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**INFECTIOUS DISEASE MANAGEMENT POLICY:**

Sydney GutterClean & Sydney Anchor Points provide a work environment that aims to ensure the health, safety, and productivity of all employees. The threat of serious illness from contact with viruses such as COVID-19 is real and needs to be taken seriously.

**POLICY:**

The policy is that all employees must perform their duties in a manner that ensures that infectious diseases cannot be transmitted from person to person.

Please always adhere to the following hygiene and social distancing procedures while engaging in work activities on behalf of Sydney GutterClean:

- Do not attend work if you have any flu-like symptoms.
- At regular intervals throughout the day, (especially before eating and after touching common surfaces) thoroughly wash your hands with soap and water or use an alcohol-based hand sanitiser. Thorough hand washing with soap means a minimum time of 30 seconds spent doing so.
- Regularly disinfect all commonly touched surfaces on your vehicle including the door handles, steering wheel, gear shift lever, handbrake lever and all media and other control panels.
- Regularly disinfect all hand tools, including your mobile phone using an alcohol-based sanitiser.
- Avoid sharing hand tools and handling other people's mobile phones.
- Always maintain a Social Distancing Parameter of 3 metres between you and all other staff, customers and members of the public to avoid contamination via airborne fluid droplets.
- Under no circumstances should you engage in shaking hands and/or embracing.
- Do not enter any site buildings except for common area stairwells where necessary.
- Any required onsite sign-ins/inductions must be done electronically (online/email/SMS).
- Masks are to be worn when on ground level at all aged care facilities and hospitals.

Regards,

A handwritten signature in black ink, appearing to read "M. Thomas".

**Matthew Thomas**

**Sydney GutterClean & Sydney Anchor Points**