



## COVID-19 (novel coronavirus) Plan

We are in unprecedented times as a community and as a business. It is important to us as a company to provide our employees with as much stability as we can during these uncertain times. If any employee has any concerns or questions, we encourage you to ask your supervisor or call Caleb our WHS Manager direct on 0474 298 202. We will be compiling questions and will release some responses for all employees as often as is required to provide everyone will clear information.

We recently released a [Safety Bulletin](#) regarding prevention of contact with and spread of viruses, including information surrounding the self-isolation requirements and social distancing. We recommend you read this bulletin for important advice.

Our company is still operating as normal and will continue to do so unless directed otherwise by the Government. Whilst we cannot predict what may happen in the future, we are confident that we will be able to continue to operate through this period.

The intent of this Plan is not to alarm anyone or cause panic. This is a plan in the event of an employee being diagnosed with COVID-19 and following our Business Continuity Plan.

### **Background:**

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a Public Health Emergency of International Concern. On January 25 Australia had its first confirmed cases and in March 2020, the Australian Government are regularly releasing updated requirements designed to slow the spread of the disease in this country. These measures include:

- Mandatory 14-day self-isolation timeframes for certain affected persons, including anyone entering the country after the 15<sup>th</sup> March.
- Restrictions on the sizes of gatherings for non-essential indoor (100 persons) and outdoor (500 persons) gatherings.
- Indoor spaces must provide for 4 square metres of space for each person on the premises.



### **Our guiding principles as we continue to move forward:**

1. Keep Denrith Pty Ltd and Concrete 4 Goulburn employees, clients, contractors and their families safe
2. Continue to serve our clients and customers with the highest standards
3. Do our part to slow community spread of the virus where there appear to be outbreaks, so that the most vulnerable people are able to get the care they need

### **How COVID-19 spreads:**

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects – such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them.

In other words, COVID-19 spreads in a similar way to flu. Most persons infected with COVID-19 experience mild symptoms and recover.

The following checklist is our guidelines in the case that you as an employee suspect you may have COVID-19. Or, that a family member has become infected with COVID-19, a household member or anyone you have been in contact with.

### **What are the symptoms of COVID-19?**

- Symptoms can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick quickly.
- People with coronavirus may experience:
  - fever
  - flu-like symptoms such as coughing, sore throat and fatigue
  - difficulty breathing

### **Who are the most at risk of getting COVID-19?**

- In Australia, the people most at risk of getting COVID-19 are those who have:
  - recently returned from overseas
  - been in close contact with someone who has been diagnosed with COVID-19



### **Who are the most at risk for developing serious illness from COVID-19?**

- People aged 65 years and older
- People with impaired immune systems (such as people who have cancer or HIV, or who take high dose cortocosteroids)
- People with chronic medical conditions, such as lung disease, heart disease, kidney disease, neurological conditions and diabetes
- Aboriginal and Torres Strait Islander people experience higher rates of chronic diseases compared to other Australians and may be at higher risk of serious illness.

### **What if I suspect I have symptoms of COVID-19?**

- It is important that you stay away from work if you have only mild symptoms or have had to take simple medications (e.g. paracetamol, ibuprofen) which may mask the symptoms
- If you're concerned, call the Australian Government Coronavirus Health Information Line on 1800 020 080 for advice.
- We need to take every precaution to not spread a possible case of COVID-19. If you become ill at work, you will be provided with a face mask to reduce the risk of possible transmission. Refer to the [WHO guidelines](#) for correct use and disposal of face masks.
- If you have symptoms within 14 days of last contact with a confirmed case or of returning to Australia and suspect you may have COVID-19 – call Southern NSW Health Local Health District on 1800 999 880 (Option 1) or your local GP for an urgent assessment and advice in regard to testing. Ensure you call ahead and do not present unannounced to your Doctor or Hospital.
- Notify your supervisor, the HR Department or a senior manager via telephone

### **What if an employee arrives to work or becomes ill at work displaying symptoms compatible with COVID-19?**

- Employees in this circumstance will be as asked to leave work and to seek medical advice. If they are able to provide a medical clearance from a registered practitioner that they are fit for duty, they can return to normal duties.
- Employee is to be provided with a face mask to reduce the risk of disease transmission. Masks must be fitted correctly and disposed of as soon as it becomes moist from coughing or sneezing. Refer to [WHO guidelines](#) for correct use and disposal of masks.
- If possible, the employee should be isolated from other workers until transport can be arranged to take them home or to their Doctor. This should be undertaken with care so as not to alarm other employees.



