



OUR PEOPLE

MINIMISING THE RISK OF COVID-19 AT WORK

Updated 07.04.2020

A MEMBER OF THE CIMIC GROUP



COVID-19 WHAT IS IT?

Coronavirus (COVID-19) is a respiratory illness.

As with any virus good hygiene and social distancing can prevent infection;

- Wash hands well, regularly with soap and water. If no soap is available, use hand sanitiser;
- Cover your nose and mouth when coughing or sneezing;
- Avoid touching your face and mouth and adhere to good food-safety practices;
- [Aust. Govt. Dept. of Health](#) advises to keep 1.5 metres between you and other people whenever possible, while [NZ Mins. Of Health](#) advises 2 metres.

SUPPORTING OUR PEOPLE

- CPB Contractors is working to minimise the impact and has infection control **protocols in place to manage this risk;**
- **We all have a role to play to reduce the risk of infection** and minimise workplace disruption;
- Check your **contact and work location details are up to date** in Oracle or ask HR to help.

NEW **CPB PROTOCOL** IS ALIGNED WITH GOVERNMENT HEALTH ADVICE

ALL OFFICES AND PROJECTS

At every CPB Contractors' office and project site the following actions are in place to protect our people:

- Effective and ongoing schedule for cleaning of offices and projects, including hard surfaces telephones, computer keyboards and mouse, desks, chairs, cabinets, printers, handrails, etc. with sanitizing wipes or a mild bleach solution;
- All projects and offices should provide supplies of hand sanitiser and disinfectant wipes;
- If supplies are not available, people should regularly wash their hands with soap and water.
- If you can work from home, discuss this option with your CPB Manager and/or HR representative.

INTERNATIONAL TRAVEL

- Defer all international travel until further notice, other than individuals returning to their home country who must self-isolate for 14 days, regardless of the country visited.
- Approval is required for any exceptions from the CPB MD and CIMIC CEO.
- Download International SOS App using member No 12AYCA083345;

CPB PROTOCOL ALL SITES AND OFFICES

WHAT TO DO IF YOU OR YOUR COLLEAGUE IS UNWELL AT WORK

Everyone is responsible for taking appropriate precautions. If you are concerned speak to your manager, SHEQ or HR Manager. As with any illness in the workplace, CPB People who are unwell will be told to:

- Not attend and/or leave their place of work;
- Discuss working arrangements with their Manager and contact a Medical Practitioner if needed;
- Remain away from the work site / office until the symptoms have resolved (without medication) or they provide a medical certificate and/or clearance.

If you have fever, a cough, sore throat, tiredness and shortness of breath, telephone your Medical Practitioner or local Hospital ahead of attending, so appropriate precautions can be taken.

APPROVAL TO RETURN TO WORK

- Approval by your CPB Manager must be obtained before returning to work and a medical certificate and/or clearance must also be provided.

CPB PROTOCOL ALL SITES AND OFFICES

WHAT TO DO IN THE EVENT OF A **CONFIRMED CASE**

The person who is confirmed **and** those identified as having been in **CLOSE** contact with the person confirmed, must:

- Self-isolate for 14 days, contact a Medical Practitioner to arrange testing and follow their advice;
- Notify your CPB Contractors Manager or Supervisor immediately;
- Discuss work arrangements or leave entitlements with your CPB Manager or HR Representatives;
- Return to work after the 14 day period providing, they have not experienced any symptoms.
- If any respiratory infection symptoms were experienced during the 14-day period, the person is not to return to work until the symptoms have resolved (without medication) and a medical certificate authorising a return to work is provided.

CPB CONTRACTORS WILL TAKE THE FOLLOWING ACTIONS

- Work with health authorities and notify co-workers who have had **CLOSE** contact with the person;
- Support and educate those that may have had **CASUAL** contact with the person;
- Communicate any necessary change to work arrangements while effective and professional cleaning of the work area(s) is completed.

People who may have had **CASUAL** contact with a confirmed case to receive a COVID-19 briefing.
Medical and psychological support is also available.

