



COVID Safe Plan

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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. Employees are directed to this document on intranet as part of induction process and it is available to the public on our website.

VIC CIRCUIT BREAKER LOCKDOWN 16 JULY 2021 ONWARDS

Auto Parts Group (APG) operates a distribution warehouse for automotive parts at 24-38 Winterton Road Clayton, Melbourne, Victoria. APG undertakes contactless delivery of goods to the vehicle repair industry and its suppliers and online sales to wholesale, trade and retail customers.

APG is able to continue to operate on site with a COVID Safe Plan under the *Restricted Activity Direction (No 25)* as an “Authorised Work Premises” in that it is a work premises at which “Authorised Workers” perform work. Refer the List issued by the Victorian Govt on 15.7.21 (on intranet). That is, APG is a commercial operation that supplies goods and services necessary to support “Authorised Work Premises” - being the “vehicle and mechanical repair services”.

In addition it is an “Authorised Work Premises” under the “General Retail” category which may operate on a click and collect basis. However APG’s Victorian site is currently closed to the public. Protocols are in place for entry of visitors from the gate, including QR Code sign in, signage, temp checks and ID checks. Unwell visitors are not permitted on site.

The Incident Response Plan for Victoria - has been prepared to comply with the *Workplace Directions (currently No 45)*. See Schedule of this Plan. If there is a COVID Case on site or if we are contacted by Vic Health the matter is to be referred to Steven Pumfrey for coordination. We may also need to notify SafeWork Vic on 13 23 60. APG will need to complete a COVID Incident Notification Form available on the Worksafe Vic website.

Authorised Worker Permits - We can only nominate you as an Authorised Worker if the work you perform is essential to our continued operations and this will change and be communicated to you from time to time by the Acting State Manager (Mark Grace).

You will have recently received your Authorised Worker Permit. **Please carry this on you at all times together with your photo ID.** This evidence may be requested by Police Officers or other government authorised officers. A copy of the Permit can be provided to your childcare provider as well.

If you are not nominated as an Authorised Worker from time to time, you will need to adhere to the Public Health Order to stay at home and may not use the work exemption, this will be authorised unpaid leave (in most cases) and you will need to apply for government assistance. Please discuss with the Acting State Manager the use of annual leave, if applicable.

Vaccination - Soon in New South Wales certain workers will not be able to rely on the work exemption unless they have had their first dose of the COVID-19 Vaccine or have a medical Contraindication Certificate. Victoria may implement a similar regime in time as well. **You can prepare by arranging your vaccine appointment as soon as possible.** Protecting you is a priority for Auto Parts Group, and we support the Australian Government's request for all Australians to be vaccinated.

Information about the safety of the Vaccines is available online at www.health.gov.au. We encourage you to talk with your doctor if you have any questions or concerns.

Please send your Vaccination Certificate, evidence of your first dose, medical Contraindication Certificate or decision not to be vaccinated to HRrecords@autopartsgroup.com.au as soon as possible.

This information will be recorded in our electronic HR records and is covered by APG's Privacy Policy. Vaccination status is recorded for workplace health and safety use only (including to manage our resourcing requirements and authorised worker movements). This information will not be disclosed to any third parties.

Additional Control Measures Victoria - 21 August 2021 onwards

Monthly Toolbox Talks - Victorian State Manager will conduct monthly COVID Safety toolbox talks to update staff on changes to the workplace to address changes in COVID Safe Plan and Public Health Orders.

Daily Cleaning - We have implemented daily cleaning protocols.

Teams - Our aim is that you are with the same group of workers whenever reasonably practicable. Please do not have interactions with other teams or workers in different areas. When entering and exiting the premises please do not mix with other teams of workers. **Please notify us if you live with any other APG workers so we can ensure you are with the same team/work area.**

COVID Marshall - We have appointed a COVID Marshall to monitor compliance with our COVID Safe Plan including social distancing. They have undertaken the training provided by the Victorian Government. **Please help them with their role by following their instructions.**

Surveillance testing - APG is currently not required to conduct surveillance testing.

WFH, Car Pooling and Masks - Those employee's who can work from home, should work from home and mask mandates are to be complied with. No car pooling is permitted.

See below for a summary of all our control measures. **Please always practice good hygiene and do not attend work when unwell.**

GREATER SYDNEY LOCKDOWNS - 2 JULY 2021 ONWARDS

APG is an essential business and its workers essential workers. APG sells vehicle parts (including truck and bus parts) and therefore provides ancillary services to an essential industry being vehicle repairs (including supporting the heavy vehicle supply chain as described in the Freight Management Code and Protocol).

For these NSW lockdowns, there are no specific business restrictions that limit APG's ability to operate save for the requirement for it to be an essential business/have essential workers.