- If the employee is required to be transported home or to their Doctor, they must ensure they are following recommended personal hygiene protocols and continue to wear their face masks. The vehicle used to transport the employee must have the exterior and interior washed down using household grade disinfectant.
- The employee's workstation (including the cab of truck/plant/vehicle) must also be cleaned thoroughly using household grade disinfectant to prevent possible transmission.
- Communal areas such as kitchens/lunchrooms and bathrooms will also be cleaned as above. Frequently touched surfaces such as floors, door handles, desktops and light switches should also be cleaned as above.
- A list should be compiled of all sites, co-workers, customers, clients, third parties, contractors or others (such as delivery persons) who may have had close or casual contact with the employee
- Suspected cases will be required to follow their Doctor's advice and remain self-isolated at home whilst awaiting results.

#### **What if I am diagnosed with COVID-19?**

- Notify your supervisor, the HR Department or a senior manager as soon as possible via telephone
- Follow all medical advice to recover from your infection as soon as possible
- Once cleared from the infection you should continue to follow isolation guidelines until your doctor, or the local public health unit advises that you no longer need to be in isolation
- We will ask you to submit a list of anyone you have had contact with in the past 14 days at **the affected worksite** to your supervisor (clients, contractors, friends)
- The Company is required to notify SafeWork NSW if we are advised that a confirmed case of COVID-19 may have been infectious in the workplace

#### **What if a Family Member or Household Member is diagnosed with COVID-19?**

- Notify your supervisor, the HR Department or a senior manager as soon as possible via telephone
- You are to self-isolate for 14 days
- You should monitor yourself for symptoms for 14 days and take your temperature twice a day
- If you develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more) you should stay at home and self-isolate. You should also telephone your healthcare provider (local GP) or the local public health department, giving them details of your symptoms. You may be asked to go to your nearest hospital to be tested



### What if an employee is diagnosed with COVID-19?

- You and the entire company will be notified immediately by a member of the management team
- **The affected worksite/s will be closed for a minimum of 14 days or as prescribed**
- **The affected worksite/s** will undergo the required certified cleaning processes as required by the local Public Health Unit.
- You will be required to self-isolate for 14 days and should monitor yourself for symptoms and take your temperature twice a day
- We will ask you to submit a list of anyone you have had contact with in the past 14 days at **the affected worksite** to your supervisor (clients, contractors, friends)
- Please notify anyone in your personal life that your work has had a case of COVID-19 - anyone you have had contact with should also self-isolate themselves and monitor themselves for symptoms
- If you have symptoms follow the above advice on calling your closest healthcare professionals who will advise you on next steps
- If you are diagnosed with COVID-19 yourself, notify your supervisor, the HR Department or a senior manager and follow all medical advice to recover as soon as possible

### Stay Connected as a Community:

- It is important during these unprecedented times to stay connected with friends, neighbours, co-workers and family. Whilst we are being encouraged to practice social distancing to stop the spread, we are also fortunate to live in a time where technology makes it easy to stay connected without physical contact. Call, text, email or use social media to check in and stay in touch with people in your lives.
- Stay informed. Make sure you are only using information from reputable sources including:
  - [Australian Government Department of Health](#)
  - [NSW Health](#) and their [Facebook Page](#)
  - [World Health Organisation \(WHO\)](#)
- If you are feeling anxious or require further support, please call Beyond Blue 1300 22 4636 or LifeLine 13 11 14.

We will continue to be guided by advice from the relevant State and Federal Government agencies and will keep our employees updated with any news or information surrounding COVID-19 as it comes to hand. Thank you to all of our employees for their continued support.