

# COVID HIGH RISK SAFE PLAN

Version 1 – August 2020

## 1. COVID Safe Plan Overview

The purpose of this COVID Safe Plan is to outline how Pask Group will prevent the introduction of the coronavirus (COVID-19) within our workplace, as well as, deal with any suspected cases, in the unlikely event that they arise. This Plan will be regularly reviewed and updated for suitability and currency.

This Plan is applicable to the Victorian Office, located at Level 15, 41 Exhibition Street, Melbourne, Victoria, 3000.

Principal Contractors engaged by Pask Group will be provided with a copy of our COVID Safe Plan and must comply with its requirements. Notwithstanding this, Principal Contractors are also expected to establish their own COVID Safe Plan, as they have management and control of the site.

Pask Group employees that are required to attend site must sign into the site office and follow the Principal Contractors COVID Safe Plan and protocols implemented to prevent exposure (e.g. PPE, physical distancing, site screening requirements), as they have management and control of the site.

For the purpose of this Plan, the key contact for the Victorian Office is David Bills and the alternate contact is Tim Pepper.

Pask Group will provide a copy our COVID Safe Plan to the Department of Health and Human Services (DHHS) or WorkSafe upon request and/or in the event of a confirmed positive case at our workplace. We also acknowledge that there may be random business spot checks undertaken for COVID Safe Plans.

## 2. Coronavirus (COVID-19) Overview

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. COVID-19 is a disease caused by a new form of coronavirus. It was first reported in December 2019 and as a new disease, there is no existing immunity in our community. This means that COVID-19 could spread widely and quickly.

Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly. People with coronavirus may experience symptoms such as:

- Fever;
- Respiratory symptoms;
- Coughing;
- Sore throat; or
- Shortness of breath.

Other symptoms can include runny nose, headache, muscle or joint pains, nausea, diarrhoea, vomiting, loss of sense of smell, altered sense of taste, loss of appetite and fatigue. The virus can spread from person to person through:

- Close contact with an infectious person (including in the 48 hours before they had symptoms);
- Contact with droplets from an infected person's cough or sneeze; or
- Touching objects or surfaces (like doorknobs or tables) that have droplets from an infected person, and then touching your mouth or face.

## 3. Our Responsibilities

Pask Group is committed to maintaining a COVID free workplace and will not permit anyone to enter our site if the person:

- Is COVID-19 positive;
- Has symptoms relating to COVID;
- Has travelled overseas in the past 14 days;
- Has been in close contact with a confirmed case of COVID-19; or
- Does not have a Permitted Worker Permit allowing them to work on site.

In addition, we will:

- Ensure that employees undertake work from home, where able and practical to do so;
- Display appropriate signage pertaining to hygiene, symptoms and other pertinent COVID requirements;
- Install markings and barriers to ensure adequate physical distancing measures;
- Provide adequate airflow and ventilation;
- Provide our employees with adequate information and awareness on:
  - o Hand and hygiene practices;
    - [https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-print-ads-good-hygiene-is-in-your-hands\\_0.pdf](https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-print-ads-good-hygiene-is-in-your-hands_0.pdf)
  - o Identifying symptoms and isolating at home;
    - <https://www.dhhs.vic.gov.au/taking-test-covid-19#what-are-the-symptoms-of-coronavirus-covid-19>Physical distancing measures and practices; and
    - <https://www.dhhs.vic.gov.au/staying-safe-covid-19>
  - o Safe use of face coverings.
    - <https://www.dhhs.vic.gov.au/face-masks-and-coverings-covid-19>
- Collect records of all employees and/or other relevant stakeholders (e.g. visitors, contractors, customers and clients) who attend the work premises for 15 minutes or longer;
- Apply a 'one worker per four square metres' of enclosed workspace or in shared areas;
- Ensure that employees do not work across multiple sites (unless an exemption applies);
- Regularly clean our facilities, shared spaces and provide additional cleaning supplies;
- Undertake risk assessments for cleaning and the potential closure of our workplace in certain situations;
- Ensure that employees are advised that they must be in good health if attending the office or site and do not perform work if they are unwell or have symptoms;
- Send unwell employees home and instruct them to be tested and remain at home until they have received their results;
- Report any positive cases to DHHS and WorkSafe, as well as our workforce; and
- Adhere to any protocols and instructions as directed by DHHS or WorkSafe.