APG operates a warehouse/distribution facility at 2/ 400 Woodpark Road, Smithfield (local government area - Cumberland). This LGA is subject to additional restrictions. Nothing restricts APG from operating on site. All the LGA restrictions relate to where a worker resides and leaving home or that LGA for work. Workers who live in the LGAs cannot leave their LGA for work unless they are "authorised workers" (AW).

The Incident Response Plan for NSW - If there is a COVID Case on site or if we are contacted by NSW Health the matter is to be referred to Steven Pumfrey for coordination. NSW Public Health Order set our requirements for our response and contract tracing forms are completed online. We may also need to notify SafeWork NSW on 13 10 50 or complete a COVID incident notification on their website.

NSW - Authorised Workers

We can only nominate you as an Authorised Worker if you are necessary to our ongoing operations and this will change from time to time. This will be communicated to you from time to time by the State Manager.

NSW - Authorised Worker Permits

Shortly, Service NSW will be implementing a permit or registration system for Authorised Workers and we will update you on this process once information is available. In addition all workers entering Cumberland LGA to attend work at APG will require a permit no matter where they live.

If you live in an area of concern (other than Cumberland) and are not nominated as an Authorised Worker, you will need to adhere to the Public Health Order to stay at home and may not use the work exemption, this will be authorised unpaid leave (in most cases) and you will need to apply for government assistance. Please discuss with the State Manager the use of annual leave, if applicable.

Additional Control Measures for NSW

Those employee's who can work from home, should work from home and mask mandates are to be complied with. No car pooling is permitted.

Some employees have agreed to rolling testing to enable APG to continue to operate within the requirements of the Public Health Orders (see below).

The NSW site has been closed to the public. Protocols are in place for entry of visitors from the gate, including QR Code sign in, signage, temp checks and ID checks. Unwell visitors are not permitted on site.

50Km from Greater Sydney Restrictions – 14 July – 7 day rolling testing

Workers who live 50km outside Greater Sydney or travel for work greater than 50km outside Greater Sydney (including travelling to APG's warehouse at 400 Woodpark Rd Smithfield (in the local government area of Cumberland) for work or from this Warehouse to provide contactless deliveries), have been issued with letters explaining this so that they can provide these letters at any police or enforcement check point.

These workers have agreed to a 7 day rolling testing regime.

Workers have been instructed to carry with this letter, their ID showing their home address and their latest negative COVID test.

Registration of travel Outside Greater Sydney

Also workers leaving greater Sydney and travelling 50km outside greater Sydney have to register their travel with Service NSW, this impacts one Sydney employee who has arranged this registration.

NSW and Victoria – Sales Reps – Additional Protocols

- Majority of customer contacts are remote (phone, email etc)
- Customer onsite visit only as required to resolve any customer issues with the guidance of the below in addition to the standard measures, social distance, limit interaction time, not meeting in confined space, maintain personal hygiene and cleanliness

CUSTOMER VISIT PROTOCOLS

1. Make sure you check DHHS listed Exposure Sites every day prior to commencing your customer visits. Check the following website <https://www.coronavirus.vic.gov.au/exposure-sites>
2. Initially telephone the customers and speak with key contacts.
3. If the customer(s) agree to a personal visit.
 - a. At the start of the workday, ensure your vehicles have sufficient fuel & ensure you refuel outside declared exposure site areas.
 - b. Company vehicles must carry topped up hand sanitiser ready for use. If you have none, advise immediately.
 - c. Wear your mask at all times whilst out of your vehicle.
 - d. QR scan code at the customers' site.
 - e. Ensure social distancing maintained during conversation(s). If personal contact is practicably impossible due to size of workshop/office, request if you can speak in the open. If not possible, respectfully withdraw from the visit & follow up with a phone call.
4. IMPORTANT – have your snacks/lunch with you from home on planned visit days. Refrain from entering unfamiliar retail, cafés, take-away stores etc. & definitely do not enter any store in a declared exposure site (refer Point 2 above).

NSW and Victoria - Delivery Team – Additional Protocols

APG's delivery team, who continue to provide contactless deliveries during lockdowns/stay at home orders, are "support workers" to the heavy vehicle supply chain and therefore come under the ongoing exemption to border controls agreed to by all States and Territories in 2020. Currently delivery team members are not transiting the ACT border pursuant to this general exemption.

DELIVERY TEAM – Additional Freight Management Code - Protocols

- No passengers will be allowed to travel in trucks unless they are freight workers, for example authorised two up teams.

