



# COVID Safe Plan

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**Version No:** Final Oct 2009 re Health and Hygiene. Updated 13/9/12. Updated March and April 2020 re COVID control measures. 16.3 re temperature checks. Updated 18.3 re representations about spread of COVID 19. Updated 16 April re Masks. Updated 27.5.20 COVID Safe App. Updated to plan format 4 August 2020.

**Information Status** – This document is unrestricted.

**Purpose** - The Company is committed to providing a safe workplace. This document is to assist State Managers to meet WHS requirements for COVID. Each State and Territory has different formats for their plans, this format has been adapted from our original document as employees are familiar with it and is to be used nationally.

## **Stage 4 Restrictions Victoria – Permitted Industry Classification**

APG is able to continue to operate on site with a CODIV Safe Plan under the All Sectors - Ancillary Business classification because it supplies goods necessary for the operations of "vehicle repair, servicing and maintenance" permitted work sites in the Transport, Postal and Warehousing Sector.

### **PART 1 – Information for Employees to ensure Health and Hygiene**

#### **1. Do not present to Work if unwell**

Symptoms of COVID include fever, cough, sore throat, fatigue or tiredness and shortness of breath. A loss of taste or smell has also been identified.

The advice from public health officials is that you should get tested for COVID 19 if you have symptoms.

If you, consider you have COVID symptoms or any exposure to anyone who is suspected of having or has been diagnosed with COVID 19, please do not report to work and immediately notify Steven Pumfrey 0403 068 858 to discuss the risk and work arrangements.

We have obligations under the WHS laws to notify certain events to government WHS agencies. To meet these obligations we request employees notify us if they have gone for a COVID test and are self isolating until obtaining the result and to notify us of the results of the test - if they have received a positive or negative result to a test.

#### **2. Work From Home**

State Managers will be instructed by Steven Pumfrey from time to time regarding work from home arrangements. Flexibility will be required by employees to work from home or return to the office as requested depending on each State's circumstances.

The WFH arrangements include provision of equipment, resources and support to work remotely, guidance on setting up a safe home environment and a checklist for this.

We recognize everyone's personal circumstances are different. If you have special circumstances which impact your ability to WFH please contact Steven Pumfrey to discuss on a confidential basis.

#### **3. Unable to present to Work**

There may also be special circumstances within your family or household that require you to miss work. These may include illness of a family member, closure of schools, shutdown or disruption to public transport etc. Please call your State Manager to discuss these special circumstances and what work or leave arrangements may be required.

#### **4. We are doing a number of things and planning for contingences but we need you to focus on your Health and Hygiene**

We need you to be vigilant about your health and hygiene. We provide this information to assist you do this, your health is ultimately your responsibility:

- Do not present to work if your are ill.
- If you fall sick at work, notify State Manager, isolate your self in area designated by State Manager. Do not catch public transport home, arrange private transport home or to doctor. Call doctor first to determine protocol. Area of isolation and work station to be cleaned, disinfected.
- If you sneeze or cough, use tissues, wash your hands, consider if you should be a work or be returning home to monitor symptoms.
- Wash or sanitize hands - State Managers are setting up additional resources for this around our workplaces. Best way is soap and running water for at least 20 seconds.
- Practice social distancing - Limit personal contact, avoid close contact (stay 1.5m from others), do not shake hands or kiss/hug in greetings. Avoid crowds and non essential gatherings. We have limited the number of people in our vehicles to ensure social distancing and encourage you to do the same outside of work. Set the vehicle air con to external airflow.
- Use telephone or video for meetings;
- If contact with customers, such as sales representatives, please comply with their preferences, for example, if they want to limit personal visits we will need to ensure we have other communications mechanisms with them. Flexibility to meet customer requirements will be key.
- Clean and disinfect your work stations and PPE. Wipe over work areas, telephones, shared PPE, vehicle cabins etc with alcohol wipes or disinfectant and cloth.
- Do not hot desk or share workspaces.
- As COVID 19 results in lung complications we strongly recommend you avoid smoking, vaping, e-cigarettes or secondhand smoke.
- If you are over 50 or have underlying conditions you are particularly at risk and you may want to discuss additional protective measures or vaccines with your doctor
- It is likely there will be large scale community transition - Keep up to date on the latest government recommendations and events:

<https://www.health.gov.au/health-topics/novel-coronavirus>

<https://www.smartraveller.gov.au/news-and-updates/coronavirus-covid-19>

<https://www.who.int/westernpacific/emergencies/covid-19>

National Convid 19 health line 1800 020 808. Keep 000 for emergencies only.