CPB PROTOCOL NOTIFICATION

WHAT TO DO IN THE EVENT OF A Suspected or **CONFIRMED CASE**

On Site

6. GM SHEQ to notify ELT
5. BU SHEQ / BU HR Manager to notify General Manager SHEQ & General Manager HR
4. BU SHEQ / BU HR Manager to co-ordinate with provider
3. Project Manager / Director to notify BU SHEQ / BU HR Manager
2. Supervisor or Manager to notify Project Manager / Director
1. Notify your CPB Supervisor or Manager

Corporate Offices

6. GM SHEQ to notify ELT
5. General Manager to notify General Manager SHEQ and General Manager HR
4. General Manager to co-ordinate with Provider
3. Group Manager to notify General Manager
2. Supervisor or Manager to notify Group Manager
1. Notify your CPB Supervisor or Manager



DOMESTIC TRAVEL REQUIREMENTS

All CPB personnel must defer all non-essential domestic air travel.

The CPB Managing Director must approve **essential** all domestic air.

Essential travel includes rostered fly in / fly out travel (FIFO) and any domestic air travel that is location specific and time critical.

- Location specific means that the task cannot be completed unless the person is physically at the travel destination and time critical mean that it cannot be delayed or deferred without significant business impact.
- Consideration must also be given to any border restrictions, local jurisdictional movement limitations, and quarantine provisions; and



For international travel, refer to the Group Protocol International Travel.

DOMESTIC TRAVEL REQUIREMENTS

Transport including charter flights, buses and transit vehicles, require the following controls:

- Modified seating arrangements to support practical social distancing;
- Demonstrable cleaning regimes before loading passengers;
- Hand wash stations or hand sanitiser for passengers' immediate use before boarding; and;
- Resources to enable cleaning of seats and arm rests in transit;
- Records of passengers in transfer vehicles, buses and charter flights must be maintained.

For international travel, refer to the Group Protocol International Travel.




DRUG AND ALCOHOL TESTING

- In line with social distancing and the reduction in size of pre-start and toolbox meetings, projects must not undertake mass alcohol and drug testing at the start of a shift or at any other time.
- Frequent and periodic alcohol and drug testing must still be conducted randomly, targeted or for cause in accordance with ratios identified within the CPB Knowledge Document for Alcohol and Drug testing.
- Any testing undertaken must strictly comply with the social distancing requirements, i.e. actively manage bottle neck queues to optimise 1.5 metres separation between people.



RETURNING FROM LEAVE


- Workers may present a risk depending on the activities undertaken during leave.
- All employees must provide a declaration concerning any travel over their break, current health status and any close contacts.
- Refer to Tool: CPB COVID-19 Confirmed Case Checklist



COVID-19 Confirmed Case Checklist Part 1 – General Information

Notification Details		
Date:	Project / Office:	
Date of confirmed COVID 19 Case:		
Notified by:	To Whom:	
Name of Confirmed:	Company:	
Contact no. of Confirmed:	Company Contact No:	
Actions Taken		
Internal Notification occurred? (BU etc - phone / email)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
External Notification occurred? (client / JV / other / Govt health)	<input type="checkbox"/> Yes	<input type="checkbox"/> No (if applicable)
Have you referred to the CPB Contractors Protocol Minimising the risk of COVID-19 (Leaders Guide)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you identified all 'Close Contact' personnel (See Part 2)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Attach spreadsheet including contact numbers)
Have identified 'Close Contact' personnel been notified and instructed to self-isolate for 14 days (See Part 2)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you identified all 'Casual Contact' personnel (See Part 3)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Attach spreadsheet including contact numbers)
Have people isolated from the affected areas and cleaning arranged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Date:
Has the affected area been cleaned, handed back and approved for re-occupation (See Part 4)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Date:
Has medical or psychological support been provided for potential cases and others?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have people been returned from isolation or quarantine in accordance with CPB Policy (See Part 5)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other actions by Project:		
<ul style="list-style-type: none"> 		
Definitions		
Close Contact:	Any person who has spent greater than 15 minutes in face-to-face contact with the confirmed case (while they were symptomatic) in any setting, or any person who shared a closed space such as an office area, meeting room, etc., where that person remained within 5m of the confirmed case for a prolonged period (e.g. more than 15 minutes)	
CPB EAP Contacts:	<ul style="list-style-type: none"> Call: 1800 056 076 in Australia Book online at: www.gryphonpsych.com.au Download the App: Gryphon Psychology EAP – free from iTunes and Android stores 	
Distribution:	Project Manager / Office Manager to BU General Manager Project SHEQ Manager to BU SHEQ Manager	
Refer to:	CPB Contractors Protocol Minimising the risk of COVID-19 (Leaders Guide)	

