



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.

CONTROL MEASURES - NATIONALLY

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.

State Governments issued directions which had the impact of making vaccination mandatory for some APG workers. This information is recorded in our electronic HR records and is covered by APG's Privacy Policy. Any information collected regarding vaccination status is recorded for legal compliance and workplace health and safety use (including to manage our resourcing requirements and authorised/essential worker movements). This information will not be disclosed to any third parties by APG unless required by law.

2. Surveillance Testing

If there is a significant community transmission risk, a case on Site or other factors, APG may implement a testing regime for a period of time. The APG testing regime at 22 April is:

- Daily RAT testing for unvaccinated worker who are permitted to attend work under the public health orders; and
- 3 day rolling RAT testing for vaccinated delivery drivers and vaccinated sales representatives; and
- 7 day rolling RAT testing for all other vaccinated employees.

Employees are to arrange testing the submission of their results before attending work on Monday and Thursday for 3 day and Mondays for the 7 day testing. As is currently the case with Government Surveillance Testing the information will be provided to the State Manager. Test results are health information and therefore the APG Privacy Policy applies to this information. By providing us the test results the employee consent to the collection of the information.

In addition if a worker is identified as a close contact but not required by the relevant State Government to isolate, APG may require a negative RAT to attend work and then may require daily testing for a period of time.

Some APG workers may be subject to surveillance testing regimes mandated by the State Governments from time to time. In the past these have impacted mainly delivery drivers who cross State borders or move between capital city and regional areas. The requirement may be in Freight Codes, Public Health Orders or a condition of Freight Border Passes.

These APG workers are to comply with the Government surveillance testing requirements from time to time and the APG Testing Regime, which ever is the higher requirement. For example if the APG Testing Regime required a 3 day rolling RAT test and the Government requirement was a 3 day rolling PCR Test – the worker would need to comply with the 3 day rolling PCR test requirement.

3. Masks

Governments from time to time have mask recommendations or mandates. Employees are encouraged to comply with the recommendations or mandates 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).

If there is a significant community transmission risk, a case on Site or other factors, APG may require masks to be worn even if the Government mandate has been withdrawn. There are exceptions to Government mask mandates and similar exceptions will be applied if the wearing of masks is an APG requirement. In addition to manage working in hot environments risks, State Managers will assess the work, work area and daily conditions and may identify designated work areas where masks are not required to be worn if work conditions are hot. For example if the worker can socially distance and will not be in contact with other workers for greater than 5 mins (cumulative). These designated work areas must be signed, no other employees may enter these areas and the employee must wear a mask when outside the area.

State Manager/COVID Marshalls will arrange the supply and issue of these masks and also the disposal protocols such as signage indicating disposal bins, bins to be emptied daily and sanitised daily.

4. Flu Shots

Flu shots are available in April. 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.

5. Incident Response Plan

If there is a suspected COVID case or actual COVID case on site or if we are contacted by Public Health officials - the matter is to be referred to Steven Pumfrey for coordination. If immediate steps, if there is a COVID case, may include:

- inform all workers on site of the situation, to be vigilant about symptoms, undertake additional testing and to isolate if symptomatic;
- undertake risk assessment and implement control measures such as cleaning areas, need to close an area etc;
- undertake assessment of close contacts (as at 22 April - there is no isolation requirements for close contacts with no COVID symptoms in most States).

- notify the Safe Work regulator and complete a COVID Incident Notification Form available on the relevant Safe Work website;
- inform relevant Health Department.

6. 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 relevant State Government. Please help them with their role by following their instructions.

7. Visitor Access to APG Sites

Protocols are in place for entry of visitors at the entry to APG's Sites, these change from time to time and may include QR Code sign in, signage, temp check, check of Workers Permits and ID check. If a visitor does not meet APG's protocols they will not be permitted entry. Entry to site may be blocked by bollards and barrier with signage. Entry will be managed by authorised staff in conjunction with the COVID Marshall.

8. Teams

Teams protocols may be implemented from time to time where the aim is for workers to be with the same group of workers whenever reasonably practicable. If a Teams protocol has been invoked - 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.

If team protocols are implemented all employees are requested to follow the segregation protocols as follows as applicable to their team or work area:

- Incoming – PM shift with no cross over at shift change;
- Dispatch – AM shift with no cross over at shift change;
- Administration – limit cross over and/or transit between warehouse and admin areas. Where practical, access to admin areas should be limited to admin staff or other designated staff only;
- External Sales Reps – State Manager to determine entry to site approvals based on risk and work flow requirements;
- Drivers – the aim is to segregate drivers from other teams as far as reasonably practical by defining pickup/drop off and loading areas. Stage Managers will define areas for drivers including:
 - areas for work tasks such as for vehicle preloading and driver loading;
 - areas exterior to the warehouse;
 - limit driver and warehouse staff interaction by shift times, exclusion zones and assigned team leader support for the driver pack/load process;

- establish rest access protocol and sanitisation.

9. Temperature Checks

Temperature check protocols will be determined by the State Manager from time to time, depending on the status of community transmission at the time.

10. Contactless Delivery

Contactless delivery protocols will be determined by the State Manager from time to time.

11. Toolbox Talks

State Managers will conduct COVID Safety toolbox talks from time to time to update staff on changes to the workplace to address changes in COVID Safe Plan and Public Health Orders.

12. 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. Area of isolation and workstation to be cleaned, disinfected.
- If you sneeze or cough, use tissues, wash your hands, consider if you should be at 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 may from time to time limit the number of people in our vehicles to ensure social distancing. Set the vehicle air con to external airflow.
- From time to time there may be limits set by the Government on the number of people in certain areas eg the 4sqm rule.
- At times, Public Health Orders in the State in which you live may have a prohibition on workers car pooling to work.
- Consider using 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, e-cigarettes or secondhand smoke. There is no smoking on APG premise or in APG vehicles.
- 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.smarttraveller.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.

13. Border permits/Declarations

APG employees who cross State Borders must keep up to date on the travel declaration/pass requirements of relevant jurisdictions. As of 22 April 2022 on WA has a G2G pass requirement.

14. QR Code System - Checkin Protocols and Conditions

When mandated by State Governments, we encourage all staff to use QR Codes outside of work and require employees to use them when conducting work. APG employees are also to comply with any entry protocols/conditions applicable to third party site that they need to access for their work.

15. Work From Home

State Managers will be instructed by Steven Pumfrey from time to time regarding work from home arrangements due to COVID community transmission. 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 your State Manager to discuss on a confidential basis.

16. 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 Insitute - 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.

17. Travel Register and Annual Leave Process

As part of the annual leave process we ask you to disclose your personal travel destination.

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

18. 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.