#### 4. Employee Responsibilities

All Pask Group employees have a responsibility to themselves and to their colleagues to ensure a safe work environment and prevent the introduction of COVID-19 within our workplace. As a result, all employees are required to:

- Fully understand and follow company procedures and safe work instructions, as specified within this COVID Safe Plan;
- Take reasonable care for their safety and the safety of others;
- Undertake work from home, unless otherwise instructed;
- Ensure that a Permitted Worker Permit has been completed, where required and carry the permit and photo identification when travelling to and from the workplace;
- Check that they are fit for work and feeling well prior to starting their shift and advising the Key Contact where symptoms are present;
- Perform work at only one (1) location, in addition to the office, (unless exemption applies);

- Have symptoms of COVID-19 tested and remain isolated until results received; and
- Keep their workplace safe, by regularly cleaning equipment and shared spaces.

## 5. Managing Risk

Pask Group ensures that our employees and other relevant stakeholders are provided with a safe and healthy work environment. As part of our risk management framework, we will:

- Identify hazards associated with potential transmission of COVID-19 including where an employee tests positive;
- Determine control measures to be implemented to prevent the spread of infection; and
- Review controls for suitability and effectiveness.

During the risk assessment process, Pask Group engages with our employees and provide them with information, awareness and supervision on possible sources of exposure and the associated health risks.

Annex A of this Plan includes the COVID Risk Assessment outcomes, recording identified hazards, mitigation measures and additional controls required to be implemented to reduce further risk.

## 6. Office Work Arrangements

Pask Group has reviewed and modified work scheduling arrangements to reduce the number of employees on site at one (1) time, and to allow for adequate physical distancing measures.

Any staff required to attend the office are to contact Cristy Heath via email at [cheath@nevpask.com.au](mailto:cheath@nevpask.com.au) to advise the date they are attending office, time of arrival and time of departure. This is for contact tracing and to ensure a record can be maintained of who is in the office to minimise office contact and limit the potential risk of the virus spreading.

Lift access to the Melbourne Office will be restricted and the office will only be accessible to employees via a swipe key during business hours for essential tasks, provided all staff comply with the Plan requirements. Scheduled deliveries should be notified via phone so any deliveries can be accepted in the 41X building foyer area.

Any meetings or events with industry associations, suppliers and contractors hosted outside our offices are not to be held unless authorised by the Key Contact.

In the course of dealings with any suppliers, contractors or authorities, employees must check if there are likely to be disruptions which could materially impact project delivery or office operations and if so, notify the Key Contact.

All consultant meetings, where possible, should be held using Microsoft Teams or Zoom.

## 7. Work from Home Arrangements

Pask Group has identified the roles that are required to be performed from home or can be adapted to be performed from home. Where our employees cannot work from home, Pask Group has implemented flexible working arrangements, including which staff will be on-site for specific days/time.

We will continue to monitor personnel in attendance at the workplace to determine whether they are required to be there and/or can conduct the work at home.

Where employees are able to work from home, Pask Group will confirm:

- Whether working from a different location will introduce additional risks, such as risks associated with hazardous manual handling;
- The suitability of work activities;
- The suitability of the workstation set up and environment, such as lighting and noise;
- Communication requirements;
- Mental and emotional wellbeing; and
- Any additional training in safe working procedures that may be required.

Any staff working from home should undertake a self-assessment to check that their workstation has been set up ergonomically. Please refer to the following links:

- <https://www.worksafe.vic.gov.au/minimising-spread-coronavirus-covid-19-working-home>
- <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/working-home>

## 8. Multi-Site and Travel Arrangements

Employees are not permitted to work across multiple Pask Group sites (unless an exemption applies) and must declare to the Key Contact that they have not worked across multiple worksites, in the previous 14 days.

All interstate and overseas work-related air and road travel is suspended. If you are required to travel interstate or overseas for personal reasons, please notify the Key Contact.

## 9. Work Permits

In accordance with legislative obligations, Pask Group ensures that all employees have completed a Permitted Worker Permit, (required from Thursday 6th August 2020), which is issued to each employee where:

- The organisation is on the list of permitted activities;
- The employee is working in an approved category for on-site work; and
- The employee cannot work from home.

