# COVID-19

## MANAGEMENT PLAN

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Revision Details</th>
<th>Compiled by</th>
<th>Document Owner</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>22/3/2020</td>
<td>First Issue of Document</td>
<td>AC, LS, TV</td>
<td>Lambros Siamos</td>
<td>Rob Monaci</td>
</tr>
<tr>
<td>2</td>
<td>23/3/2020</td>
<td>Updated with latest govt advice; sections 11 and 14 and attachments. Highlighted text denotes most recent updates.</td>
<td>LS</td>
<td>Lambros Siamos</td>
<td>Rob Monaci</td>
</tr>
<tr>
<td>3</td>
<td>24/03/2020</td>
<td>Update with latest govt advice on social distancing</td>
<td>AC</td>
<td>Lambros Siamos</td>
<td>Rob Monaci</td>
</tr>
<tr>
<td>4</td>
<td>26/03/2020</td>
<td>Updated requirements for Beakon reporting and working from home approval. Added Mental health section &amp; CMT Action Plan. Included Attachments 5-8</td>
<td>SP</td>
<td>Lambros Siamos</td>
<td>Rob Monaci</td>
</tr>
<tr>
<td>5</td>
<td>15/04/2020</td>
<td>Updated to Include Attachment 9 - Flowcharts (4 of)</td>
<td>KLJ</td>
<td>Lambros Siamos</td>
<td>Rob Monaci</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

1. PURPOSE .......................................................................................................... 4  
2. DEFINITIONS ..................................................................................................... 4  
3. GEORGIOU COVID-19 MANAGEMENT TEAM (CMT) ........................................................ 4  
4. GOVERNMENT UPDATES - GUIDELINES & PRACTICES..................................................... 5  
5. COMMUNICATION.................................................................................................... 5  
6. TRAVEL RESTRICTIONS........................................................................................... 5  
7. PANDEMIC ALERTS ................................................................................................ 5  
8. REPORTING - (BEAKON)........................................................................................ 5  
9. PEOPLE WORKING FROM HOME ........................................................................... 6 
10. PROTOCOLS INVOLVING ILLNESS OR SUSPECTED COVID-19 CASE ......................................... 7  
11. HEALTH & SAFETY PRACTICES.............................................................................. 8  
12. MEETING & SITE INDUCTION ARRANGEMENTS .......................................................... 9  
12.1 SIGNAGE REQUIREMENTS (Office Meeting Rooms)................................................................ 9  
13. HYGIENE MANAGEMENT ...................................................................................... 9  
14. ESSENTIAL ROLES AND MINIMUM ATTENDANCE REQUIREMENTS ................................. 10  
15. IDENTIFICATION OF INDIVIDUAL ILLNESS ............................................................... 10  
16. CORONAVIRUS (COVID-19) COLD OR FLU SYMPTOMS ................................................ 10  
17. SPOUSE OR PARTNER TRAVEL (OR CLOSE CONTACT) ................................................ 11  
18. SOCIAL DISTANCING.............................................................................................. 11  
18.1 Social distancing in the workplace ......................................................................... 11  
19. MANAGING SELF - ISOLATION (DIRECT-EMPLOYEES) ................................................. 12  
20. MONITORING ...................................................................................................... 12  
20.1 ACTION PLAN .................................................................................................... 12  
21. MENTAL HEALTH ............................................................................................. 12  
22. ATTACHMENTS ............................................................................................... 14  

Attachment 1 - Coronavirus (Covid-19): Identifying the Symptoms ............................................. 14 
Attachment 2 - HSE Bulletin 2020-002 - Temporary Changes to Alcohol Testing......................... 15 
Attachment 3 - HSE Bulletin 2020-003 - Covid-19 Project Precautions .......................................... 16 
Attachment 4 - CV-19 Subcontractors, Suppliers, Consultants and Labour Hire ............................ 17 
Attachment 5 - Working from Home Checklist (Temporary CV-19) ........................................... 18 
Attachment 6 - Stop the Spread Toolbox .............................................................................. 19
COVID-19 Management Plan

Attachment 7 - Fitness for Work - COVID-19 Assessment ........................................................... 20
Attachment 8 - Worksite Station Setup Guide ........................................................................ 21
Attachment 9 - Flow Charts - Covid-19 Symptoms & Case Scenario (4 of) ............................... 22
1. PURPOSE

This COVID-19 Management Plan outlines the principles and processes Georgiou will apply during the Coronavirus pandemic. Georgiou will be conforming to the following requirements during the COVID-19 Pandemic, being:

- Following government guidelines, policy and abiding to any legislation because of the COVID-19 pandemic,
- Company-mandated requirements, procedures and guidelines (above and beyond Government requirements), and
- Contracted client procedures and guidelines (above and beyond Georgiou and Government guidelines).