Download the Official Government Information – Coronavirus Australia App to keep yourself informed.



## 5. Monitor Contract Tracing Notifications

Some States issue information on places or areas where there has been a case of COVID, employees are encouraged to keep up to date on these contract tracing notifications and immediately notify Steven Pumfrey if they are concerned of any contact or exposure.

Disclosure of all matters is really important, if in doubt call Steve Pumfrey and he will decide if significant or not.

## **6. Temperature Checks**

We will commence temperature checks for all staff on arrival at work each day until further notice (16.3.20). While it will be difficult to achieve this first up on Monday morning, please ensure all staff are notified of this subsequent condition of work commencement.

Qld Health guidelines suggest that an elevated temperature at or above 38 deg C is medically consider as a fever, therefore simple if an employee tests indicates a body temperature of 38 deg C or above we would ask them to seek medical advise from their GP and or a GP assigned by the APG appointed medical practice. Based on their medical advise and or in the absence of this we would insist on a 48 hour exclusion before they represent to work and test to have a normal temperature of 37.5 deg C and or at least below 38 deg C. There are no exceptions, testing is mandatory for all employees.

The person undertaking the temperature checks may also ask you “ Are you feeling unwell?” please answer honestly.

## **7. Split Shifts/ Team/ Lunch Rooms and Visitors**

We have implemented split shifts, separated workers into different teams and implemented new requirements for visitors to the workplace (if any) to assist with social distancing and the ability to continue operations.

We have also implemented staggered lunch hours to ensure social distancing on lunch areas.

## **8. Contactless Delivery**

We have implemented (March 2020) contactless delivery.

## **9. Masks**

If a worker is sick they should not present to work, use of a mask cannot replace this requirement.

From 2 August all Victorians must wear a face covering when they leave home, however there are a number of exceptions e.g. medical conditions. Please advise the State Manager if you fall within the exceptions.

From 2 August we ask employees in Melbourne to wear a face covering in the workplace or undertaking work outside the workplace unless they have special reasons or circumstances that have been notified to the State Manager.

APG has acquired masks for use by workers if they want to use them. We are not in a position to verify whether these are medical grade masks and may not be able to maintain supply of these masks on an ongoing basis (due to supply constraints). Cloth face coverings have been issued to all employees.

Other employees may elect to wear their own mask or masks provided (when available) by APG. Those using wear masks must train themselves and satisfy themselves in how to wear, remove and dispose of masks, including performing good hand hygiene (washing hands with soap and

water for at least 20 seconds) before fitting the mask and after taking it off. Masks also need to be maintained, cleaned or replaced where necessary.

Information is available at - <https://www.dhhs.vic.gov.au/face-coverings-covid-19>

There has been changing advice from health authorities on the wearing of face coverings and employees should keep up to date on this advice. As at 3 August some State and Territory governments are adopting face covering recommendations or requirements. Employees are encouraged to comply with the recommendations or requirements in place from time to time.

## **10. COVIDSafe App**

The COVIDSafe app released in late April by the Department of Health is one measure currently being undertaken by the Federal Government to facilitate the process of contacting people who may have been exposed to coronavirus. The message from authorities is that the more Australians who download the app, the easier it will be to trace outbreaks of the virus and potentially prevent further spread.

By an all employee communication on 1 May 2020, the CEO encouraged staff to download the COVIDSafe App.

Whether employees download and use the COVIDSafe App on their personal devices is their decision and entirely voluntary.

The Company will not and has not required employees to download or use the app nor will the Company take any adverse action against employees for failing to download or use COVIDSafe App.

The Company has or may download the COVIDSafe App to all company owned devices. In addition company owned devices and vehicles may be tracked as part of our usual asset tracking. Please see the Code of Conduct regarding the methods of surveillance and asset tracking used by the Company.

## **11. Contract Tracing**

The COO is coordinating the following steps to assist any necessary contract tracing.

