

# Novel Coronavirus (COVID-19) Plan

With the increasing focus on Novel Coronavirus (“COVID19”) we would like to update you on some of the actions that Pask Group is taking in response to this rapidly changing situation.

As always, our highest priority is the health and safety of our employees and clients. Accordingly, the following plan has been formulated by Pask Management to protect the welfare of employees and clients and to minimise the potential disruption to the business from the spread of COVID19.

We remain open for business, however, it may be necessary for some or all of our team to work remotely from the office for a period of time in order to minimise the potential risk of the virus spreading. This will be determined through discussion with identified key contacts, however, in certain circumstances the period can be up to 14 days. Preparations have been finalised to cause minimal disruption to the business if working remotely is required.

As part of our preparations, building management in the Melbourne and Southport offices have been asked to implement enhanced cleaning procedures for high touch areas, such as lift lobbies and bathrooms. We have also requested hand sanitiser stations to be placed within key building access areas to promote good hygiene practices.

To ensure the health and safety of all staff we have implemented the following steps:

- All staff are able to work remotely, including pre-arranged access to the Pask network, applications and directory files.
- All staff will notify key contacts of any upcoming personal travel plans, either domestic or international, that they or people living with them have planned. All non essential work related air travel is suspended, unless authorised by key contacts.
- If staff suspect that they have been exposed to COVID19 by direct or indirect contact with someone that has the virus, notify the key contact before attending the office to discuss appropriate action. If staff have travelled internationally or have come into direct contact with a person confirmed to have COVID-19 they will be required to isolate at home (other than for seeking medical care), and monitor their health for 14 days from the time of contact or departure from high risk countries. We ask that our clients, guests, suppliers and contractors follow this advice to ensure their own safety as well as the safety of our other clients, guests, suppliers and contractors, our people and the public. Staff are required to provide a medical certificate before returning to the workplace.
- If staff are feeling unwell and exhibit any of the typical symptoms, contact the relevant key contact as soon as possible and seek medical advice.
- We will provide hand sanitisers, provided supplies are available, and disinfectants to promote a healthy workplace, and we encourage visitors (and our people) to adhere to normal handwashing and hygiene practices. If anyone is feeling unwell when visiting our offices, they should make their host aware.
- If staff are requested to attend any meetings or events with industry associations, suppliers and contractors hosted outside our offices they will need to notify the Key Contact. Staff may be permitted to attend such meetings if you confirm that the host venues have taken reasonably practicable steps, including implementing the recommended Australian Government COVID-19 guidelines to protect clients, people and guests, so far as they are able to do so.

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- In the course of our dealings with any suppliers, contractors or authorities we will be confirming if there are likely to be disruptions which could materially impact project delivery or office operations.
- Melbourne Office – Level 15 41 Exhibition Street, Melbourne:
  - Lift access to the Melbourne Office will be restricted and the office will only be accessible to employees during business hours via swipe key. Scheduled deliveries should be notified via phone so any deliveries can be accepted in the 41X building foyer area.
  - Travel to and from work will be by private vehicles with public transport to be avoided.
  - There will be no meetings with external parties held in the office unless authorised by a Key Contact, with Microsoft Teams to be used for virtual meetings.
  - If anyone with apparent COVID-19 symptoms attends the office, they are to be requested to leave and alternative arrangements made to conduct a virtual meeting, if required.
  - No more than 50% of team members will attend the office at any one time until further notice.
- Southport Office -Level 4 50 Marine Parade, Southport
  - All deliveries are to be accepted outside in the lobby area of Level 4.
  - Travel to and from work will be by private vehicles with public transport to be avoided.
  - Virtual Meetings are preferred. Essential meetings with external parties may be held in the office provided the Key Contract is notified and authorises the meeting. If anyone with apparent COVID-19 symptoms attends the office, they are to be requested to leave and alternative arrangements made to conduct a virtual meeting, if required.
- Personal contact – follow the recommendations from the Australian Government Department of Health website (link below) including maintaining social distancing (keeping a distance of 1.5m between you and others where possible) e.g. avoid hand shaking and avoid physical contact when accepting deliveries. Any persons visiting our offices will be screened before entry and asked if they have been diagnosed with COVID-19 or recently travelled internationally or come into direct contact with a person confirmed to have COVID-19.

As developments occur, we will review the measures that we have in place to confirm and maintain their currency and effectiveness.

The Department of Health have published information (link below) about the virus, including symptoms; prevention; diagnosis and how it spreads. It also provides access to advice published by the World Health Organisation.

<https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>

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