Ensuring the safety of all people working on Georgiou sites and offices is paramount with requirements of this plan being dynamic and interchangeable as Federal, state and local government amends the status for people presence/isolation in public and private places.

2. DEFINITIONS

<table>
<thead>
<tr>
<th>Reference</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMT</td>
<td>COVID-19 Management Team</td>
</tr>
</tbody>
</table>
| Direct Employees | Direct employees includes;  
|              | - Permanent or temporary employees contracted by Georgiou  
|              | - Joint venture partners |
| Non-Direct Employees | Non direct employees includes;  
|                      | - Subcontractors, labour hire, suppliers, consultants and/or visitors professional services contractors |
| Personnel | Includes all direct employees and non-direct employees mentioned above. |
| Close Contact | A close contact is someone who has been face to face for at least 15 minutes, or been in the same closed space for at least 2 hours, as someone who has tested positive for the COVID-19 when that person was infectious. |
| WFH       | Working from Home |
| WHO       | World Health Organisation |

3. GEORGIOU COVID-19 MANAGEMENT TEAM (CMT)

The COVID-19 Management Team (CMT) consists of members of Georgiou’s Leadership Team who meet three times per week. The COVID-19 meeting agenda is aligned to this management plan ensuring compliance for business continuity as well as following any changes by Government are complied with, agenda currently includes the following:

1. Government updates - guidelines and practices
2. Implementation of guidelines and practices - how to instill quickly and efficiently
3. Communication - latest Government updates and changes to any Georgiou procedures or processes
4. Review log of isolated people - includes ID of any COVID-19 illness
5. Review log of people working at home
6. Protocols for personnel illness or suspected case
7. Health and safety practices - update and amendments
8. Essential roles list and practice to keep operational
4. GOVERNMENT UPDATES - GUIDELINES & PRACTICES

Georgiou is monitoring Federal and state government updates daily to remain up-to-date and implementing any processes or procedures to restrict and reduce the transmission of COVID-19 within the business. Information is currently sourced from:

- Smart Traveller
- Federal Government
- Federal Health Department
- State Government bodies.

5. COMMUNICATION

Georgiou is issuing updates to all stakeholders - both internal and external (Non-direct employees) at least twice a week through any of the following mediums:

- Direct email
- Upload onto the company’s intranet - GENIE
- Beakon System - notifications to all personnel inducted on site and all companies working on Georgiou sites.
- Toolbox and safety bulletins communicating any guidelines and practices that are now mandatory for all locations.
- Poster communication - across sites and offices.

6. TRAVEL RESTRICTIONS

Georgiou has implemented travel restrictions across the organisation in line with recommendations from the Federal Government. Domestically, all non-essential travel has been banned or rescheduled until a later date. Internationally, all travel has been cancelled until 30 April 2020 where it will be reviewed pending the evolving situation of COVID-19.

7. PANDEMIC ALERTS

The decision about the stage of progression of a pandemic will be made by the Federal Governments and globally by the World Health Organization (WHO). Georgiou management plans will be triggered by the COVID-19 Management Team (CMT), modified by these external decision-makers and in conjunction with the phases within the COVID-19 plan.

8. REPORTING - (BEAKON)

Georgiou have setup a tracking system in Beakon for the recording of the confirmed cases, suspected COVID-19 cases including when personnel present with flu like symptoms. It is also to capture those who may have been in close contact with a confirmed or suspected case. This reporting allows for the effective tracking of these individuals as well as monitoring enforced self-isolation periods and those who may have been in close contact to determine if they also present symptoms.

