

Novel Coronavirus (COVID-19) Action Plan

Purpose:

The purpose of this action plan is to limit the potential of adverse health effects from Coronavirus (COVID-19) to our people and services to clients.

This action plan is to be implemented at all Greencap offices and it complements our existing Business Continuity Plans and Critical Incident Management Plans.

On March 6 we have activated our Critical Incident Management (CIM) Team and currently we are sitting at Level 2 – Significant. The Critical Incident Management Teams function is to manage the safety of the Greencap team, clients and the potential for business interruption.

Responsibilities:

General Manager / CIM Team – are responsible for the communication and monitoring of the performance of this action plan nationally.

Managers – are responsible for ensuring the communication, implementation and monitoring of the performance of this action plan including daily check-ins on the team’s wellbeing and proactively contacting any staff who do not arrive for work.

Project Delivery Teams – are responsible for implementation of the plan at a Project level.

All Greencap Employees – are required to make themselves aware of this action plan and take steps to minimise the risk of exposure to themselves and others to Coronavirus COVID-19 as outlined in this plan.

Novel Coronavirus (COVID-19) Overview:

How does the Virus Spread?

Viruses are spread from person to person by respiratory secretions in three ways:

- Through spread of droplets from one person to another (e.g. coughing, sneezing)
- By touching objects that are contaminated by respiratory secretions and then touching the mouth, eyes and/or nose
- Through the spread of particles in the air in crowded populations in enclosed spaces

Symptoms

Often symptoms are similar to those of a seasonal flu virus: commonly two or more of – high temperature (or fever), muscle aches and pains, tiredness, cough, shortness of breath, sore throat and stuffy or runny nose. The severity of symptoms experienced may be influenced by age, individual health and pre-existing illnesses. In some cases, there may be respiratory complications or vital organ failure leading to death.

How long do symptoms take to develop and how long do they last?

COVID-19 appears to generally take 2-14 days.

How is COVID-19 treated?

A vaccine is not available currently for COVID-19 and it may take up to 18 months to develop one. The mainstays of treatment include rest, ensuring adequate fluid intake and taking medications to help with fever and pain. Those who are seriously affected may require hospitalisation and more detailed treatment.

Reducing Risk of Infection:

There are several measures that an individual can take to protect themselves and others from all respiratory diseases, including COVID-19.

These include:

- Hand washing (for a minimum of 20 seconds), especially after sneezing or coughing – soap and water or alcohol-based rub
- If unwell with cough and cold-like symptoms, stay at home until recovered, most of the time symptoms will resolve on their own. Please advise your line manager that you are unwell. Minimise contact with other team members/members of the public
- If you have a two or more of – high temperature (or fever), muscle aches and pains, tiredness, cough, shortness of breath, sore throat and stuffy or runny nose please contact your doctor for advice on treatment and whether COVID-19 testing is required. Minimise contact with other Team members/members of the public. Please advise your line manager that you are unwell
- When attending a medical practice, call the practice in advance to advise them of your symptoms and alert the receptionist on arrival so you can be treated away from others'
- If dialling for emergency response, advise the operator you have symptoms or are infected
- Continue to practice general hygiene measures such as regular handwashing/using hand sanitizer
- Avoid touching eyes, nose and mouth
- Cough hygiene (cough into your bent elbow and cover your mouth with tissues when coughing or sneezing, disposing of the tissues afterwards and washing hands after disposing of the tissues)
- When unwell, avoid public places and contact with children or those with underlying illnesses, or stay home
- Maintain at least 1 metre distance between yourself and anyone who is coughing or sneezing
- Stay up to date with relevant and reliable information
- Consider alternate options to handshaking and kissing when greeting others. This will protect you, your colleagues and customers
- The seasonal flu vaccine will not protect against COVID-19; however, it will still be important to take up Greencap's flu vaccination offer when it becomes available in late March/early April

Greencap Action Plan

What we need to communicate:

1. All Greencap offices must post the Australian Government poster and fact sheet (links below) FS025 Fact Sheet – How to wash your hands properly, FS026 COVID Site Response and FS028 COVID Daily Workplace Hygiene on their notice boards and within office amenities.
2. All Greencap offices are to complete a Coronavirus toolbox talk by 20/3/2020.