- Only exit the vehicle to access rest stop facilities, refuelling, accommodation, activities directly related to the delivery or loading of freight or to meet required regulated activities, e.g. work health and safety or fatigue management.
- Follow all COVID-19 related instructions from employees at any premises accessed.
- Employ or introduce non-contact receipt and collection processes for freight when possible.
- Wash or sanitise hands at all appropriate times, but especially at entry to a premises, and prior to leaving. If you need to leave your vehicle for a delivery, sanitise your hands on leaving and re-entering vehicle.
- Maintain appropriate social distancing while in any premises.
- During freight journeys, drivers should avoid large venues/restaurants and use roadhouse facilities wherever possible.
- Overnight stays at accommodation should occur only when necessary to fulfil fatigue requirements. Accommodation providers must apply COVIDSafe protocols and cleaning procedures to minimise risk. Truck drivers are not permitted to use common areas in accommodation premises and will adhere to physical distancing and limit contacts.
- PPE (such as gloves, eye protection and face masks) should be used whenever physical distancing is not possible, where directed by state or territory government, the Department of Health or Safe Work Australia, or when indicated by COVIDSafe workplans.
- If displaying symptoms of illness such as a fever, cough or sore throat do not enter a premises, advise your employer, seek medical assistance, self-isolate until you seek medical assistance and do not continue your journey.

Additional Protocols when moving in and out of COVID HOTSPOTS

- Adhere to strict physical distancing and undertake additional precautions when operating in areas experiencing increased COVID-19 cases.
- Restrict stops to dedicated rest stops and roadhouse facilities.
- Transit through hotspots without stopping overnight unless required to meet required regulated activities, e.g. work health and safety or fatigue management.
- In the 14 days following entering or transiting a hotspot or until their next shift, limit activities to restrict interactions with the public and broader family and friends, preferably by staying at their place of residence or appropriate venue where possible. However, this restriction will not apply if the vehicle has not stopped during transit through a hotspot.
- Should wear appropriate PPE when providing services in hotspot locations. Face masks should be used in accordance with advice provided by the relevant jurisdiction, the Department of Health and Safe Work Australia.

CONTROL MEASURES - NATIONALLY

PART 1 - Information for Employees to ensure Health and Hygiene

1. COVID Vaccine

We support the Australian Government's request for all Australians to be vaccinated. Information about the safety of the Vaccines is available online at www.health.gov.au. We encourage you to talk with your doctor if you have any questions or concerns (this is included to comply with the Worksafe proforma COVID Plan for the warehousing industry).

We would like to capture information on workplace vaccination rates so although it is not mandatory to do so in most States, we would encourage you to provide this information.

Please send your Vaccination Certificate, evidence of your first dose, medical Contraindication Certificate or decision not to be vaccinated to HRrecords@autopartsgroup.com.au as soon as possible.

This information will be recorded in our electronic HR records and is covered by APG's Privacy Policy. Vaccination status is recorded for workplace health and safety use only (including to manage our resourcing requirements and authorised worker movements). This information will not be disclosed to any third parties.

2. 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 COVID19 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.

3. 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.

4. 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.

5. 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 you 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 workstation 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. There are also limits on people in certain areas based on the 4sqm rule.

- 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.
- If possible do not share items such as pens and pencils or tools.
- Do not hot desk or share workspaces.
- As COVID 19 results in lung complications we strongly recommend you avoid smoking, vaping, ecigarettes 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
- Employees are made aware of their leave entitlements on their fortnightly payslips
- 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 Covid 19 health line 1800 020 808. Keep 000 for emergencies only.

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



6. Monitor Contract Tracing Notifications and Hotspot Notifications

Employees are encouraged to keep up to date on the hotspot notifications by State governments. In addition to the travel registry in Part 3, please notify Steven Pumfrey if you have travelled to a declared hotspot at any other time, such as on a weekend, such travel may result in the health authorities requiring quarantine or isolation. Sometimes these declarations are made retrospectively, such as the Qld nomination of Adelaide travel from 9 Nov 2020.

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.

7. Temperature Checks (See Victorian Specific Control Measures)

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.

8. 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.

We have reviewed the 4m per person density recommendation. Our premises are large for the number of employees and are trade counters are rarely congested.

9. Contactless Delivery

We have implemented (March 2020) contactless delivery.

10. Masks (See State Specific Control Measures)

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

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. 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 outside the workplace and must comply with them at the workplace (including work outside the workplace such as deliveries).

11. Contact Tracing and QR Codes

The COO is coordinating the following steps to assist any necessary contact 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 contract tracing process by public health so the employee must also immediately notify Steven Pumfrey as required in item 1.

12. COVID testing

If an employee needs time off work in order to undergo COVID Testing, then this can be taken as personal leave (sick leave) and no medical certificate is required to be provided, just the test results.

There is government assistance available for employees who need to quarantine.

13. 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. In most cases they will get a "clearance" from the public health department.

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 this case they may not get a "clearance" but the period they are required to self isolate/quarantine may expire.

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.

If an employee has not been tested and wants to return to work, special assessment of the circumstances need to be made as to why the employee has not been tested.

14. 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 reassured that the other workplaces they interact with are required to inform us if there is a WHS issue with their workplaces (this obligation is 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.

15. 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.

16. COVIDSafe App – QR Code System

By an all employee communication on 1 May 2020, the CEO encouraged staff to download the COVIDSafe App. It is noted that the QR system has made this App less relevant. We now encourage all staff to use QR Codes outside of work and also when conducting work.