The "Fitness for Work - COVID Assessment form" has two categories being primary and secondary. The below outlines the different scenarios and what categories they fall under for reporting purposes in Beakon. HSE Advisors are to enter these reports into the system as per below categories;

PRIMARY - This category applies to personnel who have:

- Been confirmed positive for the COVID-19
COVID-19 Management Plan

- Presented to site with Flu like symptoms (no test to confirm not COVID-19)
- Been confirmed positive for COVID-19
- Returned from overseas/interstate where Government enforced 14 day isolation period is required
- Informed us of visiting family/friends who are in a 14 day Government enforced isolation, (i.e. As a result of travel OR positive/suspected COVID-19)
- Informed one of their household members have presented with flu or COVID-19 type symptoms.

SECONDARY - This category applies to personnel who have:
- Been in close contact with a positive COVID-19 case at work in the 14 days before symptoms (If in close contact outside of work, they will be entered as primary instead)
- Been in close contact with someone at work who presents with Flu or COVID-19 symptoms (If in close contact outside of work, they will be entered as primary instead)

The Beakon “Fitness for work - COVID Assessment” is to help capture and track critical information on those who have had the potential for exposure to the COVID-19, those who have contracted the COVID-19 and/or those who are required by Georgiou or the federal Governments advice to self-isolate for 14 days.

Personnel details are logged into the system, along with who they have recently had contact with, symptoms and whether or not they have been tested (and their results if they have been tested).

COVID-19 status must be kept confidential, as typical with any medical records currently held by Georgiou Group. The project HSE Advisors or HR personnel can access the system for entering purposes. Those HSE resources on sites are only able to see their own entries into the system and not from others for confidentiality reasons.

9. PEOPLE WORKING FROM HOME

People working from home is a critical part for business continuity reducing the risk of exposure to COVID-19. Staff with pre-existing medical conditions are to inform their Supervisor/Manager to assess working from home options and meaningful duties for this period, in order to reduce the risk exposure to coronavirus.

Those also living with anyone who relates to the below, must also notify their Supervisor/Manager immediately to discuss the possibilities of working from home, to ensure the risk of transmission to those vulnerable people are largely reduced.

Those most at risk;
- people with compromised immune systems (eg. cancer)
- elderly person
- Aboriginal and Torres Strait Islander people as they have higher rates of chronic illness
- people with chronic medical conditions

Reference: www.health.gov.au

Working from home requires a WFH Checklist (Refer to attachment 5) to be completed and submitted to the employees Line Manager for approval. The Workstation set up info guide (Refer to attachment 8) is issued to those employees as a guide to setup a safe and comfortable work environment at home. All completed checklists are then filed with HR.

Georgiou’s training system LEAP records compulsory ‘working from home’ e-training video to be completed by all Georgiou employees who would like to request the option of working from home. Line Management are to review the employees completed checklist and approve or reject. For those who have not been approved to working from home for reasons such as, no meaningful work is available for the employee or an unsafe working environment at the home premises, the employee is to be advised of this decision and alternative arrangements to be made.
Additionally, rostering of critical staff has been implemented on our projects and in our offices to ensure minimum risk of transmission whilst still maintaining a safe working environment and delivery of our projects. Those who are required to work from home are to have access to a suitable internet connection and ensure VPN has been setup on their laptop. If employees do not have all the desired IT equipment for home and require this, they are to discuss this with their line manager.

Employees will be responsible for their usual work discipline, responsibilities and calendar whilst working from home, which is no different to if they were working from the office or site. Employees are to discuss meaningful tasks with their line manager to agree on a work plan for the period they will be working from home. Employees and Line Managers are encouraged to utilise skype to hold interactive meetings and to regularly stay in touch for accountability and motivation purposes.

Any employees who experience flu like systems whilst working from home are to notify their manager immediately and seek medical clearance should they come back into the office otherwise self-isolate for the 14 days.