- (a) A list of current contact details for each employee per state per team has been created and may be shared with public health authorities as requested.
- (b) Contact details for all contractor's accessing sites are being identified and if determined necessary by the COO a QR Code sign in may be implemented.
- (c) A register is being maintained of all employees who report a suspected exposure to COVID and testing results.

The Employee Code of Conduct details how we trace and trace certain company equipment and other surveillance of employees. Any information requested by public health from our systems may be made available to public health officials or used by us to identify contacts.

If an employee is confirmed to have a COVID-19 infection public health will contact the company when contract tracing of the workplace is required to identify close contacts. However there may be delays in the contracts tracing process by public health so the employee must also immediately notify Steven Pumfrey as required in item 1.

## **12. Return to Work if a Positive test result or self isolating**

If an employee obtains a positive COVID test they will be directed by public health to self isolate and they must not attend work until their health adviser advises them they can.

If an employee has been asked by public health to self isolate or by us to not attend work due to the risks associated with COVID, they must not attend work until their health adviser advises them they can.

In both cases the Company may require a medical certificate to verify that the employee is not or no longer infectious, have tested negative and may return to work.

## **13. Do not make representations about third party or their workplaces COVID 19 status**

Please do not make representations about third parties and their workplaces and the COVID 19 status. Staff can be re assured that the other workplaces they interact with are required to inform us if there is a WHS issue with their workplaces (this obligation in under the national WHS regime). Similarly we have this obligation to third parties and have recently put out a communication to customers (as many businesses are doing) informing them of the steps we are taking.

If you do hear information on COVID 19 spread relating to our customers or other third parties relating to our workplace and business, please do not spread this information as it could be wrong and misleading and cause another business harm. Instead please provide the information to your manager who can take steps to verify the information and determine the impact on APG employees.

## **14. Flu Shots**

This year's flu shots should be available at the end of the month. Please book your flu shots at Chemist Warehouse and as is usually the case we will reimburse the cost of this. If you choose another provider, we are still happy to refund the Chemist Warehouse charge.

## **15. Mental Health**

This is a difficult time for many people. If you are feeling stressed and anxious about COVID-19 It is normal to feel stressed during this time. You can contact the following services:

- Lifeline Australia - 13 11 14 - [www.lifeline.org.au](http://www.lifeline.org.au)
- Beyond Blue - 1300 224 636 - [www.beyondblue.org.au](http://www.beyondblue.org.au)

## **16. Keep Calm and Carry On**

Obviously we do not want to cause undue concern or panic. We are just wanting to ensure we are prepared and that you are all well informed.

The information and recommendations from government on this virus are continuing to be developed. We aim at continual improvement.

If you have any suggestions, perhaps from other workplaces, that you think we should be implementing, please let us know. The best person to make suggestions to is your State Manager.

## **PART 2 - State Manager's Checklist to ensure Health and Hygiene of Employees**

### **1. Special Measures for CONVID 19**

- Initial training of these measures has been undertaken in March 2020 for all employees. Additional measures have been communicated with implemented and captured in this document.
- Put this document on Notice Boards for employees and in trade counter areas for Public.
- If toolbox talks or training is undertaken ensure spread apart and outdoors or in well ventilated part of warehouse.
- Book Additional Cleaning Services – focus on high traffic areas – kitchens, bathrooms etc
- Acquire Handheld thermometers (if possible)
- Acquire details of contractors in each State to undertake decontamination of premises, deep clean and obtain quotes if possible.
- Acquire hand sanitiser (if possible) – set up additional hand cleaning stations throughout the premises.
- Acquire equipment and sanitiser to undertake deep clean of premises as well as personal protective equipment for staff to undertake this work (gloves, masks, protective suits) We need the inhouse capacity for this incase contractors are not available or if only a partial clean is required for vigilance.
- Install COVID signage in workplace;
- Ensure airflow in premises such as having roller doors open in warehouses;
- Instruct employees generally about the availability of disinfectant to wipe over workstations and PPE etc.
- Instruct other staff to wipe down with paper towel and disinfectant PPE, workspaces and telephones etc.
- Instruct drivers the control measure for third party contact “social distancing” and self confirmation of delivery etc.
- Instruct drivers to wipe down with paper towel and disinfectant vehicles regularly and to set the vehicle air con to external air flow.
- Reduce handling of cash and cheques (if possible).
- Rearrange workspaces and counters to ensure social distancing – such as work stations being at least 1.5m apart. Limit the number of people on lunch rooms or other small areas so one person per four square meters at least.
- Restrict visitors to sites, review regular deliveries and request contactless delivery and invoicing (if possible).
- Monitor social distancing (1.5 m rule and 1 person per 4 sqm Rule) and remind staff as appropriate. Consider if place makers on floors are required;