Title: COVID-19 Confirmed Case Checklist
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COMMUNICATING REQUIREMENTS

- Workers must be trained in the infection control strategies employed at the site or office and have access to information about the risks of COVID-19.
- Communication methods should include briefings in pre-start or toolbox meetings, posters, video conferences, e-learning and electronic message boards.
- Feedback should be sought on additional areas to be considered and the perceived effectiveness of controls.
- Nominate a point of contact/s who workers can discuss concerns with and seek further support.
- Include information about Employee Assistance Programs.



MANAGING THE RISK OF CORONAVIRUS

WHAT IS CORONAVIRUS?

The 2019 novel coronavirus (also known as 2019 n-CoV) is a previously unidentified strain of coronavirus. It is responsible for the outbreak of pneumonia which began in Wuhan City, Hubei Province, China in late 2019.

SYMPTOMS INCLUDE



Fever



Cough



Shortness of breath



Sore throat

These symptoms are not limited to 2019 n-CoV. Respiratory illnesses and pneumonia caused by other organisms (including bacteria) and other viruses (such as influenza) can also cause these symptoms.

STOP THE SPREAD!

Cover coughs | Wash hands | Wipe down surfaces
Maintain good food safety and personal hygiene

WHAT TO DO IN THE EVENT OF A SUSPECTED CASE

Everyone is responsible for taking appropriate precautions. People who are **clearly unwell** (coughing, sneezing, runny nose and/or a fever) and have had **CASUAL** contact with a confirmed case of coronavirus, will be told by their CPB Manager, to:

- Not attend or leave your place of work;
- Go home and self-quarantine, contact a Medical Practitioner or Hospital and undergo a Coronavirus test;
- Obtain a medical clearance before returning to work.

If you have fever, a cough, sore throat, tiredness and shortness of breath, telephone your Medical Practitioner or local Hospital ahead of attending, so appropriate precautions can be taken.

APPROVAL TO RETURN TO WORK

- Approval by your CPB Manager must be obtained before returning to work and a medical certificate and/or clearance must also be provided.

WHAT TO DO IN THE EVENT OF A CONFIRMED CASE

Those in **CLOSE** contact with a person who is a confirmed case of Coronavirus, must:

- Self-quarantine, contact a Medical Practitioner to arrange testing and follow their advice;
- Notify your CPB Contractors Manager or Supervisor immediately;
- Discuss work arrangements or leave entitlements with your CPB Manager or HR Representative;

CPB CONTRACTORS WILL TAKE THE FOLLOWING ACTIONS

Work with health authorities to notify co-workers who have had **CLOSE** contact with the person.

Support and educate those that may have had **CASUAL** contact with the person.

Effective and professional cleaning of the work area(s).

People who may have had **CASUAL** contact with a confirmed case should be provided with a briefing on COVID-19. Medical and psychological support should be provided where requested or deemed as required.

INTEGRITY

ACCOUNTABILITY

INNOVATION

DELIVERY

SAFETY



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CLEANING REQUIREMENTS

- Effective cleaning of offices and hard surfaces can significantly reduce the transmission of disease.
- This includes regularly wiping down shared items with sanitizing wipes or a mild bleach solution.
- All sites and offices must maintain sufficient supplies of hand sanitiser, soap, detergent, disinfectant wipes and face masks (P2, P3 or N95 masks).
- To minimise the risk of exposure to COVID-19, the person cleaning should wear gloves and use alcohol-based hand sanitiser before and after wearing gloves.
- Gloves and hand sanitiser should be made available throughout the work site. Workers are required to clean down plant or equipment immediately after use.
- Adjustments to cleaning regimes must be based on risk, such as how often the area is used and how often a surface may be touched.

Clean and Disinfect

Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.

How do I clean and disinfect?