10. PROTOCOLS INVOLVING ILLNESS OR SUSPECTED COVID-19 CASE

| Personnel experiences flu-like symptoms | • The individual alerts manager and leaves work immediately. Note, if it is a subcontractor who is request to leave site, Georgiou must liaise with their Supervisor to follow through with those instructions to their worker.
• Self-isolate for 14 days as a precaution or if symptoms subside, seek medical clearance to return prior to 14 days.
• If no medical clearance obtained, person to remain in self-isolation for 14 days as a precaution.
• Beakon - Fitness for Work - COVID Assessment form completed with persons details. Consideration for close contacts.
• Person updates direct manager daily about their health status |
| Personnels household member displays Flu like symptoms or are a suspected COVID-19 case (This includes if person visits anyone with the above outside of the household). | • Impacted person leaves work immediately upon that notification and self isolates for a period of 14 days unless they provide evidence of a returned negative COVID-19 test.
• Beakon - Fitness for Work - COVID Assessment form completed with persons details.
• Employee to inform manager of health status prior to returning to work |
| Personnel with exposure through close contact to confirmed COVID-19 cases or at a heightened risk of potential infection, through contact with family, friends or travel | • Impacted personnel leaves the office / site immediately and seeks medical advice on notification.
• Beakon - Fitness for Work - COVID Assessment form completed with persons details.
• All employees who have been in close contact over the previous 14 days with the impacted person go home immediately and recorded in Beakon.
• All evacuated employees who have been approved by their Manager using the WFH checklist, can work from home.
• Must not return to work until the impacted employee finishes 14-day isolation.
• All employees to inform manager of health status and check in regularly throughout isolation period if symptoms persist. |
COVID-19 Management Plan

11. HEALTH & SAFETY PRACTICES

The Health & Safety Practices outlined below are aligned to Government Department Guidelines, these are changing with time and any Government guidelines released post the date of this plan will take effect over this plans requirements.

Social Distancing at Work
As of 20 March 2020, office seating arrangements have been reviewed and updated to allow for suitable distancing of 2.0m per person (for non-enclosed spaces) and 4m² per person (in an enclosed space). These seating arrangements will remain in place unless advised otherwise.

Where spaces are too closely spaced, employees will undertake the following seating arrangements:

- Non-essential site-based employees will be relocated to alternate Georgiou offices.
- Field supervisory employees to minimise their attendance in site offices and meeting rooms.
- Where tasks can be managed by operating from site vehicles, then this should be implemented.

Pre-start meetings will be held in open outdoor environments where suitable spacing can be maintained. Where required, a microphone and speaker will be used to enable all attendees to hear the briefing.

Consideration will be given to staging pre-start meetings with supervisors meeting initially, and this information disseminated to smaller work crew briefings.

Transport of personnel within and around sites will be limited to a maximum of two (2) staff in Georgiou light vehicles (4x4 Hilux’s and the like), unless a site emergency occurs staff shall avoid interchanging vehicles.

Remote Site Bus transportation will be spaced evenly where possible to minimise interaction. Where feasible, dedicated seating will be nominated to individuals to minimise the possibility for cross spreading of the virus. Should seating changes occur then cleaning arrangements shall be undertaken.

Crew rest and meal breaks will be rostered such that the number of personnel in each meal area enables suitable social distancing (which is currently deemed to be a minimum 4m². Individuals will wipe down their seating area after each meal break. Crib areas will also be wiped down between the rostered breaks, this will include situations of staggered meal arrangements.

In the event of either a government, client or Georgiou requirement to shut a working site, then all staff members will be required to take home their IT equipment each night. Where suitable, other working materials can also be taken home each night as a precautionary measure - such as construction plan sets or quality information files.
Employees should take particular care regarding the security of the equipment and confidentiality of information they hold.

Each employee is required to check their emails prior to attending site each morning to check if there has been a notification to not attend their worksite and await further instructions.

12. MEETING & SITE INDUCTION ARRANGEMENTS

Georgiou’s corporate policy is to apply for arranging and attending all meetings.

- Non-essential face-to-face meetings with external participants are to be rescheduled to allow for video or voice conferences as an alternative.
- Essential meetings to be held in suitably sized environments with appropriate ventilation and limited attendees.
- Where face-to-face meetings are required, they will be held with 10 or less participants or in adherence to the signage as specified in section 12.1 for Georgiou offices if this specifies less than 10 persons.
- Projects are to assess the size of the area where inductions are facilitated to determine maximum number of people allowed in the room based off the government’s social distancing requirements.
- Alternative arrangements to be made where numbers exceed this for example; running a second induction for the day or scheduling workers to attend.
- At the commencement of induction, open by checking no-one is showing any symptoms including fever, cough, sore throat. Also confirm everyone is positioned 1.5m apart.
- Regularly clean highly contacted surfaces in the induction room. Participants encouraged to use their own pens to complete the checklist. Facilitator to wash hands after.

