

Banyan Consulting Pty Ltd Back To Office Response Plan

Banyan Consulting is committed to providing a safe workspace for our Team, Clients and all Guests.

Over the upcoming weeks, we will resume work in office and reopen to welcome clients and visitors.

We are determined to continue minimising risks whilst providing the consistent quality service as always.

Banyan Consulting will continue to operate under our internal business continuity measure to ensure that our workspaces and services will remain available. And that we will be monitoring and implementing government guidelines closely to make the necessary changes to our current operations and policies. We have completed a [Safety Plan](#) in line with NSW Government guidance and ensure all Banyan staff/ team members are trained in accordance with this Safety Plan. A copy of this Safety Plan is kept on premises in our office at Level 14, Suite 6, 99 Bathurst St Sydney NSW 2000.

To give you an idea of the measures and precautions that we are taking, we have outlined our response plan and recommended actions below.

If you have any other specific questions or concerns, please contact Banyan team at **02 9823 9888** or reception@banyanconsulting.com.au. We will be more than happy to help.

What we are doing:

The following measures are implemented in Banyan's office by reception staff as well as within our building:



Increased assessments at points of entry

- Check-in procedure including: contact details* and proof of vaccination** are to be provided by visitors
** We use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all volunteers, visitors and contractors.*
***In line with NSW Government's requirements for [COVID-19 vaccination compliance and obligations for businesses](#), There are public health orders in place that require a person to be vaccinated in certain indoor areas and public outdoor gatherings in NSW, unless an exemption applies.*

If the occupier of the premises believes that a person does not have a valid exemption, the occupier can ask the person to leave the premises. If the person refuses, the occupier of the premises can notify the police.

Our staff/ team members are required to keep record of shift information both when working in office and from home.

- Temperature scans* conducted for all staff and visitors using a TGA (Therapeutic Goods Administration) Approved Infrared Thermometer

*** Individuals with a temperature above 37.6°C will be asked to see a doctor prior to entering our office.**



Social distancing and mask wearing in the office

- Follow the government's guidance on practicing social distancing and mask wearing.



Robust hygiene and sanitation practice

- Increased cleaning rotations in hightouch points using disinfectant products that have been entered into the ARTG (Australian Register of Therapeutic Goods) with specific claims against SARS-Cov-2 (COVID 19) or COVID-19 on the product label
- Providing sanitiser dispensers in and around our office

Get tested and exclude staff, volunteers and visitors who are unwell

We request our team/ staff members to:

- all our staff/team members are double vaccinated and have proof of vaccination certificate available before returning to work from 11th October 2021.
- to get tested as soon as possible and go home to self-isolate until the test result is released if they are unwell or become a close contact of a confirmed case of COVID-19
- promptly notify us of any suspected contact with possible COVID-19 symptoms in their daily work agenda so that we can inform the building management, clients and associates to take the necessary actions to minimise any potential risks together.

We ensure that all our team/ staff members are aware of their leave entitlements if they are sick or required to self-isolate.

Responding to a confirmed case of COVID-19

In the event of a confirmed case within our Office/Team

We will follow the guidance and directions of the emergency services and promptly notify all related parties and government health authorities. In line with Australian Government advice, we require our management and staff to self-isolate if they are a confirmed case or a close contact of a confirmed case of COVID-19. All disinfecting procedure will be carried out before office reopens after isolation period.

In the event of a confirmed case of a visitor to our Office/ Building

We will implement our response plan and promptly notify all related parties and government health authorities.

We will then work with our team to follow and implement the advice from the government health authorities, which may include:

- Person(s) identified as having close contact with the confirmed case to isolate
- Evacuating and follow emergency procedures including working remotely during isolation period
- Cleaning and disinfecting all office areas before office reopens after isolation period.

If we are made aware that another resident/ business /office in our building has tested positive to COVID-19, we will inform our clients and associates with communications on the situation.

What can you do when visiting our office?

As per the advice from the Australian Government, we encourage you to maintain the following practices:

Continue to practise social distancing guidance



- Keep a physical distance within our office and building's common areas
- Reconsider non-essential business travel
- Follow the Government's advice on Working Remotely when possible

Promote and practise good hygiene and healthcare practices



- Regularly handwash
- Keep hands away from the face
- Provide and use hand sanitisers
- Have a mask handy and wear it properly when out in public and in contact with people
- Stay home if unwell
- Check your own temperature if feel unwell

Follow government advice and stay informed



- Get familiar with the symptoms of COVID-19
- Seek medical attention immediately if showing any of the viral symptoms and inform government health authorities and related community if infected.
- Stay up to date by following government and health authority advice

What cleaning/sanitation measures have been implemented in Banyan's office?

We have taken the following actions with regards to health and hygiene in our office

- Additional cleaning in high touchpoints (e.g. breakout areas, kitchenette, door handles, workstations, desk phones, PC keyboards, bathrooms)
- Provided sanitiser dispensers at our Front Desks and Meeting Rooms
- Ongoing daily cleaning service by a professional team in line with our building's standard for our office— for more information. For more information, please contact our team at **02 9823 9888** or reception@banyanconsulting.com.au

What are the cleaning measures we will take following a confirmed or suspected case?

If Banyan Consulting receives the notification of a confirmed case of COVID-19 having been present in our building or office, **any cleaning directions advised by the government health authorities will be acted upon**, together with the building management team. All areas identified as being potentially exposed will be carefully considered and cleaned on a case basis.

In the event that additional cleaning is required, Banyan Consulting's cleaning provider has the resources and supplies available to act appropriately. Additionally, they are equipped with pandemic cleaning plans and risk assessments to ensure the safety of their staff during the clean.