Workplace Hygiene

Cleaning regimes for all offices, food consumption and common areas are to be reviewed with regards to frequency and nature of cleaning practices. Food preparation and consumption areas such as tables, benchtops, appliances etc are to be regularly wiped down with the use of food safe antibacterial cleaning products.

Additionally, commencing 11 March team members will also be required daily to wipe down/ disinfect their workstations frequently touched items/hard surfaces - desks, armrests, keyboards/mouse, phones, mobile devices.

All team members are to wash hands when finishing and before starting work for the day.

Alcohol based hand sanitiser and antibacterial wipes will be made available in all Greencap offices.

Recommended locations for hand sanitiser and antibacterial wipes are:

- Office entry points and breakout spaces
- Office lunchrooms
- Next to any common or shared devices (e.g. copying machines)
- Antibacterial hand soap is to be provided at all wash points / bathrooms

Travel

- **Interstate Business Travel:**
In accordance with the Greencap Travel Policy, interstate business travel should be limited to meetings / activities that are business critical and require face to face in person interactions. Greencap video conferencing facilities such as Microsoft Teams and Zoom are to be used whenever possible in lieu of travel.
- **Interstate Personal Travel:**
Greencap recommends that you take precautions in accordance with the Australian Government Health Department alerts, media releases and resources.
- **International Business Travel:**
International Business travel is to be restricted to travel that has been approved by General Manager, Greencap.
- **International Personal Travel:**
If anyone is returning from leave overseas, prior to their return they must consult with the People and Safety team and/ or their Business Head, to confirm any next steps.

Greencap recommends that you take precautions in accordance with the Australian Government Health Department alerts, media releases and resources.

In the interests of the health and wellbeing of yourself and others, Greencap requests that any employees taking international travel (both business related and holidays) from now, and until further notice, advise our Head of People and Safety, Maree Dalzotto of your travel destination/s and return dates. This is to help Greencap consider if an individual employee health management plan is required to support your return to work.

Contact with International Travellers:

If you have been in direct contact, or plan to be in direct contact, with international travellers (family / friends / acquaintances, etc) that are under self-imposed Coronavirus quarantine, or who have displayed any cold or flu-like symptoms since the 15/2/20 to contact your HR business Partner so as an employee health management plan can be considered.

Personal Health and Wellbeing

Refer to the Fact Sheet COVID19 Site Response Greencap employees.

For the health and wellbeing of yourself and others, Greencap requests that employees that are displaying cold or flu-like symptoms to:

- Seek medical advice as soon as reasonably practical
- Contact your line manager to advise of the situation and People & Safety for further guidance
- Stay at home until you are medically cleared to return to work
- To stay informed <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert> for any updates to the guidelines

Clients

- Consultants should liaise with clients to postpone face to face meetings wherever possible and instead utilise technology such as Telephone Conferencing, Teams and Zoom
- Be agile in responding to client's requests and needs during this time of uncertainty, including rescheduling of works
- Keep clients informed of any required project schedule changes due to COVID 19 impacts such as ill health of team members or availability of equipment or PPE

Subcontractors and Visitors

As the flu season approaches, and while the current Australian Government Health Alert status is "Active", Subcontractors and Visitors to offices and Project sites that appear unwell or are displaying cold or flu-like symptoms will be asked to consider the health of others by self-isolating themselves from public and work environments.

Employee Assistance

Greencap Employee Assistance is available to everyone at Greencap.

Contact Assure Programs:

Web: <http://www.assureprograms.com.au> | Telephone: 1800 808 374