
2.8 COVID-19 Policy

Our Policy outlines our response procedures and will continue to evolve based on new information and direction from the Australian and State based Departments of Health. Currently, our procedures are:

For Client Sites

Client to notify the Tagoff Office via email at admin@tagoff.com.au if a client site has experienced a confirmed positive Coronavirus COVID-19 case. This will help Tagoff to provide the most up to date advice and support needed, and to monitor any Tagoff network exposure to the virus. Tagoff Employees, Contractors and Tagoff Office staff must **NOT** attend a client site which has experienced a confirmed positive Coronavirus COVID-19 case unless:

- They will have NO CONTACT with any client workers/others exposed to the virus
- They are wearing protective gloves and eye wear that are in good condition
- They have adequate supplies and equipment to complete the tasks required on site

All Tagoff personnel will ensure no equipment, PPE or other supplies are shared between a contaminated client site and any other location.

Tagoff Personnel

All Tagoff Employees, Contractors and Office staff are required to immediately report to Mark Bastine on 0418 588 324 and via email admin@tagoff.com.au any confirmed case of Coronavirus COVID-19. Tagoff will immediately:

- Advise any Client/s where the Tagoff Personnel has worked in the last 14 days
- Infected Personnel will stop work immediately and contact their medical provider for further testing and medical advice/monitoring
- Any person who has worked with the infected person or otherwise been in close contact will be required to self-isolate according to government advice
- All equipment used by the Infected Personnel will be required to be 'Viricidal Treated' prior to using again.

We continue to monitor the situation and introduce further advice, training and measures as the situation evolves.

Signature:



Mark Bastine
Managing Director

Last Reviewed: 29.05.2020

Next Review Due Date: 29.05.2021