12.1 SIGNAGE REQUIREMENTS (Office Meeting Rooms)

Georgiou offices are to assess the size of each meeting room and calculate the maximum number of people allowed in the room based off the government’s social distancing requirements. The below sign, or similar, is to be displayed at the entrance of all meeting rooms to ensure compliance is adhered to in order to prevent the spread of COVID-19. Example of signage displayed; (Natale Room)

13. HYGIENE MANAGEMENT

The information provided in HSE Bulletin 2020-002 TEMPORARY CHANGES - ALCOHOL BREATH TESTING shall be followed.

Projects will ensure they have supplies of disinfectant or as a minimum are able to make a soapy water solution. This may need spray bottle dispensers. Sites will keep a stock of wipes. Suitable covered bins shall be located in office areas.

Cleaning arrangements for general office areas will be increased to a minimum frequency of three (3) times per week and include particular focus on door handles, kitchen areas etc. Individuals are to wipe down their own work areas regularly. Desk areas are to be keep tidy and free of excessive papers and other items to facilitate disinfectant wipe down.

For equipment and plant use, wherever possible operators are to be allocated to individual machines. Should there be a need for the interchange of operators then a “wipe down on leaving, wipe down on arriving” basis shall apply.
Workers equipment such as hand-held radios should, wherever practicable, be allocated to single users. For interchanging of equipment, then wipe down and disinfectant protocols shall apply. Georgiou will organise for a disinfection clean within 48 hours of a suspected or confirmed COVID-19 case and bring the areas back to use the following morning post the disinfectant clean.

14. ESSENTIAL ROLES AND MINIMUM ATTENDANCE REQUIREMENTS

Each project will identify the minimum number of key management, engineering and supervisory staff required for the site to function safely.

To enable the best opportunity to maintain these minimum levels, then roles which could be interchangeable (or ‘back-to-back’) will have separated into different work teams so that individuals on separate teams do not come in contact with each other.

For sites which incorporate temporary traffic management arrangements, the following will be implemented in the event of a full project site closure. Sites are to be considered an Essential Public Service to ensure that emergency services can pass through the site safely in an emergency situation at all times.

- Inspection of traffic management will be scheduled on a roster basis with traffic specialist staff visiting the site.
- Wherever possible, temporary lighting will be in-place using direct power connection or the newer solar powered lighting units rather than diesel fuelled units to avoid the need for ongoing refuelling operations.
- The general procedures normally adopted by Georgiou project teams for Christmas / New Year shutdown periods should be followed. A shutdown checklist will be utilise across the Georgiou sites at this time.

15. IDENTIFICATION OF INDIVIDUAL ILLNESS

Where an individual comes in contact with an infected or diagnosed individual outside of work, then the person shall immediately inform their supervisor (by phone prior to coming to work) and commence a self-isolation period in accordance with government guidelines which is currently 14 days.

Where an individual feels they have the symptoms of the COVID-19 virus, they shall immediately notify their manager and if on site, they must leave the worksite to go into self-quarantine arrangements in accordance with the government guidelines. They will be required to have a medical clearance prior to returning to work or undertake a COV19 test and isolate for 14 days or until the test returns a negative result. Georgiou’s corporate policy regarding sick leave arrangements shall apply.

Where personnel are not physically on site and identify that they have one or more of the COVID-19 symptoms, they shall call in to their supervisor and not attend site. They will be required to undertake a COVID test and isolate for 14 days or until the test returns a negative result. Georgiou’s corporate policy regarding sick leave arrangements shall apply.

Georgiou encourages a safe environment for others to raise concerns about their workplace. Should any personnel within the workplace believe that a co-worker looks unwell, or are displaying symptoms of a flu-like virus infection then all personnel are encouraged to raise their concern with senior site management in order to help stop the spread.

For more information in regards to the definition of COVID-19 and symptoms, click here.

For access to an online Coronavirus (COVID-19) symptom checker click here.