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.

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.

17. 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.

18. Looking after your 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. There are many resources available to help you look after your mental health, details below, however we suggest you discuss any concerns you have with your GP.

Contacts:

Lifeline - 131114
Mensline Australia - 1300 789 978
Beyond Blue - 1300 22 4636
Mindspot 1800 61 44 34

Websites:

Head to Health www.headtohealth.gov.au
Blackdog Insistute - www.blackdoginsitute.org.au
Beyond Blue www.beyondblue.org.au
Sane - www.sane.org
Reachout www.reachout.com.au
Personalised online health support (anxiety and depression) [myCompass - MyCompass](#)
Free Digital mental health support <https://mindspot.org.au/>
Suicide Call Back Service - 1300 659 467

APG is investigating online self paced mental health training and these will be available on the intranet shortly.

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

1. Special Measures for COVID 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.
- State Managers are to ensure COVID Safety training for all staff on induction and return from WFH and at least yearly.
- Conduct daily monitoring and visual inspection to ensure COVID Safety Plan is complied with by employees. Records may include PCR Testing register, visitor entry register (in addition to the use of the QR Code for Entry) etc.
- Keep appropriate records of training and monitoring of compliance.
- 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, bathroom 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 in case 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 airflow.
- Reduce handling of cash and cheques (if possible).
- Rearrange workspaces and counters to ensure social distancing – such as workstations 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).
- Visitors to Site – In some lockdowns the site will be closed to the public and if so signs are to be placed on the entry to the premises. Details of anyone accessing the site are being collected for contact tracing e.g. container delivery drivers.
- Monitor social distancing (1.5m rule and 1 person per 4/2 sqm Rules) and remind staff as appropriate. Consider if place markers on floors are required;
- Information on entitlements is provided to staff each fortnight on their payslips;
- Use telephone and video platforms for meetings where practicable;
- 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.
- COVID Marshalls - Appoint one or more workers as a COVID Marshal who (in addition to the State Manager) will be responsible for day to day monitoring of compliance with the COVID Safe Plan and ensure the COVID Marshall is trained for the role (including online training module).

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.
- Disinfectant solutions need to be of an appropriate strength and used in accordance with manufacturers instructions.
- Cleaners should wear gloves when cleaning.

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

18. Travel Bans

Business travel is suspended due to COVID 19 unless approved by COO.

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.

19. 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 advice 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 endeavour to support this with work from home duties but if not practical further leave would be required during this period

SCHEDULE OF INFORMATION ON PREVIOUS LOCKDOWNS AND CIRCUIT BREAKERS

VICTORIAN SPECIFIC INFORMATION - INCIDENT RESPONSE PLAN - 28 May 2021 - Circuit Breaker Lockdown

Auto Parts Group (APG) operates a distribution warehouse for automotive parts at 24-38 Winton Road Clayton, Melbourne, Victoria. APG undertakes contactless delivery of goods to the vehicle repair industry and its suppliers and online sales to wholesale, trade and retail customers.

APG is able to continue to operate on site with a COVID Safe Plan under the *Restricted Activity Direction (no 17)* as an "Authorised work premises" in that it is a work premises at which "Authorised Workers" perform work. Refer the List issued by the Victorian Govt on 27.5.21 (on intranet). That is, APG is a commercial operation that supplies goods and services necessary to support "Authorised work premises" - being the "vehicle and mechanical repairs services".

In addition it is an "Authorised work premises" under the "General Retail" category which may operate on a click and collect basis. However APG's Victorian site has been closed to the public and for the initial 7 day lockdown will not be operating click and collect during this period.

The Incident Response Plan for Victoria below, has been prepared to comply with the *Workplace Directions (currently No 29)*.

As at 28.5.21 the *Workplace (Additional Industry Obligations) Directions* did not apply to APG.

Victorian Specific Control Measures

- 1. Workers are only permitted to work at one premises where practicable** - APG's LOA provides that employees cannot have other employment or consultancy whatsoever without written consent of the APG. Employees should immediately notify the State Manager if they are undertaking work at other work premises.
- 2. Masks** - in addition to the National Control Measure the following applies to **Victorian workers:**
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. 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. The same exceptions as under the *Stay at Home Directions* regarding the wearing of masks will apply such as not requiring a mask to be worn in a vehicle when the only person in the vehicle; in an indoor office when the only person in the office; when consuming food or drink. If the exertion of work is impacting your ability to wear a mask please discuss with the State Manager.

