

**■ Info Sheet for: Advisory COVID-19 Plan (Subjected to change)**

**1. INTRODUCTION**

The intent of this Plan is not to alarm anyone or cause panic. This is a plan in the event of an employee being diagnosed with COVID-19 and LSM Technologies Office (s) need to close and where applicable the LSM Employees can work from Home.

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a Public Health Emergency of International Concern. The disease has the potential to drive significant business and operational impact on us as employees of LSM Technologies Pty Ltd. It is critical that we have a clear plan and lines of communications with you as our employees, as well as clients and third-party entities.

**2. HOW DOES CORONAVIRUS SPREAD?**

The virus is most likely spread through:

- Close contact with an infectious person.
- Contact with droplets from an infected person’s cough or sneeze; or
- Touching objects or surfaces (like doorknobs or tables) that have cough or sneeze droplets from an infected person, and then touching your mouth and / or face.

The following is LSM Technologies guidelines in the case that you, as an employee, suspect you may have COVID-19, or that a family member, a household member or anyone you have been in contact with has become infected with COVID-19.

**3. WHAT ARE THE SYMPTOMS OF CORONAVIRUS?**

The symptoms of Coronavirus include:

1. Fever
2. Cough
3. Shortness of breath
4. Breathing difficulties

**4. WHAT IF I SUSPECT I MAY HAVE THE SYMPTOMS OF CORONAVIRUS?**

- We need to take every precaution to not spread a possible case of COVID-19.
- It is important that you stay away from work if you have only mild symptoms or have had to take simple medications (e.g. paracetamol) which may mask the symptoms.
- If you have symptoms and suspect you may have COVID-19 , see you nearest emergency hospital or Medical Testing Centre or call your local GP, to assess if you need to be tested for COVID-19.

**5. WHAT HYGIENE PRACTICES DOES LSM TECHNOLOGIES IMPLEMENT IN OUR WORKPLACE TO REDUCE THE RISK OF INFECTION?**

Practising good hand and sneeze/ cough hygiene is the best defence against most viruses, including Coronavirus. To encourage this, LSM Technologies provides:

- Adequate hand soap, hand sanitisers, disposable paper towels, tissues and face masks (where needed) will be available for employees / visitors;
- Encourage all employees to wash their hands regularly throughout the day – before and after eating, before and after contact with other people, after coughing or sneezing, after going to the toilet, as they enter work/ home, and after being in public places or on public transport) etc
- Remind Employees to cough, sneeze into a tissue and dispose of this in the bin, and then wash hands. Alternatively, they should sneeze / cough into their elbow.

Please note that: LSM Technologies has made every endeavour to ensure that this documents is correct and upto date without error or omission, however it reserves the right to change its Policies and Procedures from time to time, without notice and at its sole discretion

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- Limit face-to-face contact with customers e.g. Offering alternative Customer services such as Teleconferencing.
- Following Government Guidelines on “close contact” and “social distancing” guidelines.

**6. WHAT DOES THE GOVERNMENT DEFINE AS ‘CLOSE CONTACT’?:**

*“Close Contact” occurs where someone has been “face-to-face” for at least 15 minutes or been in the same closed space for at least 2 x hours, as someone who has tested positive for COVID—19 , when that person was infectious.*

**7. AN LSM TECHNOLOGIES EMPLOYEE WILL BE DIRECTED TO SELF-ISOLATE (EVEN IF NOT SICK) AS PER CURRENT GOVERNMENT DIRECTIONS IF:**

- a. You have been in a high-risk country prior to midnight on 15th March.
- b. You have arrived in Australia from midnight 15th March; or
- c. You have been in “close contact” with a person testing positive to the Coronavirus.  
(Refer to Previous Section 4- Government definition for (“Close Contact”).
- d. If you develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more) you are to stay at home and self-isolate. This means avoiding close contact (one metre or nearer) with other people, including family members.

**8. WHAT IF I AM DIAGNOSED WITH COVID-19?**

- a. Inform LSM Technologies, Management immediately, and you are not to attend work.
- b. Follow all medical advice to recover from your infection, follow isolation period (14 days) and Govt Guidelines.
- c. You can access your Personal (Sick) Leave during this period – the same way that you would for any other illness or injury.
- d. In the event of insufficient Personal Leave, then your Holiday Leave is available.
- e. LSM Technologies will work with all Employees to ensure that Leave / Support is available.
- f. You will need to seek medical clearance that states you are okay to be at work before you can attend work again. This clearance needs to be provided to Management.