It is noted that in rare circumstances an employee does not need a worker permit, where:

- They are at risk at home, such as at risk of family violence; or
- Law enforcement, emergency services workers or health workers who carry employer-issued photographic identification, which clearly identifies the employer.

An employee will not be issued and/or allowed to use a Permitted Worker Permit, even if they have been issued one, where:

- They test positive to COVID-19 and are required to self-isolate; or
- They are a close contact of someone who has tested positive.

Both the Employer and Employee must fully complete and sign the Permitted Worker Permit.

Employees must carry the Permit and should carry photo identification when travelling to and from the workplace and the Permit can be shown electronically to authorities such as a photo, or scanned copy, on a mobile device.

## 10. Workplace Attendance Register

Under current public health advice, Pask Group has established a register of every person who attends the workplace for a period of more than 15 minutes. This includes all employees, as well as contractors, customers, clients or visitors permitted in the workplace (including workplace inspectors).

The purpose of the Workplace Attendance Register is to provide an accurate record where an employee or visitor tests positive for coronavirus (COVID-19), and will allow Pask Group to immediately identify anyone who has been in close contact with that person within the prior 48 hours.

The Workplace Attendance Register records:

- Date of entry;
- Full name;
- Mobile phone number;
- Confirmation that the person:
  - Is not COVID-19 positive or has symptoms at time of entry;
  - Has not travelled overseas or COVID Hotspot in the past 14 days;
  - Has not been in close contact with a confirmed case of COVID-19;
- Check in time;
- Check out time;
- Relationship with Business; and
- Areas visited at site.

The Register will be made readily available to public health officials and other regulatory bodies on request.

The Workplace Attendance Register will be maintained in a confidential manner and disposed of in accordance with our document control and record management protocols.

## 11. Hand Sanitiser

Pask Group provides an alcohol-based hand sanitiser (with at least 60% ethanol or 70% isopropanol as the active ingredient) within pertinent locations around site.

On entry to the site, all persons must use the supplied hand sanitiser. Employees will also be encouraged to wash their hands with soap and water prior to commencing work activities.

## 12. Face Coverings

All employees and other stakeholders accessing the site, must wear a face covering, unless a lawful exemption applies.

A face covering means either a face mask or face shield that needs to cover both your nose and mouth, for example:

- A face mask is recommended, and includes any paper or textile covering designed or made to be worn over the nose and mouth to protect the wearer. It does not have to be medical grade and where a face mask is not available other forms of face covering may be used such as a scarf or bandana.
- A face shield means any film made from plastic or other transparent material designed or made to be worn like a visor, covering from the wearer's forehead to below the chin area and wrapping around the sides of the wearer's face, to provide the wearer protection.

Where an employee seeks to provide and use their own face covering at work, they will ensure that this meets the above requirements.

Employees driving on their own or in a vehicle for work purposes, do not need to wear a face covering. However, when they leave the vehicle or need to interact with others, they must put on a face covering. Where employees are traveling with others outside their household, including passengers or other people from work, they must wear a face covering.

### 13. Hygiene and Cleaning Practices

Pask Group has established and implemented appropriate hygiene and cleaning practices, as well as, provision of:

- Availability of hand sanitiser throughout the office;
- Adequate number of rubbish bins to dispose of face coverings and paper towels;
- Adequate supplies of soap and sanitiser; and
- Suitable information and awareness on how to wash and sanitise hands correctly.
  - o [https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-print-ads-good-hygiene-is-in-your-hands\\_0.pdf](https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-print-ads-good-hygiene-is-in-your-hands_0.pdf)

#### 13.1 Hygiene Practices - Hands, Coughs and Sneezes

Good hygiene is critical for slowing the spread of COVID-19 and all personnel are required to implement good hand and cough hygiene practices, and ensure that they wash and sanitise their hands correctly.

Employees are not permitted to share drink bottles, glasses, crockery or cutlery with any other personnel.

Protocols for washing your hands:

- Wash your hands regularly for at least 20 seconds, using soap and water or hand sanitiser that contains at least 60 percent alcohol; and
- Wash your hands after blowing your nose, coughing, sneezing, or using the toilet.

Following washing your hands, employees must avoid touching their faces, including their eyes, noses, and mouths, particularly until after they have thoroughly washed their hands upon completing work and/or removing face coverings.

