

Minimising the risk of Coronavirus (Leaders Guide)

Purpose

This protocol dated [6 April 2020](#), is intended to provide guidance to will minimise the risk of infections from COVID-19 in the workplace. This protocol will also assist in minimising disruption and uncertainty should any site identify a potential exposure risk or encounter a confirmed case of COVID-19 in a CPB workplace.

This protocol will be updated when required.

Background

COVID-19 is a respiratory illness caused by a strain of the coronavirus family. The virus is encapsulated by an outer layer which is susceptible to detergents (soaps) and alcohol. Symptoms range from a mild cough or sneezes without a temperature through to pneumonia. Some people recover easily, others may get very sick very quickly. It primarily spreads via droplets shed by an infected person into the space around that person and onto surfaces contaminated by droplet deposition. Consequently, good hygiene (workplace cleaning and hand-oral hygiene) and social distancing can prevent infection.

Transmission

For transmission to occur, there must be both proximity to a confirmed case and exposure for sufficient duration to overcome natural defences. Some people who are immunocompromised can contract the disease more readily than others. Diligent cleaning, targeted surveillance, and active management of 'close contact' (see definition below) with people shedding the virus will minimize the chance of spreading the virus within the workforce.

Routine Prevention Activities

Personal Hygiene

To minimise the risk of COVID-19 infection - and any infectious disease - general health precautions should be practised, with specific emphasis on:

- Properly washing your hands – frequently and with soap and water or hand sanitiser;
- Cough or sneeze into your sleeve – or preferably cover your mouth or nose with a tissue;
 - Dispose of used tissues immediately after use and wash your hands again;
- Avoid touching your eyes, nose or mouth;
- Social distancing, which 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;
- Adhere to good food-safety practices;
- Use of signage about hygiene requirements around work site sand offices.

If a person is unwell for any reason including: coughing, sneezing, runny nose and/or a raised temperature, they should take personal leave (or the relevant leave in the applicable jurisdiction) in accordance with existing employment policies. They should remain away from the work site / office until the symptoms have resolved (without medication) or they provide a medical clearance. Advice should be sought from the Business Unit HR Manager if the person does not have sufficient personal/sick leave or if they feel that they do not need to take time off.

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Social Distancing

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, workshops and similar events that are not essential for day to day operations. Replace with video or teleconference facilities;
- Minimise the number of people meeting face to face – use video and teleconference facilities where possible;
- Modify seating in meeting rooms to increase space between participants to at least 1.5 metres and ensure there is a minimum of 4m² per person;
- Identify business critical personnel and teams where absence or isolation of the entire team would interfere with business continuity (for example Senior Leadership teams, payroll teams, etc.). These critical personnel and teams should avoid meetings or work environments where the entire team is face to face or in close proximity. Consider segregating teams in the office or on sites and implementing protocols avoid cross contamination;
- Implement flexible work arrangements where possible including working from home, split rosters and staggered start and finish times to minimise unnecessary personal interactions. Such arrangements require approval from the Executive General Manager - People and Culture;
- Implement staggered crib/meal breaks or other mechanisms to increase social distance and arrange cleaning of hard surfaces in crib/meal rooms between each break;
- Avoid mass toolbox / pre-start meetings. Group size for toolbox and pre-start meetings must be based on the available space and the ability to maintain at least 1.5 metres between participants and a floor area of 4m² per person; and
- Place signage about social distancing around work sites and offices.

Alcohol and Drug 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.

Underlying Risk Factors

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;

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- Older adults.

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

Travel

Defer all non-essential domestic air travel. The CPB MD must approve all domestic air travel.

- Essential travel includes rostered fly in / fly out (FIFO) travel, and 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;
 - Time critical means that the task 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
- Engagement with remote or isolated communities through which personnel frequently transit is recommended.

Specific protocols are required for all forms of transport including charter flights, buses and transit vehicles.

These controls must include:

- Modified seating arrangements to support practical social distancing;
- Demonstrable cleaning regimes before loading passengers;
- Hand wash stations or hand sanitiser for passengers' use immediately before boarding; and
- Resources to enable cleaning of seats and arm rests in transit if required.

Records of passengers in transfer vehicles, buses and charter flights must be maintained for each journey to assist with contact mapping should a confirmed case be subsequently identified.

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

Visitors

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 sanitizer 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.