Use Personal Protective Equipment (PPE)

Cleaning staff should wear impermeable disposable gloves and a surgical mask plus eye protection or a face shield while cleaning.



Remove Dirt and Grime

Use soap and water to remove dirt and some germs. Note, organic matter can inactivate many disinfectants.



Disinfect to Kill Germs

Wipe the area with a disinfectant solution using disposable paper towels or a disposable cloth. Follow the directions on the label.



PPE Disposal and Personal Hygiene

Scrub hands for 20 seconds with soap and warm water. Dispose of gloves and other PPE in a leak proof plastic bag.

What can I use?



Use cleaning products with antiviral claims (i.e. chlorine-based disinfectants).



Use cleaning products with at least 70% alcohol solutions.



Use freshly made bleach solution and follow manufacturer's instructions for appropriate dilution.

How often should I clean and disinfect?

Frequently throughout the day



Bathrooms, Kitchens, tables and surfaces people touch often.
Like light switches, remotes, door handles, phones, computers and printers.

As used




Rest and Sleeping Areas
Clean and disinfect more often when dirty or between people.

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CLEANING REQUIREMENTS

- In the event of a **confirmed case**, the affected areas of a site or office location must be isolated, and occupants removed until appropriate cleaning activities are completed.
- Affected areas** will include all areas that were routinely accessed by the confirmed case, during their infectious period. Including any communal transport.
- If the extent of the affected area is unclear, then advice must be obtained from your Business Unit Health and Safety teams.
- Cleaning must be undertaken by cleaners who are experienced in disinfection processes and must wear appropriate Personal Protective Equipment while cleaning activities are completed.
- Normal work may resume once the area has been cleaned and all surfaces have dried.





Clean and Disinfect

Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.

How do I clean and disinfect?	What can I use?
<p>Use Personal Protective Equipment (PPE) Cleaning staff should wear impermeable disposable gloves and a surgical mask plus eye protection or a face shield while cleaning.</p> <p>Remove Dirt and Grime Use soap and water to remove dirt and some germs. Note, organic matter can inactivate many disinfectants.</p> <p>Disinfect to Kill Germs Wipe the area with a disinfectant solution using disposable paper towels or a disposable cloth. Follow the directions on the label.</p> <p>PPE Disposal and Personal Hygiene Scrub hands for 20 seconds with soap and warm water. Dispose of gloves and other PPE in a leak proof plastic bag.</p>	<p>Use cleaning products with antiviral claims (i.e. chlorine-based disinfectants).</p> <p>Use cleaning products with at least 70% alcohol solutions.</p> <p>Use freshly made bleach solution and follow manufacturer's instructions for appropriate dilution.</p>

How often should I clean and disinfect?

Frequently throughout the day	As used
 <p>Bathrooms, Kitchens, tables and surfaces people touch often. Like light switches, remotes, door handles, phones, computers and printers.</p>	 <p>Rest and Sleeping Areas Clean and disinfect more often when dirty or between people.</p>

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SELF ISOLATION WHAT DOES IT MEAN?

The person who is required to self-isolate, **must**:

- **Isolate** themselves at home until 14 days after they were last exposed to the infectious person;
- Not leave the house, except for seeking medical care;
- Stay in a different room to other people as much as possible, and wear a surgical mask when in the same room as another person or when seeking medical care;
- Use a separate bathroom, if available;
- Follow good personal hygiene;
- Not go to work, school, or public areas, do not use public transportation, taxi services or rideshares

Note: They may, depending on the relevant State Medical Guidance, be required to undergo a test for COVID-19.

If they develop symptoms (e.g. fever, cough, shortness of breath, body aches, sore throat, headache, runny nose or diarrhoea) they should:

- Advise their CPB Manager, and call their local public health unit for assessment and advice;
- If they cannot contact the public health unit, call the Australian Government COVID-19 dedicated health line ([1800 020 080](tel:1800020080)) or see a doctor (preferably at a hospital emergency department) as soon as possible;
- If they feel seriously unwell, they should call 000 immediately.

SOCIAL DISTANCING WHAT DOES IT MEAN?

