

Hunter Ecology

Corona Virus (COVID-19) Policy

Policy brief & purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. We follow these rules diligently, to sustain a healthy and safe workplace in this unique environment. We respond responsibly and transparently to these health precautions.

Scope

This coronavirus policy applies to Hunter Ecology staff who physically work in our office(s), from home and/or work in the field/on-site.

Policy elements

The actions we take to protect ourselves and others from a potential coronavirus infection include;

Sick leave arrangements:

- If we have cold symptoms, such as cough/sneezing/fever, or feel poorly, we request sick leave or work from home.
- If we have a positive COVID-19 diagnosis, we work from home and only after we've fully recovered do we again work in close contact with others, with a doctor's note confirming your recovery.

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Travelling/commuting measures:

- In the case of contracting COVID-19 all work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- Work travel shall only be undertaken in accordance with Government rules/regulations around COVID-19. We wear face masks wherever required.
- In-person meetings shall be done virtually where possible, especially with non-company parties (i.e., clients, government, contractors or other consultants).
- If we normally commute to the office by public transportation and do not have other alternatives, we can request to work from home as a precaution.
- If we are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we will work from home for 14 calendar days. We shall not to come into physical contact with any colleagues during this time.

General hygiene rules:

- Hunter Ecology staff are COVID-19 vaccinated.
- Wash hands after using the toilet, before eating, and if coughing/sneezing into hands (follow the 20-second hand-washing rule). We carry sanitizers with us to site, we wear masks where required and have sanitizers available at our home office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- If finding yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).

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