Communication

Workers must be provided with information about the risks of exposure to COVID-19 and trained in the infection control strategies employed at the site or office. This includes communication about specific control measures, along with direction and guidance on worker expectations. Communication methods may include briefings in pre-start or toolbox meetings, the use of posters and where available through electronic means such as telephone or video conferences, e-learning and electronic message boards.

Workers must also be consulted on the current infection control strategies. Feedback should be sought on any additional areas of risk that should be considered and the perceived effectiveness of current controls. Nominate a point of contact/s who workers can contact to discuss concerns and access further support.

Workforce communication must also remind workers about the availability of psychological support, through Gryphon Psychology, for themselves and their direct family.

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Cleaning

Effective cleaning of offices and hard surfaces can significantly reduce the transmission of disease. This includes regularly wiping down shared items such as telephones, computer keyboards and mouse, desks, chairs, cabinets, printers, elevator buttons, door handles, vending machines, handrails, as well as shared contact areas (seats, controls, arm rests, etc.) in mobile plant, light vehicles, buses, etc. 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 should be trained 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. It is important to note that some Governments in affected or potentially affected areas have prepared advisory guidelines for workplace cleaning regimes. Where these guidelines exist, they must be implemented.

Risk of Exposure to COVID-19

The following guidelines are provided to assist in determining the risk of transmission of COVID-19 and whether individuals should be allowed to enter or remain in the workplace.

In many cases, particularly where there is an elevated risk, jurisdictional authorities may provide guidance and/or formal direction in relation to requirements for quarantine or isolation. These directions must be followed, and the affected individual must not return to work until they have completed their period of isolation symptom free or are authorised to return to work by an approved medical practitioner.

In the absence of direction from government authorities the decision to return to work must be based on the level of risk. The table below provides some guidance for common examples.

Lower Risk	Higher Risk
<ul style="list-style-type: none"> ▪ A person who has symptoms of a respiratory infection but has no exposure risk. (While this is lower risk, any person with respiratory symptoms must take personal/sick leave); ▪ Living in the same apartment complex as a confirmed case, but with no close contact; ▪ A person who has worked in the same location as a confirmed case but with no close contact. 	<ul style="list-style-type: none"> ▪ A person who is required by authorities to self-isolate for any reason; ▪ A person who has travelled internationally in the past 14 days; ▪ A person who has an exposure risk and is waiting, or is living with a person who has an exposure risk who is waiting, on test results; ▪ A person with an exposure risk who also has symptoms of respiratory infection; ▪ Living with a person who has an exposure risk who also has symptoms of respiratory infection; ▪ A person who has been in close contact, including living with, a confirmed case of COVID-19.

If the circumstances make it difficult to determine the level of risk, then further guidance may be sought from your Business Unit Health & Safety or HR teams. Where required, assistance may be obtained through our occupational medical providers: Resile, Work & Health Risk Management, or another authorised

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occupational physician with experience in infectious diseases. Your Business Unit Health & Safety or HR teams will assist in seeking this advice.

Where a situation has been determined to be of lower risk, the person involved must be briefed on the circumstances and advised to monitor their health. They must contact their supervisor and stay away from work if any symptoms arise.

In higher risk circumstances, the person involved must be asked to isolate from the workplace for a period of 14 days from when they were last exposed to the risk and advised to seek immediate medical advice if they experience any symptoms.

Any person from the higher risk category, who has been asked to isolate away from the workplace, may return to work after the 14 day period providing, they have not experienced any symptoms. They do not need a medical certificate. If symptoms were experienced during this period, then the person must not return to work until all symptoms have resolved (without medication) and a medical certificate authorising a return to work is provided.

Workers returning from periods of leave may also present a risk depending on the activities undertaken during their leave. Accordingly, all employees returning to site must provide a declaration concerning any travel over their break, their current health status and any close contacts. Specifically:

- Temperature $\geq 38^{\circ}\text{C}$. Please note: a temperature greater than 38°C means the worker should be directed to the local COVID-19 help line, or their local health service provider;
- Any respiratory symptoms such as a new cough or a changed cough (in those with a chronic cough, e.g. smokers), shortness of breath, sore throat, or simply feeling unwell;
- Workers must declare any travel that occurred during their leave period. Additionally, they must declare any government prescribed self-isolation requirements;
- Workers must declare any close contact with any confirmed case of COVID-19.

