used on all items we will come into contact with before performing work.
- Masks will be worn when working with a member of the public especially our elderly clients. This is both for their protection and ours. These masks will be disposed of after every job.

- Disposable gloves will be worn on all jobs and then disposed of at the completion of each job.
- The area where works are being completed will be wiped down at commencement and completion of each job. Any materials to be discarded of will be disposed of in disposable bags.
- No signatures will be required from customers upon job completion.
- Our preference if communication is needed between our clients and employees is for this to occur outside before and after work is completed.
- Work vehicles will be wiped down at the end of each day along with all tools and materials that's have been used.

The number one goal for Ehlert Electrical is to remain working in a safe, hygienic manner to ensure the ultimate health & safety of the public & our staff. We understand our service will be required throughout this pandemic and we intend to service and be available for our clients whenever we are required.