16. CORONAVIRUS (COVID-19) COLD OR FLU SYMPTOMS

To assist personnel to be clear on the difference between Coronavirus (COVID-19), cold or flu symptoms, a poster of Attachment 1 - Coronavirus (Covid-19): Identifying the Symptoms will be located in all site offices and crib facilities. This chart was issued by the Australian Government Health Department and is available on their website.
All personnel who are feeling unwell should go home whether it’s COVID-19 or cold or flu-like symptoms and take a few days to understand the type and extent of their symptoms. Refer to Georgiou’s policy for leave type arrangements for Georgiou employees.

If symptoms are similar to COVID-19, then the individual should make an appointment with their GP to seek medical advice and testing where they meet the government criteria. Personnel must not return to work until cleared by their GP and must discuss with their line manager for approval prior to returning to work.

These symptoms shall be recorded in Beakon as per section 8 - Reporting - (Beakon).

17. SPOUSE OR PARTNER TRAVEL (OR CLOSE CONTACT)

Any personnel whose spouse/partner, or a person they may live with has travelled internationally or interstate where Governments have applied self-isolation restrictions, and with whom contact has been made within 14 days after arrival (i.e. prior to the completion of the 14-day isolation period), then they will be required to self-isolate for 14 days.

If a spouse/partner or co-habitant has returned from international travel, they should monitor their health and seek medical attention if they start to feel unwell. Personnel are to be instructed NOT to visit friends or family who are in self-isolation because of travel or confirmed/suspected COVID-19, as they will be required to self-isolate. This is to be recorded in the COVID-Assessment form in Beakon.

18. SOCIAL DISTANCING

Social distancing includes ways to stop or slow the spread of infectious diseases. It means less contact between you and other people. Social distancing is important because COVID-19 is most likely to spread from person-to-person through:

- direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared
- close contact with a person with a confirmed infection who coughs or sneezes, or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

So, the more space between you and others, the harder it is for the virus to spread.

18.1 Social distancing in the workplace

To reduce the spread of germs in the workplace:

- Stay at home if you are sick
- Stop handshaking as a greeting
- Hold meetings via video conferencing or phone call
- Defer large meetings
- Hold essential meetings outside in the open air if possible
- Promote good hand and sneeze/cough hygiene and provide hand sanitisers personnel
- Take lunch at your desk or outside rather than in the lunch room
- Clean and disinfect high touch surfaces regularly
- Consider opening windows and adjusting air conditioning for more ventilation
- Limit food handling and sharing of food in the workplace
- Reconsider non-essential business travel
- Promote strictest hygiene among food preparation (canteen) staff and their close contacts
- Consider if large gatherings can be rescheduled, staggered or cancelled.
19. MANAGING SELF - ISOLATION (DIRECT-EMPLOYEES)

Where personnel are required to self-isolate the below are recommended;

- Managers must arrange to keep in contact regularly with their employee to check in.
- Encourage employee to make contact with co-workers and family to remain in good spirits
- Provide the employee with Employee Assistance Program for support services where appropriate
- Make contact with the employee to discuss any HR policies regarding personal leave arrangements if required
- Ensure employees have meaningful tasks to complete

20. MONITORING

Georgiou will ensure that this COVID-19 Management Plan is monitored regularly to determine if they remain relevant to the current situation. It is the responsibility of the CMT to consult and review this plan with the workers of Georgiou.

The COVID-19 Management Plan and its importance will be communicated to the whole team regularly. Information updates including current COVID-19 status and alerts will be communicated and discussed at management and toolbox meetings.

20.1 ACTION PLAN

The Georgiou CMT will update an action plan on a regular basis outlining all initiatives implemented throughout the COVID-19 pandemic where responsible persons will be allocated to those actions.

This will be monitored through the regular CMT meetings to ensure close out. Refer to: CMT - Action Plan 2020

21. MENTAL HEALTH

Georgiou will provide regular updates to employees with tips on ways to remain mentally healthy in challenging times. Georgiou employees were all provided access to Benestar - Health anxiety webinar that was held 26 March 2020. Benestar offer Georgiou employees and their family a private and confidential counselling service.