3. **Trade Counter - 4m Density Quotient** – the Vic trade counter is current closed to the public as is the whole site. Once this is reopened implement signage identifying the number of people permitted at the counter.
4. **Additional Cleaning** – comprehensive cleaning of all areas staff work in at least daily.
5. **Additional Record Keeping – Contact details** – COO is keeping records for contract tracing for workers and some contractors such as container drivers. The site is closed to the public and State Manager has installed no public access signage. The requirement is to keep contact details of anyone else who is on site for longer than 15 Mins noting name, contact details, time and date, where they accessed. State Manager to put in place additional record keeping as required, in some cases this could include waste management contractors, security/ alarm contractors etc. Note the requirement for a Close Contact is 15 mins face to face and can be cumulative. This requirement to record anyone on site for over 15 mins is from the *Workplace Directions* and is intended to be used to identify Close Contacts. That is just because they have been on site for over 15 mins will not necessarily make them a Close Contact. The QR Code System should be used for this.
6. **Temp Checks** – If over 37.5 APG must tell worker to leave immediately, advise (not direct) to be tested and self isolate until negative test received. See below regarding steps to take if suspected case with symptoms.
7. **Symptoms** – APG to advise (not direct) all workers with symptoms to be tested and self isolate until negative test received. See below regarding steps to take if suspected case with symptoms.

VICTORIAN INCIDENT RESPONSE PLAN

Suspected Exposure - No symptoms

Employees have to notify Steve Pumfrey by mobile if exposure etc (Part 1 item 1 of COVID Safe Plan) and also we have asked them to monitor the contract tracing notifications/exposure sites and advise us if exposure (Part 1 item 5).

SP keeps a register and determines next steps and process for risk assessment.

Close Contact - Not associated with Work Premises - No Symptoms

If a worker has been identified as a Close Contact by the Department they will be required to self quarantine for a period of time and they should not attend work during this period.

A notification from the Department does not have to be in writing or a particular form but must say when the person will no longer be required to self- quarantine. However, there does not currently seem to be a requirement for testing.

If they get tested and test negative they still need to keep self-quarantining for the period identified by the Department. If they test positive then the self-isolation provisions for a Diagnosed Person apply and they must get a clearance from the Department to end their self isolation.

See item 12 below for the APG requirements for returning employees.

Suspected Case – Displaying Symptoms At Workplace

A “Suspected Case” is a person who is displaying COVID 19 symptoms which include:

- Fever over 37.5 or night sweats or chills
- Acute respiratory infection (such as cough, shortness of breath, sore throat)
- Loss of smell and/or taste

State Managers are to monitor whether workers have symptoms.

If there is a worker at the Work Premises who is a Suspected Case:

- Direct worker to isolate in nominated isolation area (separate room from others) at Work Premises until transport arranged. They should keep their mask on and social distancing from others;
- Direct worker to travel home immediately.
- The worker should not catch public transport, private transport is preferable – a family member or their own vehicle. APG employees should not provide transport.
- Advise worker to get tested as soon as practicable and self isolate whilst awaiting results of test. Note there is a difference between a direction and advising – we cannot require or direct employees to get tested, however we have general return to work requirements in item 12;
- Determine steps to be taken to manage the risk posed by the suspected case such as cleaning of areas of Work Premises where worker accessed such as workstation, facilities, shared equipment, vehicles etc;

- Notify all workers of the relevant team of a Suspected Case and ask them to monitor for Symptoms and notify if they have any. Undertake extra vigilance in monitoring whether workers have symptoms;
- Contact Stephen Pumfrey to determine next steps and process for risk assessment and notifications.

Suspected Case – Symptoms and notification by phone

If the worker calls in and says has symptoms:

- Direct the worker not to attend Work Premises;
- Ask for a time/date for the onset of Symptoms;
- Determine if at Work Premises or parts of it in the period commencing 48 hours prior to onset of symptoms;
- Advise worker to get tested as soon as practicable and self isolate whilst awaiting results of test;
- Determine steps to be taken to manage the risk posed by the suspected case such as cleaning of areas of Work Place where worker accessed such as workstation, facilities, shared equipment, vehicles etc.
- Notify all workers of the relevant team of a Suspected Case and ask them to monitor for Symptoms and notify if they have any. Undertake extra vigilance in monitoring whether workers have symptoms;
- Contact Stephen Pumfrey to determine next steps and process for risk assessment and notifications.

Multiple Suspected Cases – Risk Assessment and determination on closure

If APG is aware of 3 or more Suspected Cases at the Work Premises (or relevant parts) within a 5 day period it is required to undertake a risk assessment and determine whether the Work Premises or parts of it should be closed to allow appropriate action to be taken.

In making this determination it may be necessary to consider if the Suspected Case has been at Work Premises or parts of it in the period commencing 48 hours prior to onset of symptoms.

Options for next steps include:

- Deep clean of Work Premises or part of it;
- Determining if operations can continue using alternate team;
- Closure or part pending outcome of test results;

Confirmed Case – Diagnosed Worker

The “Relevant Period” is the period commencing 48 hours prior to the onset of symptoms or the worker having the test (if asymptomatic).

