



CHAMBERS FRANKLYN COVID-19 CONTRACTOR ENGAGEMENT POLICY

This policy has been devised based on information provided by both the Federal & State Governments, our industry association Strata Community Australia and best practice methods.

CFSM office

Our office is currently closed to anyone other than our staff. If you need to contact our office please do so either via phone 9440 6222 or email to the staff member who issued the work order.

Key collection

Keys will continue to be made available to contractors so as not to disrupt building management requirements. Appointments will be required for any contractor to collect keys.

Site attendance

All contractors are required to provide CFSM with their Covid-19 policy and Safe Work Method Statement.

All Contractors are to follow the following guidelines:

- avoid close personal contact and follow safe social distancing protocols and any other government directive
- not meet with any more than one person on site at any time
- sanitise hands and equipment before entering the property and after conducting their duties
- if you are inside a resident's unit ensure that you follow social distancing requirements and sanitise any areas that you have come into contact with once you have completed your work
- wear appropriate personal protective equipment as required

No contractor is permitted to attend a property if they display any of the following symptoms

- fever
- cough
- shortness of breath
- any other cold or flu-like symptom

If you display any of these symptoms you must immediately advise CFSM office and other arrangements will be made to complete the work.

Failure to adhere to the above policy may result in termination of the services and removal from our database.