Social distancing **includes**:

- No personal contact when greeting visitors, friends and colleagues;
- Avoid non-essential work or public gatherings; and
- Keep 1.5 metres between you and other people whenever possible (NZ is 2 metres);

When determining appropriate social distancing and other controls, consideration must be given to people who have an increased risk of complications, should they contract COVID-19.

Individuals who are at higher risk may include:

- People who have serious chronic medical conditions like:
 - Heart disease;
 - Diabetes;
 - Lung disease;
- People who have a compromised immune system;
- Older adults.

Contact your Health & Safety and HR teams for assistance in determining appropriate controls.

SOCIAL DISTANCING WHAT DOES IT MEAN?

The following practices are required to support social distancing measures:

- Limit all physical interactions as far as practicable. Use mobile phones, where permitted, and radios to communicate while on site;
- Limit the number of workers in confined areas such as hoists and elevators at any one time;
- Actively manage bottle-neck queues to optimise 1.5 metres separation;
- Prohibit the use of greetings involving touch or personal contact, such as hand shaking, hugging, etc.;
- Cancel or postpone all face to face conferences, meetings, workshops and similar events that are not essential;
- Minimise the number of people meeting face to face – use video and teleconference facilities where possible;
- Modify seating in meeting rooms to increase spacing between participants to at least 1.5 metres (minimum of 4m² per person);



DELAY NON
ESSENTIAL FACE TO
FACE MEETINGS



DEFER TRAVELLING



MAINTAIN SOCIAL
DISTANCING



AVOID MASS TOOLBOX
PRESTART MEETING

SOCIAL DISTANCING WHAT DOES IT MEAN?

The following practices are required to support social distancing measures:

- Avoid greetings that involve touch or personal contact, such as hand shaking, hugging, etc.
- Identify business critical teams (for example Senior Leadership teams, payroll teams, etc.) and avoid meetings or work environments where the entire team is face to face or in close proximity;
- Consider flexible work arrangements including split rosters, staggered start and finish times and working from home. Such arrangements require approval from the Executive General Manager People and Culture;
- Consider staggered crib/meal breaks or other mechanisms to increase social distance and arrange cleaning of hard surfaces in crib/meal rooms between each break; and
- Avoid mass toolbox / pre-start meetings. Group size for toolbox and pre-start meetings must be determined on the available space and the ability to maintain a distance of 1.5 metres between participants and a floor area of 4m² per person; and
- Place signage about social distancing around work sites and offices.



DELAY NON
ESSENTIAL FACE TO
FACE MEETINGS



DEFER TRAVELLING



MAINTAIN SOCIAL
DISTANCING



AVOID MASS TOOLBOX
PRESTART MEETING

SOCIAL DISTANCING WHAT DOES IT MEAN?


All Offices and Projects are required to increase our assurance activities, using the CPB Social Distancing Checklist (offline or on Synergy), to ensure we are effectively implementing the CPB COVID-19 Infection Control Protocols.

Frequency;

- Daily Checks using the Social Distancing Checklist, including the use of photographs as evidence;
- Weekly Reports on Social Distancing progress and outcomes.


Please liaise with your local CPB SHEQ Team for more information.

Social Distancing Checklist




COVID-19 Compliance Check	Status	Comment	Photograph Attached
1 Identify and separate your work teams by time, distance or physical barriers	<input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		Yes / No <input type="checkbox"/> <input type="checkbox"/>
2 Stagger start and finish times to achieve social distancing	<input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		Yes / No <input type="checkbox"/> <input type="checkbox"/>
3 Hold pre-start meetings and toolbox talks in small groups in open spaces to achieve social distancing	<input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		Yes / No <input type="checkbox"/> <input type="checkbox"/>
4 Maximise use of video conferencing for general meetings	<input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		Yes / No <input type="checkbox"/> <input type="checkbox"/>
5 Stagger crib breaks to achieve social distancing	<input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		Yes / No <input type="checkbox"/> <input type="checkbox"/>
6 Remove chairs out of meeting rooms, lunch rooms and crib rooms etc., to achieve social distancing	<input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		Yes / No <input type="checkbox"/> <input type="checkbox"/>
7 Clean crib rooms before and after each crib break for each work crew	<input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		Yes / No <input type="checkbox"/> <input type="checkbox"/>
8 Clean all other common areas at least twice daily	<input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		Yes / No <input type="checkbox"/> <input type="checkbox"/>
9 Leave doors open wherever possible (e.g. wedge doors open)	<input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		Yes / No <input type="checkbox"/> <input type="checkbox"/>
10 Install soap and/or hand sanitiser with signs at every entrance / exit of crib rooms, toilets, offices, hosts, meeting rooms, etc.	<input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		Yes / No <input type="checkbox"/> <input type="checkbox"/>


