

CBA COVID-19 RESPONSE PLAN

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1. Overview

CBA's COVID-19 Response Plan is considered a living document that will be periodically maintained, reviewed and updated as required and as new information becomes available.

As we learn more about the virus and its key at risk groups, and as potential treatments become available such as antiviral drugs and vaccine, we can target resources and employee interventions to most effectively protect their health and the health of those they come into contact with.

CBA will seek to remain up to date with information on the virus as published by the World Health Organisation (WHO), the Australian Government Department of Health, and directives issued by the Australian Prime Minister's office.

The COVID-19 virus is in the initial action stage and the outbreak represents a significant risk to Australia and disruptions to the workplace.

CBA will undertake strategies to minimise, monitor and investigate potential outbreaks in the workplace and with its employees and their close family members as they occur and respond promptly and effectively to minimise the impact of the virus on the workplace.

2. Communication and consultation with employees

CBA will consult with its employees to ensure that they are aware of the CBA response plan and that they fully understand that it is vital to inform management immediately of any potential contact with a person tested positive with the virus.

CBA will actively encourage sick employees to stay at home even if they have not been in contact with a person tested positive for the virus.

Any employee tested positive for the virus will not be able to attend the workplace for the duration of the virus and/or they receive a negative test result.

Any employee who has been in contact with a person tested positive for the virus will be required to self-isolate for a period no less than 14 days and produce a negative test result before being able to re-enter the workplace.

CBA will honour all employee sick leave benefits and provide flexibility for employees who need to care for sick family members during this time.

CBA will, at all times, maintain the confidentiality of the health of its employees.

3. Personal Hygiene

The CBA workplace provides employees with tissues and no-touch disposal receptacles, alcohol based hand sanitizer and encourage employees to wash their hands often.

Employees will be encouraged to sneeze or cough into supplied tissues.

Employees will be encouraged to practice social distancing.

CBA workstations allow for employees to be seated 1.5 metres apart.

4. Environmental Cleaning

CBA will perform routine environmental cleaning, above and beyond, regular cleaning practices. This will include and not be limited to cleaning with hospital grade or alcohol based cleaning agents the following:

- all door knobs and handles
- countertops, refrigerator, microwave, tapware
- meeting room surfaces
- workstation surfaces
- laptops, keyboards, monitors, mouse devices and telephones (office and mobile)
- arms of all chairs
- photocopier and surrounding surfaces

5. Action Plan Staff or related parties contract COVID-19

If a staff member, or their close family contracts COVID-19, they will immediately be unable to enter to the workplace and requested to remain at home or hospitalised as required.

If the staff member has contracted the virus they will be required to produce a negative test result before returning to the workplace.

If a family member of the staff has contracted the virus they will be required to remain at home and may work remotely for a period of no less than 14 days. They will be required to provide a negative test result before returning to the workplace.

CBA will immediately inform other staff members that they may have been exposed to the virus and they will be requested to self-isolate at home for 14 days, they will be able to work remotely during this period.

CBA will close the workplace and have the premises professionally cleaned. All staff members have the ability to work remotely and will be advised to do so for a period no less than 14 days.

6. Staffing Arrangements

CBA use the cloud based file storage Dropbox which enables all staff to access and share all our folders and files remotely. This includes files relating to certification work projects as well as safety standards, quality processes and instructions, the EESS Equipment Safety Rules, RECS Conditions, NSW Fair Trading (REAS) Conditions, ERAC Notices and other information relevant to performing their duties.

CBA have ensured that all staff are equipped with laptops and can have the ability to

perform their duties at home with little or no disruption to their daily work activities and enabling them to continue to provide services to our customers and related parties.

CBA will ensure that staff take their laptops home with them at the end of every work day in case we are required to close the workplace at short notice.

In event of a workplace shutdown daily teleconferences will be conducted to discuss work related issues and keep employees connected to their workplace.

Staff members have been cross-trained in essential functions so that the workplace is able to operate even if key staff members are sick.

CBA will ensure the integrity, confidentiality and security of all project records and information. CBA maintains weekly/monthly backups on physical drives stored at different locations.

CBA will ensure that it has at all times the administrative and technical competence and professional resources to maintain all obligations related to carrying out its activities.

CBA is committed to safeguarding the integrity of its compliance and certification activities and will make this response plan publicly available.

7. Customers

In the event of a workplace shutdown all customers with ongoing certification projects and related parties will be notified of CBA's response plan and informed that business will continue remotely as per usual.

8. Records

CBA shall evaluate and document each client and occasion for which its COVID-19 Response Plan is applied.

9. Responsibilities

CBA will notify JAS-ANZ and the relevant regulatory bodies when it had to initiate the CBA COVID-19 Response Plan.

CBA undertakes that it will comply at all times with the JAS-ANZ Rules of Certification for Electrical Product Safety Certification Scheme (EPSCS), the NSW Fair Trading (REAS) Conditions, the Queensland Electrical Safety Office (RECS) and the Electrical Equipment Safety Scheme (EESS).