Confirmed Cases of COVID-19

It is important that plans are in place to respond to a situation where a person who has been working at a CPB work location reports that they have a laboratory confirmed case of COVID-19. In many jurisdictions governments and Public Health Departments may implement standard protocols to identify people who have been in close or casual contact (see definitions below) with a confirmed case. The authorities will advise the recommended management actions and recommended periods of isolation. CPB will seek to obtain a copy of any formal advice provided to the confirmed case and assist the worker to comply.

CPB will identify and regularly monitor these public health and regulatory requirements, relevant to their jurisdictions of operation. These requirements must be fully implemented following any notification of confirmed cases in the workplace.

If regulatory requirements do not exist in the jurisdiction or the government resources are not available to respond, the site plan should include the following actions immediately:

- Contact your Business Unit Health & Safety and HR teams who will assist by obtaining specific advice from our occupational medical providers (as necessary), and where necessary provide administrative and logistical support;
- Confirm and record the name/s of the individual/s who has/have been confirmed as having COVID-19, the onset date of symptoms and the specific symptoms of the illness;
- Identify and record the names of any individuals who may have been in 'close contact' with the affected person during the infectious period;

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- Identify and record the names of any individuals who may have had 'casual contact' with the affected person during the infectious period;
- Individuals who have a confirmed case of COVID-19 will be under the care of their treating medical practitioner/health service. Additional support may be provided by CPB where requested. The affected worker will not be allowed to return to the workplace until all symptoms have resolved (without medication) and a medical certificate authorising a return to work is provided;
- Individuals who may have had close contact with a confirmed case will be provided welfare support where requested and counselled about their risk and need for vigilant monitoring for the symptoms of COVID-19. In addition:
 - They must be quarantined from the workplace for 14 days from when they were last exposed to the confirmed case;
 - They must seek immediate medical advice if they experience any symptoms;
 - They may return to work after the 14 day period providing, they have not experienced any symptoms. They do not need a medical certificate;
 - 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.
- Individuals who may have had casual contact with a confirmed case should be provided with a briefing on COVID-19, and a detailed factsheet. They should be encouraged to vigilantly monitor their health for 14 days from the casual contact and exercise good hygiene and social distancing, while they continue to work;
- If they develop any symptoms, they must self-isolate immediately, advise their supervisor and seek medical advice;
- If the circumstances make it difficult to determine what constitutes close or casual contact, then advice must be obtained from our Health and Safety teams. Where required, assistance may be obtained through our occupational medical providers. Your Business Unit Health & Safety or HR teams will assist in seeking this advice;
- Medical and psychological support must be provided to all affected parties, where requested or deemed necessary or appropriate.

Cleaning

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. The affected area will include all areas that were routinely accessed by the confirmed case, during their infectious period, including communal areas such as kitchens, crib rooms, utility areas and bathroom facilities.

Consideration must be given to additional cleaning of communal transport provided by the site or location, including charter flights, buses or light vehicles, and any mobile plant and equipment used by the confirmed case during the infectious period.

If the extent of the affected area is unclear, i.e. large open plan office areas, multi floor office complexes, tunnel projects, construction sites, mine sites, outside work areas, mobile plant, etc. then advice must be obtained from your Business Unit Health and Safety teams. Where required, further assistance may be obtained through our occupational medical providers. Your Business Unit Health & Safety or HR teams will assist in seeking this advice.

Cleaning must be undertaken by cleaners who are experienced in disinfection processes. Cleaners 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.

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Records

All instances of laboratory confirmed cases of COVID-19 in the workplace must be recorded in Synergy. Instructions for the entry of these events are provided in Appendix 1 below.

Document Information

Date Prepared:	31.03.2020		
Prepared By:	Name: Nathan Kiepe	Position: Group Mgr. S&H	Initial: NK
Approved By:	Name: Graeme Silvester	Position: GM SHEQS	Initial: GS

Appendix 1

Definitions

For the purposes of this document the following definitions apply.