Action Required	By Whom	Date Due	Action Closed




DELAY NON-ESSENTIAL FACE TO FACE MEETINGS



DEFER TRAVELLING



MAINTAIN SOCIAL DISTANCING



AVOID MASS TOOLBOX PRESTART MEETING

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VISITORS REQUIREMENTS

- Defer visitors from attending sites and offices as far as possible.
- Use video and telephone conference facilities.
- Visitors may only attend sites and / or offices if the visit is deemed location specific, time critical.
- Where visitors are attending sites and / or offices they must be observed to wash their hands or use hand sanitiser on arrival, and they must complete a visitor's induction.
- The induction must address any site-specific health and safety control measures, including any site-specific controls for COVID-19.

CPB COVID-19 ONLINE RESOURCES

- Further COVID-19 online resources can be found on the CPB Intranet.



SHEQ UPDATE

RESPONDING TO THE RISK OF COVID-19 AT WORK

UPDATED THUR 2 APRIL

Protecting the health and safety of our people

CPB Contractors is continuously monitoring government health advice regarding the coronavirus pandemic so that we can effectively protect our people and operations.

As always, the safety of our people is our top priority and CPB Contractors is committed to minimising the risk of exposure in our workplace. Please review the information and resources available below.

Web Link:

<http://intranet.cpbcon.com.au/news/Pages/COVID-19.aspx>

Clean and Disinfect

Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.

How do I clean and disinfect?

- Use Personal Protective Equipment (PPE)**
Cleaning staff should wear impermeable disposable gloves and a surgical mask plus eye protection or a face shield while cleaning.
- Remove Dirt and Grime**
Use soap and water to remove dirt and some germs. Note, organic matter can inactivate many disinfectants.
- Disinfect to Kill Germs**
Wipe the area with a disinfectant solution using disposable paper towels or a disposable cloth. Follow the directions on the label.
- PPE Disposal and Personal Hygiene**
Scrub hands for 20 seconds with soap and warm water. Dispose of gloves and other PPE in a leak-proof plastic bag.

How often should I clean and disinfect?

Frequently throughout the day

Bathrooms, kitchens, tables and surfaces people touch often. Like light switches, remotes, door handles, phones, computers and printers.

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Social Distancing

- CONSIDER DELAYING all conferences, workshops and similar events that are **NOT ESSENTIAL** for day to day operations
- MINIMISE THE NUMBER OF PEOPLE MEETING FACE TO FACE - use video and teleconference facilities, where possible

Self-Isolation

Anyone who is required to self-isolate, must:

- ISOLATE FOR 14 DAYS after they were last exposed
- NOT LEAVE THE HOUSE, except to seek medical care
- STAY IN A DIFFERENT ROOM TO OTHER PEOPLE as much as possible, and WEAR A SURGICAL MASK when in the same room as another person or when seeking medical care
- USE A SEPARATE BATHROOM, if available
- Follow GOOD PERSONAL HYGIENE
- NOT GO TO WORK, SCHOOL, OR PUBLIC AREAS, do not use public transportation, taxi services or rideshares
- If symptoms develop (e.g. fever, cough, shortness of breath, body aches, sore throat, headache, runny nose or diarrhoea) people should:
 - Advise their CPB Manager and / or supervisor, call their local public health unit for assessment and advice;
 - If they cannot contact their local public health unit, call the Australian Government COVID-19 dedicated health line (1800 020 080) or see a doctor (preferably at a hospital emergency department) as soon as possible;
 - If they feel seriously unwell, they should call 000 immediately.

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QUESTIONS

Note anything unable to be answered here will be responded to at the next update by your SHEQ & HR Managers

