

Coronavirus Pandemic Plan

Please visit the Australian Government Department of Health website for the latest information on the virus, including requirements and conditions for quarantine periods.

<https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>

Menzies International [Aust] Pty Ltd [Menzies] is actively monitoring these fastmoving developments and will do whatever is necessary to protect employees.

Menzies has developed a Pandemic plan in accordance with our Emergency Plan [attached].

As Menzies employs two cohorts of employees being a) office based / professional employees and b) cleaning staff engaged by the Cleaning Services Award who are not office bound, our plan addresses both of these cohort of employees as they both have very unique positions which must be adhered to.

This is a high-level summary of Menzies' Pandemic Plan encompassing three threat levels, one is immediate, level 2 and 3 are in no particular order, as either could happen first:

Level 1 – Effective Immediately

- If any employee has travelled internationally, they will not be allowed to attend the workplace for 14 days.
 - If this is an office bound employee, they can either request to work from home in which case, where practicable, they will be provided with tools of the trade i.e. laptop, mobile phone or they can access either paid leave or Leave Without Pay.
 - If this is a cleaning team member, the team member can make a request to stay at home for the 14 days on either paid or unpaid leave OR
 - If the manager of the cleaning employee seeks to have this employee not attend the workplace, a specific process must be followed, as under the Cleaning Services Award and Fair Work Act, regardless of the Coronavirus, we cannot direct an employee to stay at home unless we pay them as normal time earnings for this period, in this situation we are to follow the below process
 - Should the manager of a cleaning team member become aware that an employee has travelled internationally, you are to contact Greg Springall, COO, via email at gregspringall@menziesgroup.com.au who will provide you with a letter to provide to the employee advising them that they are required to seek medical clearance from their nominated treating doctor. During this period, the employee will not attend the workplace, Greg Springall will take you through the nuances of this process if / when this becomes a matter for your attention
- Stay home if you are sick; regardless of whether you have symptoms matching the coronavirus or not. The same rule applies regardless whether you are an office bound employee or cleaning staff member.

- Management within the Group will be supporting this message by influencing staff who are displaying symptoms of being sick to stay home.
 - Menzies will be allowing staff to access their sick leave [with evidence under our Leave Management policy] or in the event an employee does not have any personal/careers leave, Menzies will allow the employee to access either their Annual Leave, Long Service Leave and/or Leave Without Pay
 - In the event an employee of Menzies is quarantined, we will allow that employee to access either paid or unpaid leave up to a period of 2 months after which time the case will be reviewed regarding next steps
 - All Menzies offices will have ordered sufficient hand sanitizer and alcohol wipes, where practicable to assist with the containment of this matter

Level 2 – Colleague / Client infection

- In the event a colleague who has been in the office is confirmed as contracting the virus, we will likely be advised by an applicable health / government body and we will follow their instructions;
- Likely response will be:
 - Issue all staff with a face mask and hand sanitizer (if available) and instruct them to go home immediately and self-quarantine;
 - Continue to work from home until instructed to return;
- If the employee is a cleaning staff member, the team member is to be immediately sent home on full pay and Greg Springall, COO is to be advised who will walk you through the appropriate next steps and communication, please ensure that you obtain their email and phone number so communication can be maintained
- In the event a client worksite closes as a result of the pandemic, please escalate this to Greg Springall immediately where the following actions will be initially considered before a concise plan is to be put into action:
 - Under clause 29.6 Annual close-down provision of the Cleaning Services Award we are able to direct employees to take annual leave and where they have no annual leave available, this can be Leave Without Pay, however one months' notice is required to be provided.
 - Menzies will seek legal advice about putting staff on notice [now] that in the event the client worksite is closed down as a result of the Coronavirus that the forewarning would suffice as notice under clause 29.6 having been served.

'Where the client of an employer in the contract cleaning industry intends temporarily to close or reduce to a nucleus the establishment or a section thereof for the purposes of allowing annual leave to that client employer's employees the following provisions may apply:

***(a)** The employer may give in writing to such employees one month's notice (or in the case of an employee engaged after the giving of such notice, on engagement) of their*

intention to apply the provisions of this clause.

[29.6(b) substituted by PR547129 ppc 24Jan14]

(b) Where an employee has been given notice pursuant to clause 29.6(a) and the employee has:

(i) accrued sufficient annual leave to cover the full period of closing, the employee must take paid annual leave for the full period of closing;

(ii) insufficient accrued annual leave to cover the full period of closing, the employee must take paid annual leave to the full amount accrued and leave without pay for the remaining period of the closing; or

(iii) no accrued annual leave, the employee must take leave without pay for the full period of closing.

[29.6(c) substituted by PR547129 ppc 24Jan14]

(c) Where practicable an employee with insufficient or no accrued annual leave will be employed at another of the employer's sites for the period that would otherwise be a period of leave without pay.

[29.6(d) deleted by PR547129 ppc 24Jan14]

[29.6(e) renumbered as 29.6(d) by PR547129 ppc 24Jan14]

(d) The close-down period will be limited to four weeks, plus any public holidays that fall during the period of the close down.

[29.6(f) renumbered as 29.6(e) and substituted by PR547129 ppc 24Jan14]

(e) Public holidays that fall within the period of close-down will be paid as provided for in this award and will not count as a day of annual leave or leave without pay.

[29.6(g) renumbered as 29.6(f) by PR547129 ppc 24Jan14]

*(f) In this clause **date of closing** in relation to each employee means the first day of the employee's annual leave pursuant to this clause*

Level 3 – Government confirmation that the Pandemic has reached Australia

- In the event the Government confirms that the virus has spread to Australia and is spreading within the country, we will follow the advice given;
- We will continue to review the situation; likely company response will be:

- Communicate to all staff that we will continue operations from home to restrict exposure during travel to the office and potential infection;
- Continue to work from home until instructed to return;
- For cleaning staff, depending on the length of time the workplace is inoperable, discussions with the client will need to take place to understand the specific nature of the contractual terms
- These discussions will be held by the Client representative and Greg Springall, COO
- Until a decision can be made regarding the client and our staff, they would remain on paid leave unless otherwise specified.

If you would like any additional information, please contact Greg Springall on gregspringall@menziesgroup.com.au or 0431 012 735.

Menzies will continue to keep you updated as we find out additional information.