Details of this Employee assistance program have been issued to employees to ensure they seek help when needed. All Georgiou Projects have been provided with MATES In Construction Mental health and Contact posters to communicate in a toolbox and display across the crib rooms for our subcontractor and labour-hire workforce. Georgiou pride on keeping a mentally healthy workplace, which includes ensuring our subcontractors/labour-hire workforce are supported in challenging times. See details below of current available providers available for support services.

Employee Assistance Program: Georgiou employees
Support Services: Non-Direct Employees (including, subcontractors, labour-hire, consultants etc). The below material has been displayed across all Georgiou sites and communicated through toolbox / pre-start forums.
22. ATTACHMENTS

Attachment 1 - Coronavirus (Covid-19): Identifying the Symptoms

<table>
<thead>
<tr>
<th>SYMPTOMS</th>
<th>COVID-19</th>
<th>COLD</th>
<th>FLU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever</td>
<td>Common</td>
<td>Rare</td>
<td>Common</td>
</tr>
<tr>
<td>Cough</td>
<td>Common</td>
<td>Common</td>
<td>Common</td>
</tr>
<tr>
<td>Sore Throat</td>
<td>Sometimes</td>
<td>Common</td>
<td>Common</td>
</tr>
<tr>
<td>Shortness of Breath</td>
<td>Sometimes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Fatigue</td>
<td>Sometimes</td>
<td>Sometimes</td>
<td>Common</td>
</tr>
<tr>
<td>Aches &amp; Pains</td>
<td>Sometimes</td>
<td>No</td>
<td>Common</td>
</tr>
<tr>
<td>Headaches</td>
<td>Sometimes</td>
<td>Common</td>
<td>Common</td>
</tr>
<tr>
<td>Runny or Stuffy Nose</td>
<td>Sometimes</td>
<td>Common</td>
<td>Sometimes, especially for children</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>Rare</td>
<td>No</td>
<td>Sometimes, especially for children</td>
</tr>
<tr>
<td>Sneezing</td>
<td>No</td>
<td>Common</td>
<td>No</td>
</tr>
</tbody>
</table>

Adapted from material produced by WHO, Centers for Disease Control and Prevention.

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

For more information about Coronavirus (COVID-19) visit health.gov.au

Australian Government
Attachment 2 - HSE Bulletin 2020-002 - Temporary Changes to Alcohol Testing

HSE Bulletin
2020-002 TEMPORARY CHANGES - ALCOHOL BREATH TESTING

PREVENTION OF COVID-19 CONTAMINATION

This bulletin outlines the “temporary” changes to Georgiou’s “blanket alcohol testing” process on sites. Projects are to cease pre-start blanket testing until further notice and instead adopt the below interim measures. Changes have been endorsed by Senior Management to protect the health and wellbeing of all workers and reduce exposure and transmission of Covid-19.

CHANGES: PRE-START ALCOHOL TESTING PROCESS

Those carrying out Alcohol testing on Georgiou Projects are to:

- Cease daily pre-start blanket “passive” tests and replace with random “active” breath samples, using the mouthpiece (straws) throughout the day.
- Wear rubber disposable gloves during testing for personal protection.
- Ensure person being tested, handles the straw during the test. Under no circumstances are used straws to be handled by the person administering the test.
- Use a sealed type bag (ex. Ziploc bag or similar) for safe disposal of used straws. Bags to be sealed and disposed of in general waste bin.
- Clean device after testing then dispose of gloves. Do not use alcohol wipes to clean device (will give a false reading). NOTE: Sites awaiting glove delivery, for the interim periods to thoroughly wash hands after testing and cleaning.

The below table outlines minimum numbers to be tested. Refer to Georgiou Drug and Alcohol Testing Procedure for information on for-cause and post incident alcohol testing, as this remains the same.

<table>
<thead>
<tr>
<th>No. Workers on site (office &amp; field)</th>
<th>No. workers to be tested per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 30</td>
<td>At least 10% of workforce</td>
</tr>
<tr>
<td>30 - 100</td>
<td>Minimum of 5</td>
</tr>
<tr>
<td>More than 100</td>
<td>At least 10</td>
</tr>
</tbody>
</table>

Project actions:

1. Source rubber disposable gloves and means of capturing used straws (i.e. sealed bags).
2. Check adequate stock available to conduct active tests (plastic straws). Order more if required.
3. Communicate changes to site personnel as “temporary” measures until further notice.
4. Ensure minimum numbers in table above are met.
5. Where client alcohol testing procedures are mandated, changes to be discussed first with the client.