The Department is the Victorian Department of Health and Human Services – www.dhhs.vic.gov.au.

Note in Vic they use the term self isolate for Diagnosed Workers and self quarantine for Close Contracts.

Note the Victorian government only requires the worker who gets a positive test result to notify APG if worker has been at Work Premises in the Relevant Period. The Department has guidelines as to how they act and may or may not notify APG.

There are no specific requirements to notify that you have been identified as a Close Contact, however APG requests employee’s notify of any potential exposure and it is likely the employee will contact us if cannot attend work and explain why.

Depending on the circumstances we may want to use our discretion outside of this strict requirement to implement items 1-9 below as applicable.

Once APG gets this notification APG must:

1. Discussion with Diagnosed Worker

- Direct Diagnosed Worker not to attend work and advise them to self isolate. The worker should not be at work as they are required to self isolate until they get their test results. If they are at work, treat same way as a suspected case regarding isolation at work and transportation.

Ask:

- them to destroy/ rip up their letter regarding permit to work;
- about close contacts - ask if they had any interaction with any visitors to the Work Premises such as container delivery drivers etc.

2. Contract Tracing – Examine APG records and discuss contract tracing with Diagnosed Worker to identify Close Contacts of the Diagnosed Worker at the Work Premises within the Relevant Period.

A Close Contact is any person who has had greater than 15 mins face to face, cumulative, or the sharing of a closed space for more than 2 hours, with

the Diagnosed Worker within the Relevant Period (48 hours before symptoms or test (if asymptomatic)).

For these purposes we may assume the whole team is impacted and consider them Close Contacts, it will depend on the circumstances. We would also need to assess any visitors to the Work Premises.

3. Notifications to Close Contacts

Extreme care needs to be taken with this step. Previously only the Department could determine who a “Close Contact” was and give them directions or notifications. This would be preferable to APG issuing the notifications to workers or third parties.

The requirement on APG in Victoria is that if the Close Contact is a worker – direct them to go home and self-quarantine. If they are at the Work Premises take similar steps as for suspected cases regarding isolation at work and transportation. The Work Directions do not require us to advise them to get tested, however we should give this advise and consider what updated information there is from the Department on Close Contacts at the time. Our expectation is that once we have given the direction to self quarantine and notified the Department, they will take this over and notify the employee officially that they are a “Close Contact” and specify the period of self quarantine (usually 14 days).

The requirement on APG in Victoria is if the Close Contact is not a worker – Notify them of the Diagnosed Worker, time and place and the exposure APG has identified from its records and recommend they self-quarantine on accordance with the Department’s guidance. This may be tricky as we have privacy obligations, we should notify the actual person rather than contacting their employer. Discretion will need to be exercised based on the circumstances and any assistance being provided by public health officials at the time. APG preference is for the Department to do the notifications to third parties. We should not tell them we think they are a Close Contact, we should just provide the information and let them contact the Department for their guidance. Our expectation is that once we have given the information to the third party and notified the Department, they will take this over and notify the third party officially if they are a “Close Contact” and specify the period of self quarantine (usually 14 days).

4. **Communication with All Workers** – Notify all workers in Victoria that we have a Diagnosed Worker saying we are working with the Department with contract tracing and those identified as Close Contacts are now self-quarantining, everyone should be vigilant in monitoring symptoms, if symptoms do not come to work, get tested and self quarantine as if you are a Close Contact.

Note this is the wording from the Workplace Direction No 2 – not self isolate until test results but to self quarantine. My assessment is that any worker with symptoms after the first Diagnosed Worker is required to be treated as a Close Contact (even if not on same team etc).

5. **Risk Assessment** - Undertake a risk assessment including:
 - determining whether the Work Premises or part of it must be closed to allow cleaning and contract tracing to occur. For example if likely all workers in team need to be tested, could operate with alternate team after cleaning completed. If all teams need to be tested may need to close. This risk assessment needs to be documented.
 - determining additional control measures to reduce risk of the spread such as increased implementation and monitoring of social distancing and proper use of face masks.
6. **Deep Clean** - Conduct comprehensive clean of Work Premises – using external contractors with appropriate PPE and ask them to conduct clean in accordance with the Department’s guidelines. Ensure cleaning contractors are notified deep clean required due to Diagnosed Worker. The requirement is that this clean be in accordance with Department guidelines for cleaning non-healthcare settings.
7. **Implement additional Control Measures**
8. **WorkSafe** - Notify Worksafe Victoria 132 360;
9. **Department** - from website 10.8.20 “You only need to notify [confirmed cases](#) – phone [1300 651 160](#), 24 hours a day”.

For all general enquiries to the Department of Health and Human Services phone: **1300 650 172** (local calls free within Victoria, except mobile phones). International, interstate and mobile callers phone: (+613) 90969000.