**9. IN THE EVENT AN LSM EMPLOYEE IS DIAGNOSED WITH COVID-19 – WHAT WILL HAPPEN WITH OTHER EMPLOYEES / OFFICES?**

- a. All LSM Employees will be notified immediately of the positive result of the other Staff Member.
- b. Depending on where the Employee with the positive COVID-19 result is located, either LSM Technologies Head Office (Brisbane) or the Home Office locations in either Sydney or Perth, will be closed for a minimum of 14 days.
- c. For those LSM Employees, working in close contact to the employee with a positive result, then LSM Technologies will pay for testing for COVID-19.
- d. If possible, every employee will work-from-home (where applicable). Each employee will be paid accordingly as per normal work hours.
- e. Every employee is to monitor themselves for COVID-19 symptoms for 14 days and take their temperature twice a day.
- f. For the LSM Employee who has tested positive, we ask you to submit a list of anyone you have had contact with in the past 14 days at LSM Technologies Head Office or your office location, (clients, suppliers, friends etc).

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- g. Please notify anyone in your personal life that your work has had a case of COVID-19. Anyone you have had contact with should also self-isolate themselves and monitor themselves for symptoms.
- h. If you have symptoms, refer to sections (3 and 4) above in LSM Technologies "Advisory COVID-19 Plan", as well as follow the Government Guidelines.

**10. WHAT IF AN LSM EMPLOYEE NEEDS TO LOOK AFTER A FAMILY MEMBER WHO IS SICK WITH CORONAVIRUS OR WHO HAS BEEN QUARANTINED?**

- a. You can use your Personal Leave to support or care for a member of your immediate family or household.
- b. You are to self-isolate and work-from-home for 14 days.
- c. You should monitor yourself for symptoms for 14 days and take your temperature.

**11. WHAT IF AN LSM EMPLOYEE'S CHILD'S SCHOOL IS CLOSED?**

If you need to be at home to care for your children if their school has closed:

- If your child is sick, follow the guidelines set out above in Section 10.
- However, if the child is not sick or showing any symptoms, then LSM Technologies will explore the option for you to work remotely during this period (and be paid as usual).

**12. WORKING-FROM-HOME GUIDELINES IN THE EVENT OF LSM TECHNOLOGIES' OFFICE LOCATION(S) BEING CLOSED**

- LSM Technologies is fortunate to have all the technology and cloud systems to support working from Home.
- Where applicable, LSM Technologies will operate "business-as-usual" from the Homes of its respective employees.
- Employees will log-on (as per Remote Access Procedures) each morning.
- LSM Technologies will continue to have your team meetings; and any 1-1 meetings as needed.
- In the event of an Employee working from home who, suspects they may have the symptoms, have been in close contact with someone with the symptoms etc or having to care for another family member etc (as above) must immediately inform Management and implement any of the above Procedures as per their situation.

**13. TIPS FOR WORKING EFFECTIVELY FROM HOME**

**a. Ensure your workspace is conducive to working**

- To be productive, you need an office environment that allows you to comfortably work and stay focused.

**b. Schedule your day**

- A structured routine helps effectively manage tasks and stay on target for deadlines
- A short planning session in the morning to map out your day can be very effective

**c. Track your Time**

- **Be aware how much time is spent working (hrs are to be as per normal daily hrs).**

**d. Stay Connected**

- It's easy to lose contact. Check in with your other LSM Technologies' team regularly throughout the day (by email or phone)

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**e. Take regular breaks and “exercise”**

- Respite from your desk is important especially when you're confined to your home.
- Please schedule regular breaks.
- Staying active can be a challenge - as per office work environment.
- Please ensure you get up from your desk and move around regularly.

**14. MESSAGE FROM LSM TECHNOLOGIES' MANAGEMENT:**

Please be assured that if you are required to take leave during this COVID-19 period, either due to illness or due to the need to care or self-isolate, and you are concerned about your leave (available hours), then please do not hesitate to contact Management.

LSM's guiding principles as we continue to move forward are:

- Keep LSM Technologies' employees safe.
- Continue to serve our customers with the highest standards.
- Do our part to slow community spread of the virus where there appear to be outbreaks, so that the most vulnerable people can get the care they need.

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