

COVID-19 Returning to Offices

COVID-19 Safe

- As we are aware, the New Zealand and Australian (State and Territory) Governments are gradually easing COVID-19 restrictions, including around how businesses can operate.
- Businesses will re-open at different paces. When the time comes, we encourage you to consider whether returning to work is right for you. For some, it will provide the opportunity to get out of the house. For others, it may not be appropriate (for example, if you live with a vulnerable person).
- Ultimately, when and how you return to work (or are able to continue working from home) will be a matter for you and your host employer, not Hudson.
- We appreciate you notifying your Hudson Consultant as you transition to working back in the office or retain flexible working arrangements with our client

Hudson's expectation for your return to work

- Importantly, you are responsible for your own hygiene (i.e. covering a cough, using hand sanitizer etc.).
- You must comply with all processes, procedures and other reasonable directions regarding workplace health and safety from Hudson and your host employer.
- We ask that you wash your hands when you arrive at work and again during the day.
- You must keep 1m -1.5 metres away from others wherever possible.
- You should wipe down your desk at the beginning / end of each day.
- If you use a meeting room, please ensure that there is a reduced number of participants to facilitate social distancing.
- Do not forget that social distancing applies when you are in the elevator. This means that if the elevator has other people, you may need to wait before you get in.

Important steps

- Ensuring a safe return to work is everyone's responsibility.
- You must comply with all processes, procedures and other reasonable directions regarding workplace health and safety from Hudson and your host employer.
- While we cannot police your personal hygiene, we ask that you do the right thing and be considerate of others.
- Critically, please do not come to the office if you are unwell or vulnerable.
- If you become unwell at work, please leave the office and notify your Hudson Consultant. If you are experiencing flu-like symptoms or come into contact with a known case of COVID-19 we ask that you get tested for COVID-19 and self-isolate in the meantime.

Contact your Hudson Consultant or the COVID Response Team if you have any questions or would like to raise an issue / concern with your host employer's WHS processes. You can contact us via covidresponse@hudson.com or 1300 137 346.

Acknowledgement

I confirm that I have read and understood the safety requirements and my obligations in returning to the office. I agree to comply with Hudson's reasonable directions regarding workplace health and safety and COVID-19.