Notify the Department that items 1-9 have been undertaken and provide copy of Risk Assessment and list of contact details for potential Close Contacts. Comply with any further directions of the Department regarding cleaning or closure of all or part of the Work Premises. If we have closed the Work Premises note that this is a voluntary closure and we will reopen at our discretion unless the Department or Worksafe gives us a direction to close

10. Comply with Directions of Department or WorkSafe.

11. Reopening Closes Work Premises

If we have voluntarily closed, arguable we can reopen at our discretion.

If the Department or WorkSafe has directed us to close we cannot reopen until:

- We have complied with all our obligations in relation to items 1-9;
- The Department has completed the relevant contract tracing;
- The Department has given clearance to reopen;
- APG has notified WorkSafe that we have reopened.

12. Return to Work of Diagnosed Worker or Close Contact

We require medical certificate before return to work – verifying no longer infectious, have negative test and may return to work.

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. In most cases they will get a “clearance” from the public health department.

If an employee has been asked by public health to self isolate/quarantine because they are a Close Contact, they must not attend work until their health adviser advises them they can. In this case they may not get a “clearance” but the period they are required to self isolate/quarantine may expire. If they have been asked to isolate/quarantine for a period of 14 days, even if they get a negative test they can not return until the expiry of the period. The tricky bit is establishing what the period of quarantine ordered by the Department and when it started is as it could have just been given in a telephone call.

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.

If an employee has not been tested and wants to return to work, special assessment of the circumstances need to be made as to why the employee has not been tested.

RECORD KEEPING

COO is responsible for:

1. Maintaining register of COVID 19 exposure notifications and progress.
2. Maintaining information to verify the % reduction on workforce or any other similar restrictions (as at 21.5.21 – no such requirements)
3. Maintaining contact details of all workers in teams and all visitors who attend Vic premises for longer than 15 Mins. Including name, contact number, date and time and areas of Work Premises accessed. Keep this information confidential and use only to assist with contract tracing. Information on visitors to only be kept for 28 days. QR Code system should be used.

ACKNOWLEDGEMENT

This acknowledgement is a Victorian government requirement. APG acknowledges that it understands its responsibilities and obligations under the Directions given by the Public health Commander pursuant to the Public Health and Wellbeing Act 2008 (Vic).

SOUTH AUSTRALIAN SPECIFIC INFORMATION

Circuit Breaker - 19 November 2020

From midnight on 18 November 2020 SA business restrictions and stay at home directions were implemented under the Emergency Management (Stay at Home) (COVID-19) Direction 2020.

APG's distribution centre at 60 Grand Junction Rd Kilburn is able to continue to operate and APG employees are permitted to leave home to undertake duties as an "essential worker" for the continued operation of the distribution centre.

The industry that APG distributes to is also nominated as essential being "vehicle repair and mechanical services".

SA Masks

The SA Government strongly recommends that people wear a mask if they leave home.

We ask employees in SA to wear a mask in the workplace or undertaking work outside the workplace unless they have special reasons or circumstances that have been notified to the State Manager.

There were exemptions in Victoria for mask wearing that provide guidance such as not requiring a mask to be worn in a vehicle when the only person in the vehicle; in an indoor office when the only person in the office; when consuming food or drink. If the exertion of work is impacting your ability to wear a mask please discuss with the State Manager.

COVIDSafe Marshall (distribution centers) - 21 August 2020

From 21 August 2020 in SA for "distribution centres, including associated transport operations" there is a requirement for a COVID Marshall (refer to clause 15 of Emergency Management (Public Activities No 7) (COVID 19) Direction 2020 - on intranet under WHS).

The COVID Marshall is to undertake an online course and keep records that they have completed the course. <https://www.covid-19.sa.gov.au/recovery/covid-marshals>

The role is to supervise operations to monitor control measures in the COVIDSafe Plan including infection control practices (e.g. hand washing or sanitation), physical distancing and cleaning.

The COVID Marshall is to visually identify themselves as a COVID Marshall to the public and any public health or WHS official etc.

It is a grey area whether APG's operations in SA would be simply warehousing or come within the definition of a "distribution centre", which is not defined in the regulations, therefore we have determined to meet the requirement as a matter of caution.

VICTORIAN SPECIFIC INFORMATION - Stage 4 Restrictions Victoria - Permitted Work Premises Classification – August 2020

APG is able to continue to operate on site with a COVID Safe Plan under the:

- Ancillary Business classification because it supplies goods and undertakes wholesaling and distribution necessary for the operations of:
 - (a) Permitted Work Premises for "vehicle repair and critical maintenance" in the Transport, Postal and Warehousing Sector; and
 - (b) Permitted Work Premises for "motor vehicle parts for emergency repairs only" and "other retail outlets for the purpose of fulfilling online orders" in the Retail Trade (Goods) Sector.

APG is able to continue to operate on site with a COVID Safe Plan and a High Risk COVID Safe Plan Attachment under the Permitted Work Premises "warehousing" in the Transport, Postal and Warehousing Sector.