Casual Contact	Casual contact is defined as passing contact, not exceeding the requirements for close contact, or sharing the same facilities such as meal rooms, etc.
Close Contact	A person who has: <ul style="list-style-type: none">• Spent greater than 15 minutes in face-to-face contact with the confirmed case in any setting during their infectious period; or• Shared a closed space such as a shared office or meeting room (less than 25m²) for more than 2 hours during their infectious period; or• Remained within 5 metres of the confirmed case for more than 2 hours in a large open office space during their infectious period.
Confirmed Case	A person who has had laboratory confirmation of COVID-19.
COVID-19	The disease caused by 2019 Novel Coronavirus.
Exposure Risk	Any person who has an increased risk of exposure, such as a medical worker (doctor, nurse, allied health professional, etc.) working with COVID-19 patients, anyone who has travelled internationally in the past 14 days, close contact with a suspected case, etc.
Infectious Period	For the purposes of risk management and contact mapping in the workplace, the infectious period of a confirmed case extends from 24 hours prior to symptoms commencing to when the worker was last in the workplace.
Social Distancing	Social distancing is an effective measure, but it is recognised that it cannot be practised in all situations. The aim is to generally reduce the potential for transmission. Effective social distancing includes: <ul style="list-style-type: none">• Avoiding interpersonal social contact greetings;• Avoiding crowds and mass gatherings;• Avoiding small gatherings in enclosed spaces, for example meetings in small meeting rooms;• Maintain a distance of 1.5 metres between themselves and other people where possible.

Appendix 2

Recording a confirmed COVID-19 case

Event Data Entry

Each confirmed case of COVID-19 should be tracked using Synergy. The following minimum fields conditions are to be applied when entering the event into Synergy.

- Event = Report Only
- Type = Medical incident not caused by work
- Confidential = Yes
- Legal & Prof. = No

Note: 'Confidential' is used to ensure restricted access to personal information

EVENT DETAILS

Event Title * COVID-19 Confirmed Case
 Project CIMIC Admin Services Head Office [Project]
 Entity * CIMIC Admin Services Head Office

Date * 12/03/2020 at 12:00
 Reported Date * 17/03/2020 at 13:00
 Time Zone (UTC +10:00) Canberra, Melbourne, Sydney

Specific Area Level 25
 Work Crew

Event * Report Only
 Type * Medical incident not caused by work
 Event Ownership * Employee or JV

Confidential * No Yes
 Legal & Professional Privilege * No Yes

EVENT DESCRIPTION

What Happened * Factual details about the positive case.
 Immediate Actions * Factual details on the immediate actions taken.

Reported By * Trent K Blackburn - CIM - Employee
 Reported To * Trent K Blackburn - CIM - Employee

Impact Data Entry

Each event should have a supporting Injury & Illness Report Only Impact.

IDENTIFICATION

Title * COVID-19 Confirmed Case
 Impact Date * 12/03/2020 at 12:00

IMPACT CLASSIFICATION

Category * Injury & Illness
 Classification * Report Only
 Description * Factual details about the positive case.

PERSON INVOLVED

Person Involved * Trent K Blackburn - CIM - Employee
 Employee ID CIM156625
 First Name Trent K
 Last Name Blackburn
 Supervisor
 Day/Night Shift Day
 Job Status Employee
 Hours Worked 3-4
 Experience in Role / on Equipment 5+ years
 Days Since Last Day Off 3
 Others Involved?

HUMAN IMPACT DETAILS

Human Impact Type * Injury Illness
 Type Infection
 Injury Mechanism * Contact or Exposure to Biological Factors
 Further Information / Treatment Details * Factual details on treatment and isolation.

Action Data Entry

Actions can be added to the event to assist with monitoring the case in accordance with Group Protocols.

Impacts (1)	Notifications (0)	Investigations (0)	Statements (0)	Evidence (0)	Causes (0)	Action Plans (1)
Safety	Business	Action Plan Title	Action Plan ID	Priority	Category	Status
CIMIC Admin Services Head Office						
1 source		Isolation Check In	17306	Medium	Incident (P&E)	

The following CPB Coronavirus Management Plan outlines scenarios and the required actions for CPB Offices and Projects. Contact your Safety & Health Team and HR Teams if you require any additional specific advice and/or support.