Protocols for managing coughs or sneezes:

- Don't cough or sneeze into your hands;
- Cover your nose or mouth with a tissue, then throw it away and wash your hands;
- If you don't have a tissue, cough or sneeze into your elbow or upper sleeve;
- Avoid touching your eyes, nose, and mouth with unwashed hands; and
- If you are wearing a face covering, leave it on.

#### 13.2 Hygiene Practices – High Touch Surfaces

To minimise the spread of infection in high-touch communal areas, Pask Group has increased cleaning protocols and ensures that high touch surfaces (handrails, desks, phones, door handles, chairs, kitchen areas) are cleaned and disinfected regularly.

In addition, the following processes have been implemented:

- Swapping shared kitchen consumables (e.g. coffee and condiments) for single serve sachets;
- Using 'touch free' amenities, rubbish bins and soap dispensers; and

- Avoid sharing of equipment such as phones, desks, chairs, headsets, offices or other equipment.

Pask Group will monitor cleaning supplies and ensure that there are adequate provisions of cleaning products, including detergent and disinfectant.

### 13.3 Cleaning Protocols

Those undertaking cleaning activities must wear gloves when cleaning and disinfecting, which must be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and disinfection and should not be used for other purposes. Reusable gloves must be washed with soap and water after use and left to dry. Hands must be immediately cleaned after removing gloves. Thoroughly clean surfaces using detergent (soap) and water.

Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.

Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

A one-step detergent/disinfectant product may be used as long as the manufacturer's instructions are followed regarding dilution, use and contact times for disinfection (that is, how long the product must remain on the surface to ensure disinfection takes place).

Soft furnishings or fabric covered items (for example, fabric covered chairs or car seats) that cannot withstand the use of bleach or other disinfectants or be washed in a washing machine, should be cleaned with warm water and detergent to remove any soil or dirt then steam cleaned. Use steam cleaners that release steam under pressure to ensure appropriate disinfection.

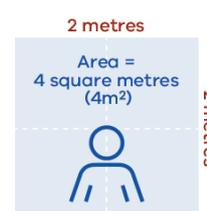
Where possible, use a disinfectant for which the manufacturer claims antiviral activity (meaning it can kill viruses). Chlorine-based (bleach) disinfectants are one product that is commonly used. Other options include common household disinfectants or alcohol solutions with at least 70% alcohol (for example, methylated spirits). Follow the manufacturer's instructions for appropriate dilution and use.

## 14. Physical Distancing Measures

Pask Group has implemented physical distancing measures and has configured communal work areas so that there is no more than one (1) worker per four (4) square meters of enclosed workspace, and employees are spaced at least 1.5m apart.

To support these practices, Pask Group has rearranged, removed or cordoned off furniture in working and common areas and has staggered workstations and/or seating so that employees are not facing one another during work hours or whilst on a break.

Employees must ensure that they maintain physical distancing measures at all times and follow any signage, floor markings or barricades. At no times are employees permitted to remove any controls implemented to support physical distancing measures, hold face to face meetings or meet up in lunchrooms or common areas.



## 15. Couriers and Deliveries

Pask Group has implemented physical distancing measures for couriers, to limit contact between employees and external personnel.

We will apply contactless arrangements for deliveries and request the couriers to leave parcels at the 41X building foyer area, so that drivers do not come in close contact with other personnel.

## 16. Suspected COVID-19 Case in the Workplace

In the event of a confirmed case of COVID-19 within our workplace (e.g. the person with a confirmed case is deemed to have attended work while infectious, or could possibly have acquired coronavirus at work), the Key Contact will immediately notify the following stakeholders:

DHHS	WorkSafe Victoria
1800 675 398	13 23 60

The reporting process will be undertaken in accordance with our procedures for incident management, including reporting notifiable incidents.

Pask Group will take steps to prevent the person from potentially spreading the virus by isolating them from others and move the affected person to an unused office.

Appropriate PPE will be provided to the affected person and those assisting the infected person, such as disposable surgical mask, hand sanitiser and tissues.

The affected person will be supported to travel home immediately or continue to isolate at work or to a medical facility, as required. Wherever the affected person is unwell or travelling to a location for mandatory isolation, they should use a personal mode of transport to minimise exposure to others. They should not use public transport unless there is no other option.

