

Document Number – HRSEPOL08

Version – 1.0

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1. Policy Brief & Purpose

This policy includes the measures we are actively taking to mitigate the spread of COVID-19. You are requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This (COVID-19) company policy is susceptible to changes with the introduction of further governmental guidelines. If so, we will update you as soon as possible with any changes that will affect the working environment.

2. Scope

This COVID-19 policy applies to all our employees/contractors who physically work at our premise (s) or at client sites. When you are required to work at a client site you must comply with a similar policy/procedure which they have applied to their work environment.

3. Policy Elements

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential COVID-19 infection.

Sick Leave Arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly you can request sick leave. You should undertake a COVID-19 test (PCR) & or Rapid Antigen Test (RAT) – refer SA Health website.

If you test positive to COVID-19:

- We follow the Directions from SA Health.
- From 12.01am 14 October 2022, isolation periods for COVID-19 positive cases have ceased.

- The 5-day isolation period remains for workers in high-risk setting including, hospitals, aged care, disability care, those providing care in the home.
- SPARK Energy has an obligation to take reasonably practicable steps to ensure the health and safety of employees and others attending the workplace. It is important that an employee makes us aware if they are COVID-19 positive before attending the workplace so that we can determine how to reduce the risk of transmission of the virus to others in the workplace. Providing confirmation of your positive PCR test e.g. text message from SA Pathology/SA Health or photo evidence from a positive Rapid Antigen Test (RAT) is important.
- You must still advise SA Health if you have a positive COVID-19 diagnosis for reporting purposes and it is recommended that you wear a mask in indoor public places and on public transport.
- You can request working from home arrangements, and this will depend on if you are feeling reasonable to perform your duties.

Close contact rules:

- If you are a close contact (defined by Emergency Planning Council) please refer sahealth.sa.gov.au – **“who is a close contact”**. Updated 15/10/22.
- Monitor for symptoms. If you get sick you should get tested and stay at home until you are well.
- Advise SPARK Energy Management.
- Don’t visit people at high risk of severe illness, or anyone in a hospital, aged care, or disability care facility.
- Wear a mask when indoors and on public transport.
- Follow these guidelines for at least 7 days.

Vaccination requirements:

Any SPARK Energy worker providing services in a high risk setting as defined by the current COVID-19 legislation in South Australia must comply with vaccination requirements if working in the following settings (hospitals public and private, ambulance services, disability facilities, and in-home and community aged care).

4. Change History

Version	Author	Reviewed		Approved		Details of amendments
		Name	Date	Name	Date	
1.0	Paul Albanese			Greg Picicella	11/2022	