

## Coronavirus (COVID-19) Prevention Policy

As at 19th of March

The team at Dream Doors Kitchens are closely monitoring the outbreak of Coronavirus (COVID-19). Our team are in daily communication with each other about developments in this fast-moving situation and are following advice given from the Australian Government on preventing the spread of the disease.

We recognise that the current situation raises questions for our customers around the risk of exposure during our kitchen renovation projects. To provide you with some guidance and confidence, we have implemented the following virus exposure prevention measures into our business.

### 1. Illness and Symptoms

Any staff who show symptoms of Coronavirus or have been in direct contact with someone who has been confirmed to have Coronavirus, are required to self-isolate for 14 days and contact their GP to assess if they should be tested for the illness.

Given our team makes frequent home visits in the normal course of their duties, we ask that if anyone in your home has tested positive for Coronavirus that you please notify us immediately so we can activate our self-isolation policy.

### 2. Personal Hygiene

All staff are directed to carry hand sanitiser in their work vehicles and wash their hands thoroughly before and after a site visit. Where possible, staff will carry face masks. Please ask them if they have one available and if you would like one to be worn during a site visit.

### 3. International Travel

Our travel policies align with the current advice given by the Australian Government. Any employees returning from international travel will not be allowed to return to the workforce for the period advised by the Australian Government, currently at least 14 days.

### 4. Worksite Disinfecting

We will disinfect worksites before installation commences. Disinfectant wipes or sprays will be used in the kitchen, hallways and other rooms we intend to access, before we start every day. Furthermore, our premises, offices and showrooms will be disinfected prior to operation each morning.

### 5. Social Distancing

We will not shake hands, but will still greet you with a friendly smile. We will try to maintain a distance of 1.5m wherever possible.

### 6. Quoting Remotely

Some quotes can be performed remotely. Please advise us should you prefer a remote quote. This will be done through photos via email. Please note, any quote provided will be an estimate only, until such time as measurements can be confirmed on site.

The aim of these measures is to reduce the risk of exposure to the Coronavirus for both our customers and staff. We will update this document as new advice comes to hand so please check our website to ensure you have the most current information.

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