If the affected person needs to use a taxi or ride share service (or public transport) then the person should avoid contact with others including the driver to the extent possible, by:

- Wearing a face covering;
- Avoiding direct contact with the driver, including sitting in the back seat to achieve as much separation as is reasonably possible;
- Practising hand and cough/sneeze hygiene; and
- Paying by card.

The Key Contact will advise the affected person to immediately undergo a COVID-19 test and self-isolate, until results are confirmed.

Following notification, and in consultation with DHHS and WorkSafe Victoria, Pask Group will work with the relevant regulatory bodies and stakeholders to implement the following protocols:

1. Determine what areas of the workplace were visited or used by the confirmed case by reviewing the Workplace Attendance Register and associated rosters/work schedules;
2. Notify the workforce and other relevant persons referenced on the Workplace Attendance Register of a suspected case and to be vigilant about the onset of COVID-19 symptoms, to self-isolate at symptom onset and be tested as soon as reasonably practicable;
3. Prepare records from the period of 48 hours prior to the onset of symptoms in the suspected case, including all rosters and contact details to assist in contact tracing should the employee test positive;
4. Consult with DHHS on whether the workplace or part of the workplace is required to close for a short period to facilitate cleaning and enable contact tracing. DHHS will determine whether to assign an outbreak management team and deploy DHHS staff to attend the workplace to perform a risk assessment and provide advice;

5. Work with DHHS to provide details that will assist in contact tracing such as records of attendance and up-to-date contact details for staff should they be required. DHHS will contact anyone who is identified as a close contact of the case. In some circumstances, DHHS will ask the company to make first contact with relevant staff members with agreed messages;
6. Where practical, open doors and windows to increase air circulation and close off the affected area before commencing cleaning and disinfection;
7. Organise for the cleaning and disinfecting of all areas that were used by the confirmed case. The workplace or part of the workplace as determined by DHHS should remain closed until this is completed. It is noted that wider cleaning and disinfection of the site, paying particular attention to high-touch areas as may be advised by DHHS;
8. Ensure that the person who tests positive remains at home in self-isolation until they have been notified by DHHS that they have met the criteria for release. The employee should follow DHHS guidance and our company policy with regards to return to work;
9. Ensure employees who are identified to be close contacts of the affected person self-quarantine until told by DHHS or a nominated representative of DHHS that their quarantine period has ended. This may be 14 days after their last close contact with the positive case, as they must self-quarantine for this period. During self-quarantine, the person should watch for symptoms and seek medical assessment and testing if they develop symptoms such as fever, sore throat, runny nose, shortness of breath or a loss of their sense of taste or smell;
10. If the case or cases are deemed an outbreak, DHHS will maintain active involvement throughout the course of the outbreak including providing advice on when the workplace can re-open or when the outbreak is considered resolved;
11. Work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business; and
12. Review risk management controls and infection prevention measures in order to reduce risk of further COVID-19 exposures.

## 17. Notification of a Confirmed COVID-19 Case

DHHS receives all notifications of confirmed cases of COVID-19. Following notification, contact tracing is undertaken to understand where the person may have acquired their infection and where they have been while they were infectious.

DHHS will notify Pask Group when an employee has been diagnosed with COVID-19 and has been infectious whilst in a workplace setting.

DHHS will provide guidance on any public health actions required. DHHS does not routinely notify employers of cases if there has been no assessed risk to the workplace, for example when someone has not attended the workplace while infectious.

For a confirmed case, Pask Group will inform affected employees, customers, clients, visitors and workplace inspectors who are close contacts and direct them to stay in self-isolation.

## 18. Business Continuity

Critical incidents require a timely and coordinated response, to prevent the situation from significantly worsening. This is to ensure that processes have been established to manage such incidents, in order to minimise trauma, reduce impact to our employees and business operations.

Should DHHS close the workplace, Pask Group will work remotely to manage the closure, as required.

Prior to reopening the workplace, Pask Group will assess that the required measures have been implemented (e.g. directions have been completed) and that measures are adequate to prevent further COVID-19 cases.

Pask Group will notify both DHHS and WorkSafe Victoria that the site is reopening.