The short form description of this used on Permitted Worker permits and other documentation is "Ancillary Business – supplier to "vehicle repair and critical maintenance" and Warehousing.

This assessment has been made on the basis of the Stage 4 – Restrictions – Permitted Work Premises Table (V28.8.20)

Victorian Specific Control Measures – Warehousing and Workplace Directions

The Warehousing – Permitted Work Premises classification requires a High Risk COVID Safe Plan attachment and is subject to the Workplace (Additional Industry Obligations) Directions No 2 dated 8.8.20 and all operations are subject to the Workplace Directions No 2 8.8.20. These require additional control measures in the workplace until at least 16 August and may be extended.

8. **No Carpooling** – This requirement is that workers are prohibited from carpooling to and from work if they do not reside together unless not reasonably practical. This is not a requirement for Warehousing at this stage but has been adopted as good practice.
9. **Workers are only permitted to work at one premises where practicable** – APG's LOA provides that employees cannot have other employment or consultancy whatsoever without written consent of the APG. Employees should immediately notify the State Manager if they are undertaking work at other work premises.
10. **Masks** – in addition to the National Control Measure the following applies to Victorian workers:

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. 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. The same exceptions as under the Stay at Home Directions regarding the wearing of masks will apply such as not requiring a mask to be worn in a vehicle when the only person in the vehicle; in an indoor office when the only person in the office; when consuming food or drink. If the exertion of work is impacting your ability to wear a mask please discuss with the State Manager.

11. **Trade Counter - 4m Density Quotient** – the Vic trade counter is currently closed to the public as is the wholesite. Once this is reopened implement signage identifying the number of people permitted at the counter.
12. **Additional Cleaning** – comprehensive cleaning of all areas staff work in at least daily.
13. **Additional Record Keeping - Contact details** – COO is keeping records for contract tracing for workers and some contractors such as container drivers. The site is closed to the public and State Manager has installed no public access signage. The requirement is to keep contact details of anyone else who is on site for longer than 15 Mins noting name, contact details, time and date, where they accessed. State Manager to put in place additional record keeping as required, in some cases this could include waste management contractors, security/ alarm contractors etc. Note the requirement for a Close Contact is 15 mins face to face and can be cumulative. This requirement to record anyone on site for over 15 mins is from the Workplace Directions No 2 and is intended to be used to identify Close Contacts. That is just because they have been on site for over 15 mins will not necessarily make them a Close Contact.
14. **Temp Checks** – the requirement in Vic from 10.8.20 is if over 37.5 APG must tell worker to leave immediately, advise (not direct) to be tested and self isolate until negative test received. See below regarding steps to take if suspected case with symptoms.
15. **Symptoms** – the requirement in Vic from 10.8.20 is for APG to advise (not direct) all workers with symptoms to be tested and self isolate until negative test received. See below regarding steps to take if suspected case with symptom

16. **Reduction of onsite-workforce** – the peak and daily onsite workforce has been reduced by at least 33% from Monday 10 August 2020. Records are to be kept by COO to demonstrate this (refer High Risk COVID Safe plan).
17. **WFH** – All Workers who can reasonably practically work from home are working from home from 2 August 2020.

Additional Information Excerpted from DHHS website 9.9.20 “Notifying close

contacts

It is preferable for employers to telephone to notify close contacts, however use of text messages is also acceptable. It is important that it is done as soon as possible to ensure workers are quarantined.

The employer should inform them that DHHS will contact them via text message with further information, and that they should seek testing if they develop any symptoms consistent with COVID-19. The employer should support the close contacts to exclude themselves from work and must not let them attend the workplace.

The following messages should be sent:

“You have been assessed as a close contact of a confirmed case of coronavirus (COVID-19) through your attendance at [insert name of worksite/business]. You are required to self-quarantine for 14 days from [insert date]. The Department of Health and Human Services will contact you via text message to confirm the details of your required quarantine period, and to provide you with further information. You must isolate at home and must not attend work during this time. If you develop symptoms consistent with COVID-19 you should get tested. Please see the [DHHS close contacts factsheet](#)”.

The employer should distribute the DHHS close contacts factsheet to the workplace close contacts. For further information see: <https://www.dhhs.vic.gov.au/novel-coronavirus-close-contact-what-you-need-know>

Close contact definition

A close contact is someone who had greater than 15 minutes face-to-face, cumulative, or the sharing of a closed space for more than two hours, with a confirmed case during their infectious period. The case’s infectious period commences 48 hours prior to onset of symptoms (or if asymptomatic, 48 hours prior to test date).

How should I notify the department of my workplace response?

After you have completed your risk assessment, notify the department by sending your risk assessment and close contacts spreadsheet to COVIDEmployerNotifications@dhhs.vic.gov.au.

It is only necessary to notify the department when there is a confirmed case of coronavirus (COVID-19).”