CPB Coronavirus Management Plan		
Scenario	Stakeholder	Action
Minimising the risk of Coronavirus	All CPB Offices and Projects (including Joint Ventures)	<ol style="list-style-type: none"> Maintain an effective and ongoing schedule for cleaning of offices and projects, including hard surfaces to reduce the transmission of disease; This includes regularly wiping down items such as telephones, computer keyboards and mouse, desks, chairs, cabinets, printers, handrails, etc. with sanitizing wipes or a mild bleach solution; All projects should maintain sufficient supplies of hand sanitiser, disinfectant wipes and face masks (P2, P3 or surgical masks). Practice social distancing, which includes avoiding large, non-essential public gatherings, keeping 1.5 metres between you and other people whenever possible.
In the event of 'casual contact' with a person who is now a confirmed case of Coronavirus.	CPB Staff / Wages Contractors / Suppliers Visitors	<ol style="list-style-type: none"> Personnel who may have had casual contact with the confirmed case should be provided with a briefing on COVID-19; Casual contacts should be asked to monitor their health for 14 days. If they develop any symptoms they should be advised to self-isolate immediately; They should also seek medical advice and advise their Manager and/or Supervisor; Isolation from the workplace is not generally required for persons who were in casual contact with the affected individual, providing they do not experience any symptoms.
In the event of 'close contact' with a person confirmed with Coronavirus.	CPB Staff / Wages Contractors / Suppliers / Visitors	<ol style="list-style-type: none"> People who've been in close contact with a confirmed case should be provided medical support from a medical practitioner and counselled about their risk and the symptoms of COVID-19; They should be directed to stay away from the workplace for at least 14 days from when they were last exposed and to seek immediate medical advice if they experience any symptoms; Close contacts should only return to work after the 14 day isolation period providing, they have not experienced any symptoms. A medical certificate is not required; Identify and record the names of any individuals who may have been in 'close contact' with the affected person while they were not showing any symptoms.
In the event of a suspected case of Coronavirus	CPB Staff / Wages Contractors / Suppliers Visitors	<ol style="list-style-type: none"> If you present at a CPB workplace with any symptoms and you have had casual contact with a Coronavirus, you will be told by your Manager to return home; If you have symptoms do not attend your place of work and notify your Manager and/or Supervisor; Contact their medical practitioner or local Hospital and telephone ahead so appropriate precautions can be taken; Follow their advice; Obtain a medical certificate from their medical practitioner and give a copy to your Manager and/or Supervisor, and obtain approval from your Manager and/or Supervisor before returning to a CPB workplace; Any changes to your usual working arrangements must be discussed with your Manager and/or Supervisor.
In the event of a confirmed case of Coronavirus	CPB Staff / Wages Contractors / Suppliers Visitors	<ol style="list-style-type: none"> Identify and record the names of any individuals who may have been in close contact with the affected person while they were while they were not showing any symptoms; Identify and record any individuals who may have had casual contact with the affected person while they were not showing any symptoms; People who have been in close contact with the confirmed case should be provided medical support from a medical practitioner and counselled about their risk and the symptoms of COVID-19; They should be directed to stay away from the workplace for at least 14 days from when they were last exposed and to seek immediate medical advice if they experience any symptoms; Close contacts should only return to work after the 14 day isolation period providing, they have not experienced any symptoms. A medical certificate is not required; People who may have had casual contact with the confirmed case should be provided with a briefing on COVID-19; Medical and psychological support should be provided to all affected parties where requested or deemed as required; Discuss with SHEQ & HR what other actions may be appropriate in relation to the impacted workplace.
In the event of multiple confirmed cases of Coronavirus	All CPB Offices and Projects (including Joint Ventures)	<ol style="list-style-type: none"> CPB Project Management Teams and/or CPB Business Unit / National Management Teams to activate CPB Crisis Management procedures; Identify and record the names of any individuals who may have been in close contact with the affected persons while they were not showing any symptoms; Identify and record any individuals who may have had casual contact with the affected persons while they were not showing any symptoms; People who have been in close contact with confirmed cases should be provided medical support from an approved medical practitioner and counselled about their risk and the symptoms of COVID-19; They should be directed to stay away from the workplace for at least 14 days from when they were last exposed and to seek immediate medical advice if they experience any symptoms; Close contacts should only return to work after the 14 day isolation period providing, they have not experienced any symptoms. A medical certificate is not required; People who may have had casual contact with the confirmed case should be provided with a briefing on COVID-19; Medical and psychological support should be provided to all affected parties where requested or deemed as required; Discuss with SHEQ & HR what other actions may be appropriate in relation to the impacted workplace.