

Last updated: 29 October 2021

BENTON'S COVID-SAFE PLAN

During this Coronavirus (COVID-19) pandemic, the health and well-being of the Benton's Community, being Team Members, Customers and Suppliers, is our focus, ensuring we do all we can to minimize the spread of the virus.

Further to keeping our Team well informed and up to date with the constant changes, we have implemented the following throughout our network:

ACTIONS

IN STORE:

Legal Vaccination Requirement – Team Members – as 'Authorised Workers', all Team Members are required to be fully vaccinated by the 26th of November. *Please refer to the Company Memorandum issued to all Team Members on the 11th of October 2021.*

All Showrooms – as of 6:00pm on Friday the 29th of October 2021, all retail showrooms will be open to the retail public, **subject to a maximum density capacity "DQ4" (1 person per 4sqm)**. This will vary from branch to branch. Email/phone/contactless pick-up services will still be available as per normal, with contactless delivery as the preferred option.

All Trade Counters – as of 6:00pm on Friday the 29th of October 2021, all Trade Counters will be open to the trade and retail public, **subject to a maximum density capacity "DQ4" (1 person per 4sqm)**. This will vary from branch to branch. Email/phone/contactless pick-up services will still be available as per normal, with contactless delivery as the preferred option.

Contact Tracing – all Customers, Sales Reps, Benton's Sales Reps and Team Members from other Branches, MUST sign in using the QR Code, or manually, when entering our Branches across the network in case we need to warn them of potential contact they may be exposed to.

Acrylic Screens – these are in place at each workstation throughout both the Trade Counter and Showrooms, to limit the transmission of airborne particles.

Sanitizing Stations – each Trade Counter and Showroom has a dedicated sanitizing station at the entry/exit, for all Customers and Team Members to use upon entry and exit.

Cleaning – each Trade Counter and Showroom is regularly disinfected throughout the day, to ensure all shared areas are sanitized.

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Social Distancing – a minimum 1.5m distance is required to be maintained between all team members, customers, and other external parties.

Mandatory Face Coverings – as of Thursday the 15th of July 2021 and until further notice, face coverings must be worn by all Team Members, **indoors only**, at all times. *Note – masks are no longer required to be worn outside, however should be if a 1.5m social distance cannot be maintained.*

Team members must wear a **3 layered face mask, appropriately fitted**. Please refer to Government updates (<https://www.dhhs.vic.gov.au/face-masks-vic-covid-19>) regarding appropriate face masks, as bandanas and face shields are no longer considered approved coverings. **This applies to everyone unless you are affected by a relevant medical condition**, including problems with your breathing, a serious condition of the face, a disability, or a mental health condition. If this applies to you, please get in contact with Jake Blowes. Team members who can't wear a mask or an alternative face covering, will be asked to wear a badge to identify that they are exempt from wearing a mask.

Permitted Worker Permits – as of Thursday the 9th of August (for Metro Melbourne) and Saturday the 21st of August (for Regional Victoria), all Team Members must have a completed and signed copy of a Permitted Worker Permit, on hand, when travelling to, from and during work hours.

DELIVERIES:

Cleaning – all vehicles within our fleet are regularly disinfected each day. Further, all vehicles have been supplied with disinfecting solution/wipes.

Signature not required – signatures are no longer required for delivery completion. If goods are left unattended, we recommend that a photo is taken of the goods.

Two-person deliveries – social distancing protocol is enforced and maintained by Team Members for products that require a two-person delivery. Face coverings are to be worn where the need for two people in a vehicle is required.

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STEP-BY-STEP ADVICE IF YOU ARE EXPERIENCING COVID-19 LIKE SYMPTOMS

The following is a step-by-step guide to help protect yourself and others from the spread of COVID-19 in the case that you as an employee suspect you may have COVID-19, or, that a family member has become infected with COVID-19, a household member or anyone you have been in contact with. *(The following source has been accessed on the 27th of October 2021 – <https://www.coronavirus.vic.gov.au/getting-tested>).*

- If you are feeling unwell do not go to work.
- Check your symptoms - you may have COVID-19 if you have any of the following: fever, chills or sweats, cough, sore throat, shortness of breath, runny nose and loss or change in sense of smell or taste.
- Get tested at a nearby testing location if you have any of the symptoms. Return home immediately.
- Wait for your test results. Do not go to work or go out shopping, stay at home. It usually takes 2 days for your results to be returned to you. If you are worried your results are taking too long you can call a service provider for more information. Others in your house do not need to self-isolate unless they are also waiting for a COVID-19 test result or have been told to quarantine.
- If you are worried you will lose pay while you wait for your results you may be eligible for a \$450 COVID-19 Test Isolation Payment. *Seek information from your Accountant, the ATO or Centrelink.*
- If your symptoms continue or your condition worsens contact your doctor or a health professional. If you become very unwell and are having trouble breathing contact triple zero (000), you may need to be admitted to hospital.
- If you test positive, you will be contacted by the Department of Health. You will need to self-isolate until the Department of Health tells you it is safe to stop - usually 10 to 14 days. Do not go to work or out shopping. If you are worried you will lose pay you may be eligible for a \$1500 COVID-19 Worker Support Payment. *Seek information from your Accountant, the ATO or Centrelink.*
- If you test negative, your doctor or the clinic where you were tested will tell you your result.
- If an authorised officer has told you to quarantine (e.g. as a close contact, as part of an outbreak, or because you have visited an interstate high risk location), you will still need to quarantine until you receive a negative result from a test taken no sooner than day 13 of your quarantine period. Your negative test result is proof that you have completed your home quarantine period.
- If you have not been told to quarantine by an authorised officer, once you feel well, go about your normal activity, following the restrictions for your area.
- If you continue to have symptoms you should ring your general practitioner for advice. If you become very unwell and are having trouble breathing contact triple zero (000).

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IN CASE OF A BRANCH CLOSURE

If a COVID-19 case is detected within a Branch, that Branch will close immediately. All Team Members will be asked to leave the Branch and to self-isolate. They will be required to go to the nearest COVID-19 Testing facility to undertake a COVID-19 test and await the results whilst in isolation.

Depending on the classification of the exposure site, being Tier 1, Tier 2 or Tier 3, will determine the amount of time that all Team Members and exposed Members of the Public, will need to either get tested and/or isolate.

A nominated Deep Cleaning Service provider (Dawson's Pest Control, or another provider closer to an infected Branch), will be contacted and instructed to attend the Branch, to perform a deep clean. The Branch will remain closed until it has been officially cleared to re-open, after a deep clean.

If the Branch is deemed a Tier 1 exposure site, when the Branch is cleared to re-open, a pre-arranged skeleton Team will attend the Branch to deal with all urgent matters, until Branch Members can return to work. All Team Members of the infected Branch must provide their COVID-19 test with a negative result, for them to return to their duties at the Branch. Once it has been confirmed that it is ok to return to the Branch (depending on the deemed isolation period and potential positive cases), it may be a requirement for other Team Members from other Branches to replace those unavailable to perform their duties.

We are committed to working in line with the Government directives, as and when announcements are made. The health and well-being of our Community will continue to be our first and foremost priority.

The Benton's Management Team