

**RICHARD FADER PTY LTD (trading as)
AUSTRALIAN SHIPPING SUPPLIES
TASMANIAN SHIPPING SUPPLIES
PURDON & FEATHERSTONE**

POLICY: 008

COVID-19

Scope

This policy applies to all Richard Fader Pty Ltd employees and visitors.

Responsibilities

It is the responsibility of the Directors to ensure all Richard Fader Pty Ltd personnel are aware of these requirements.

COVID-19 General Information

COVID-19 is a respiratory disease. The main symptoms are fever, aches and pains, a sore throat, a dry cough, and shortness of breath

SARS-CoV-2, the causative agent of COVID-19 is transmitted in droplets and through contacts. Droplets are transmitted in coughs and sneezes and are limited in the main to 1m from an infected person.

The virus remains viable on surfaces and therefore transmission can occur by what is known as contact route (touching or handling contaminated surfaces)

Policy

This company policy includes the measures that should be taken to minimise the spread of Covid.

Visitors to offices and office staff should wash their hands and use available hand sanitiser.

Do not attend the workplace if you have tested positive to Covid and follow Australian Government Health Department advice.

<https://www.health.gov.au/topics/covid-19/testing-positive>

Ship representatives delivering to vessels should abide by the following guidelines.

- Call or email the ship after arrival at the port to plan for delivery of pallets/orders
- Avoid personal contact with ship personnel where possible
- Wash and sanitize hands prior to and after delivery
- Sanitizer and wipes carried in vehicles



Richard Fader
Managing Director

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