



# *SPEEDWELL – COVID-19 Plan*

Speedwell is committed to the health and well-being of our team and their families, our clients, partners and the wider community. As an extension of our Business Continuity Plan, we have developed this Speedwell COVID-Plan to protect the safety of people while providing the seamless delivery of exceptional services to our clients.

## **Health, Hygiene and Preventative measures against COVID-19**

Speedwell has discussed the health and economic repercussions of COVID-19 to provide our team with a broader understanding of the situation. We have implemented the Speedwell COVIDSafe Workplace Procedures in accordance with the NCCC and Safe Work Australia and distributed these to our team, suppliers and the general public. A summary of the Speedwell COVID-Safe Workplace Procedures is as follows:

- The office had a full impact pre-opening clean by providers who completed the COVID-19 Infection Control Training approved by the Federal Department of Health
- The office will continue to receive regular cleaning in accordance with these updated practices
- Desk seat spacing of 4 sqm implemented within the office workplace
- Hand sanitizer, disinfectant wipes and screen/keyboards wipes at each workstation
- Disinfectant liquid soap in all washrooms
- Clear signage instructions on correct handwashing techniques
- Approved instructional COVIDSafe signage through the office
- Social distancing rules of 1.5 m in all areas of the office workplace
- Link to the Australian Government Department of Health COVIDSafe app for those who are comfortable in utilising this service  
<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>
- Documented Speedwell COVIDSafe Workplace Procedures including:
  - Safety and Hygiene Procedures
  - Guidelines for Reporting a COVID-19 Risk in the Speedwell Workplace
  - Speedwell Response to COVID-19 Risk or Infection within the Workplace
  - Guidelines for Visitors to the Speedwell Workplace
  - Guidelines for Speedwell Team Members Visiting External Workplaces
  - Health & Quarantine Process to manage identified risk of COVID-19 Infection in the Speedwell workplace



## Remote Access Workplace IT Infrastructure

Our team have been successfully working from home through our remote access IT infrastructure during government implemented isolation directives. The inter-team communications are very effective in a remote distributed team scenario and client meetings are conducted via phone or utilisation of Microsoft Teams or Zoom.

We are prepared to continue this procedure for instances where team members are unwell, have been identified as potential or confirmed COVID-19, have been in contact with someone who recently travelled overseas or have been in contact with a potential or confirmed case of COVID-19.

We will also utilise this process for other reasons relating to our team's well-being and convenience within this COVID-19 environment.

Speedwell has the flexibility to operate at full function with either an in-house team, combined in-house and remote team or fully remote distributed team.

## Resources

We are constantly monitoring information and complying with directions from reliable sources such as:

- Australian Government Department of Health  
<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- Queensland Government – Health Department  
<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>
- Australian Dept of Prime Minister & Cabinet – NCCC (National COVID-19 Coordination Commission)  
<https://www.pmc.gov.au/nccc>
- Safe Work Australia  
<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>