



# 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

As COVID-19 restrictions start to ease APG has reviewed our processes to ensure we are aligned with the current community processes. This easing of restrictions is only possible because of the high vaccination rates. Many things that are very effective in driving down transmission will remain until the next review in September 2022. That will keep us protected during winter and help us respond to emerging risks.

At the first sign of COVID-19 symptoms, workers are required to get tested and must not attend work. A worker who has tested positive for COVID-19 and has been in the workplace during their infectious period must follow the advice of the state health directives and inform the state COVID Marshall and the State Manager.

#### 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](http://www.health.gov.au). We encourage you to talk with your doctor if you have any questions or concerns.

#### 2. Non-Vaccination team members return to Site

Non-Vaccinated team members will not be required to disclose their vaccination status to gain access to site. All employees who have been working from home, not engaged in onsite work and/or furloughed due to vaccination status will be able to attend site from July 1st 2022.

Site entry is subject to adherence to RAT & Temp testing regime for all employees:

- RAT testing 3 days per week (Mon, Weds, Fri)
- Temperature testing everyday weekday

#### 3. Surveillance Testing

Employees continue to undertake surveillance testing until the Spring Management meeting (August 22) where the testing process will be reviewed

The APG site entry testing regime for employees from the 1<sup>st</sup> of July will be:

- RAT testing 3 days per week (Mon, Weds, Fri)
- Temperature testing everyday week day
- Onsite meetings are not encourage and only if necessary

Employees are to arrange testing the submission of their results before attending work on Monday and Wednesday and Friday. 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. Isolation of Close Contacts will be at the determination of relevant State Health directives.

#### 4. 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).

Some employees may choose to continue to use masks in the workplace to ensure their continued safety. The 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.

#### 5. Flu Shots

Influenza A is a contagious respiratory illness caused by influenza viruses. Most people recover after a few days but for some people it can be fatal. An influenza vaccination (Flu Shot) each year provides the best protection against influenza.

Flu shots are available from April and are free in a number of States. 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.

#### 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. Site protocols.

As of 1 July the removal of the Restricted Access Signage will occur on all APG sites and the control points (property entry gates) will be open.

##### **Trade Counter.**

The trade counter will remain closed and our customer communication will be provided to reinforce this and customer collections will not be encouraged.

The Internal and External Sales teams are to be briefed on the trade counter closures.

Customers who appoint courier and/or driver collections continue as per normal

- Pre-ordered items for collection only
- Prepaid COD collections only, no payment services available on collection

### Transport and courier services

- Collection as per normal for customer

### 8. 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 temp check and a COVID vaccination test. This includes invited visitors, Vendor and or Service provider representatives – until Spring 2022 subject to review at August management meeting.

As at July1, this will include:

- Site entry is subject to adherence to RAT & Temp testing regime for all
  - RAT testing 3 days per week (Mon, Weds, Fri)
  - Temp testing everyday week day
- Onsite meetings are not encourage and only if necessary
- All non-routine guest must undertake RAT & Temp test on arrival under control of appointed COVID Marshall

If a visitor does not meet APG's protocols they will not be permitted entry. Entry will be managed by authorised staff in conjunction with the COVID Marshall.

### 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 Mangers 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

Both COVID and Influenza A is impacting our teams. We need you to continue 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.
- 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.
- 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.

### 13. Work From Home and Return to Office

Flexibility may be required by employees to work from home or return to the office as requested depending on each State's circumstances in line with State protocols and

messages.

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.

The WFH arrangements due to COVID are an interim measure only and WFH is not an employee entitlement. APG considers working at the office part of building a functioning business to bring employees together to interact, to maintain a team environment and to ensure work can be properly supervised. Employees will be re-inducted into the workplace as part of the return to the office process.

#### 14. 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](http://www.headtohealth.gov.au)  
Blackdog Insitute -  
[www.blackdoginsitute.org.au](http://www.blackdoginsitute.org.au) Beyond Blue  
[www.beyondblue.org.au](http://www.beyondblue.org.au)  
Sane - [www.sane.org](http://www.sane.org)  
Reachout [www.reachout.com.au](http://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.

### 15. 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.

### 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.