## Annex A – COVID-19 Risk Assessment

Risk	Current Mitigation Strategy	Additional Control Measures Required	Timeframe	Responsibility
Lack of information provided to employees, resulting in misunderstanding of company processes to manage COVID-19	<ul style="list-style-type: none"> <li>- Signage and posters displayed in pertinent areas of the site</li> <li>- Permitted Worker Permits completed by all employees</li> <li>- Information provided on PPE use, application and disposal</li> <li>- Providing information on hand and cough/sneeze hygiene protocols</li> <li>- Provision of information about the importance of not attending work if unwell</li> </ul>	<ul style="list-style-type: none"> <li>- Communication of COVID Safe Plan</li> </ul>		
Lack of hygiene practices, resulting in a positive COVID-19 case	<ul style="list-style-type: none"> <li>- Provision of face coverings</li> <li>- Provision of hand sanitiser (with at least 60% ethanol or 70% isopropanol as the active ingredient)</li> <li>- Provision of rubbish bins</li> <li>- Adequate signage and posters displayed</li> <li>- Adequate supplies of soap and hand towel</li> <li>- Adequate air flow and ventilation provided</li> <li>- Providing information on how to wash and sanitise hands correctly</li> <li>- Providing information on PPE use, hand and cough/sneeze hygiene</li> <li>- Ensure windows and air conditioning are set for optimum air flow at the start of each workday or shift</li> <li>- Replacing high-touch communal items with alternatives</li> <li>- Use of 'no touch' amenities such as rubbish bins and soap dispensers</li> <li>- Avoid sharing of workplace equipment such as phones, desks, headsets, offices or other equipment</li> <li>-</li> </ul>			

Risk	Current Mitigation Strategy	Additional Control Measures Required	Timeframe	Responsibility
Lack of cleaning protocols, resulting in a positive COVID-19 case	<ul style="list-style-type: none"> <li>- Monitor supplies of cleaning products and regularly restock</li> <li>- Use of adequate cleaning products (disinfectant, bleach, methylated spirits soap)</li> <li>- Providing information on workplace cleaning arrangements and how to use cleaning products</li> <li>- Swapping shared kitchen consumables for single serve satchels</li> <li>- Implementing cleaning protocols</li> <li>- Work scheduling</li> </ul>			
Permitted Worker Permit not completed for all employees, resulting in penalty	<ul style="list-style-type: none"> <li>- Permitted Worker Permits completed for all employees not able to work from home to undertake Permitted Activities</li> </ul>			
Physical distancing measures not adequate, resulting in a positive COVID-19 case	<ul style="list-style-type: none"> <li>- Physical distancing measures implemented to ensure minimum 1.5 metres apart</li> <li>- Floor markings at entrances/exits</li> <li>- Barricades restricting access to specific areas, where appropriate</li> <li>- Reconfiguring work stations and seating</li> <li>- Workstations are adequately spaced from each other, including the implementation of shields or barriers, where appropriate</li> <li>- Signage displayed</li> <li>-</li> </ul>			
Record keeping not adequately maintained, resulting in contract tracing issues or penalty	<ul style="list-style-type: none"> <li>- Workplace Attendance Register</li> <li>- Incident management procedures and reporting program</li> <li>- Document control and record management procedures</li> </ul>			
Poor processes established to manage suspected cases, resulting in further COVID-19 cases or penalty	<ul style="list-style-type: none"> <li>- Reporting protocols to DHHS and WorkSafe Victoria established</li> <li>- Processes established to manage suspected cases</li> <li>- Incident management procedures and reporting program</li> <li>- Cleaning protocols established</li> </ul>			
Poor work scheduling, resulting in in a positive COVID-19 case	<ul style="list-style-type: none"> <li>- Employees working from home</li> <li>- Work schedules modified</li> </ul>			
Employees working in various locations, resulting in a positive COVID-19 case	<ul style="list-style-type: none"> <li>- Employees are not permitted to work across multiple sites (unless an exemption applies)</li> <li>- Work schedules modified</li> <li>- Permitted Worker Permits completed for all employees who require them</li> </ul>			
Lack of site access protocols, resulting in affected person accessing site	<ul style="list-style-type: none"> <li>- Site screening protocols established</li> <li>- Signage displayed on entry</li> <li>- Workplace Attendance Register</li> <li>- Hand sanitiser</li> <li>- Face coverings required</li> <li>- Permitted Worker Permits</li> <li>- Contactless delivery arrangements with couriers</li> </ul>			