- Visitors to Site - In stage 4 restrictions in Victoria, the site is closed to the public and signs are on the entry to the premises. Details of anyone accessing the site are being collected for contract tracing e.g. container delivery drivers;
- Information on entitlements is provided to staff each fortnight on their payslips;
- COO – work from home surge capacity - to consider acquisition of Tech to enable key staff to work from home and set up of this Tech
- COO – communication strategy - to devise efficient means in each State to quickly communicate with Staff and/or customers in the event of a shut down or other communication that may be necessary. Staff are being given SP mobile number as initial way of communicating with APG, APG to advise staff how it will communicate with them in an emergency.
- COO – Data – review data from each State for absences – look at trends.

## 2. Continual Review of Cleaning Arrangements

It is the State Managers responsibility to ensure there are appropriate cleaning arrangements in place to ensure the health and hygiene of employees.

- **regular vacuuming of carpet** - Dirty carpets can set off allergic reactions and lead to headaches, rashes, coughing, fatigue, and other disruptive symptoms;
- **office equipment and work stations** - Regular and thorough cleaning procedures reduce the chance that colds and other illness will be spread through shared equipment by reducing the bacterial build-up at individual workstations; and
- **bathrooms and common areas** - Communal areas, such as eating and meeting rooms are also popular places for the accumulation and spread of germs. These areas should be regularly cleaned Sinks and taps need extra attention. Like office equipment, they're a potential distribution point for germs

## 3. Provide Facilities and Products

It is the State Managers responsibility to ensure facilities and products are provided for employees to be able to follow safe hygiene practises.

- **Bathrooms** – bathrooms should be fitted out with disinfecting hand wash, hand dryers, and/or towels.
- **Communal areas** – cleaning solutions and disinfectant hand wash can be provided to support staff in maintaining good hygiene.
- **Workstations** –have cleaning products available for wiping down desks and keyboards – particularly if employees are allowed to eat at their desks.

## 4. Encourage Safe Hygiene Practices

It is the State Managers responsibility to encourage safe hygiene practices.

**Hand Washing** - Encourage good hand washing and hygiene practises.

**Communal areas** - Encourage employees to be mindful of hygiene:

- *Kitchen equipment* – toasters, sandwich presses, and microwaves should be wiped down after use to avoid expired food particles getting into other employee's food.
- *Fridges* – spoiled drinks and food should be tossed out quickly to avoid contamination.
- *Tables and chairs* – dining tables should be cleared of food scraps and packaging after use.

## **PART 3 - TRAVEL**

### **17. Travel Bans**

All business travel is suspended due to COVID 19.

We recommend you and your family do not travel overseas at this uncertain time. This is however up to you and also at your risk.

There are and will be from time to time requirements to self isolate or quarantine on entry to Australia or certain State or Territories or designated COVID Hotspots within Australia.

### **18. Travel Register and Annual Leave Process**

We have a new process for approval of annual leave and will be asking you to disclose your personal travel plans in Australia and overseas.

We will be maintaining a Staff Travel Register for both personal and business travel and will be asking you to disclose any personal travel destinations on your annual leave application form (both overseas and in Australia).

If you travel to a destination, that the government requires quarantine from (including self quarantine) you will need to comply with these requirements before return to work. This is a business practice that is being introduced by many companies to address this risk. Please contact Steven Pumfrey, if you have any concerns regarding this disclosure.

Your personal travel is at your risk. Please keep up to date on government advises regarding health and travel.

If your personal travel decisions result in a recommendation by government for self isolate or quarantine we will require you to comply with this before you return to work. Depending on the circumstances we may require a medical clearance.

During any self isolation or quarantine period we would endeavor to support this with work from home duties but if not practical further leave would be required during this period