



Business Relocation Services – COVID -19 Health and Safety Policy

Business Relocation Services is concerned with the Health and Safety of all staff members and clients. We are striving to minimise risk and impact of the COVID-19 virus by mitigating and controlling the situation as much as possible. Currently we are capable to meet and service our clients, projects and will continue to deliver as usual with operational adjustments to maintain our social responsibilities.

Business Relocation Services is taking a pro-active approach by following all government and governing bodies response and advice regarding COVID-19.

Current policy actions implemented;

- **Cold & Flu Symptoms Policy** – our staff have been informed that no staff member is to attend work if experiencing any cold or flu like symptoms.
 - o This extends to management sending staff home who present to work with obvious cold/flu like symptoms
- **Wash Hands Policy** – We have advised our staff at our tool box meeting to increase hand washing + at a minimum wash hands at our depot before commencing a shift.
 - o Further to this we have provided sterilized gloves as an option for our staff
- **Customer Survey Policy** – prior to attending site our management will be sending through a COVID-19 pre-work survey. This survey is to be completed and returned to our staff prior to Business Relocation Services attending site. The survey is extensive and attempts to reduce the risk of exposing our staff to COVID-19.
 - o If a risk is identified during the survey we will work with client to re-schedule or to ensure we can complete safely
- **COVID-19 Exposure Policy** – All staff are required to report any exposure or potential exposure to COVID-19.
 - o Any confirmed cases or exposure will require isolation from work + medical clearance to return to work
 - o This extends to all our staff complying to mandatory 14-day isolation following any overseas travel.

Business Relocation Services will continue to monitor the COVID-19 government and governing bodies advice. We will update our policy as appropriate.

If you have any concerns or questions regarding our approach or policy please do not hesitate to contact us.

Please phone the office on 1300 929 440 or email reception@businessrelocationservices.com.au

Your sincerely

A.S Hansford
Director