APPROVED BY

Lambros Siamos (Executive General Manager): 13/03/2020

Date to be removed from noticeboard: 13/04/2020
COVID-19 Management Plan

Attachment 3 - HSE Bulletin 2020-003 - Covid-19 Project Precautions

HSE BULLETIN
2020-003 COVID-19
Project Precautions

BACKGROUND

Georgiou is actively monitoring the Government’s advice on the coronavirus, more commonly referred to as COVID-19, and working to provide the latest information on how to stop the virus spreading throughout our workforce.

In addition to previously communicated hygiene actions all projects and facilities are instructed to adopt these additional controls.

CONTROLS REQUIRED

• Provide soap, water and disposable towels
• Provide disinfectant or soapy water solutions, dispensers and cleaning wipes
• Apply social distancing (minimum 2 metres of separation) to all seating and standing arrangements including meetings, meal breaks and prestarts
• Keep all surfaces clear of clutter so that they can be regularly cleaned
• Increase amenity cleaning services and clean air-conditioning filters

PRACTICAL GUIDE

Georgiou recommends:

STAYING HOME IF YOU ARE UNWELL

AVOID TOUCHING YOUR FACE

STAYING 2M AWAY FROM THE SICK

COVERING COUGHS AND SNEEZES

WASHING HANDS REGULARLY WITH SOAP

In addition, projects should:

• Keep office/crib room surfaces clear of clutter and ensure plant/vehicle cabs are clean
• Disinfect or clean surfaces that are touched regularly with soapy water including desks and crib room tables
• Disinfect mobile phones, water bottles and utensils regularly
• Arrange office and crib room seating so individuals are at least 2 metres apart. This may require additional amenities, staggered meal breaks or even working-from-home arrangements
• Arrange meetings including prestart/toolbox meetings so that at least 2 metres separation distance can be maintained between individuals at all times
• Instruct cleaners to increase focus on frequently touched surface

All projects/facilities are to provide evidence that all criteria and practicable guidance has been applied.

APPROVED BY: LAMBROS SIAMOS, EXECUTIVE GENERAL MANAGER (SHARED SERVICES) 23/03/2020
Coronavirus (COVID-19)

Attn: Subcontractors, Suppliers, Consultants and Labour Hire

Notice on general hygiene, isolation for overseas arrivals and general housekeeping

Georgiou is actively monitoring the Government’s advice on the coronavirus, more commonly referred to as COVID-19. To ensure we are proactive in managing the health and safety of our workplaces, please read the below information on Georgiou’s current requirements for all operations, regardless of location or size.

Personal hygiene practices and prevention of transmission

Georgiou promotes good personal hygiene at all times. We all need to be vigilant with extra effort placed into best hygiene practices, including:

- staying away from work if you are unwell;
- keeping away from people who display flu-like symptoms;
- washing hands regularly with soap and water (and alcohol sanitiser when available);
- coughing and/or sneezing into a tissue or your elbow; and
- avoiding close contact with other people.

Self- isolation measures from the Federal Government

Georgiou fully endorses the Federal Government’s calling for people who have recently returned from overseas to self-isolate for 14 days. If you have returned from overseas, Georgiou requires you to display your re-entry to Australia occurred more than 14 days prior to attending any Georgiou workplace.

Apply remote meeting practices over personal visits to workplaces

We ask all of our business partners to limit the need for person-to-person interaction and encourage virtual/phone meetings until further notice. If you absolutely need to meet in person at a Georgiou workplace we require you to follow best personal hygiene practices and have not returned from overseas in the last 14 days.

Thank you in advance in supporting health and safety at Georgiou.
## Working from Home Checklist (Temporary COVID-19)

<table>
<thead>
<tr>
<th>Items Covered</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Designated work area:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The floor of the work area is level and isn’t cluttered</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Environmental conditions:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighting is adequate for the tasks being performed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>There is no excessive noise affecting the work area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walkways are clear of clutter and trip hazards, such as trailing electrical cords</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The work area is segregated from other hazards in the home, for example hot cooking surfaces in the kitchen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Safety equipment checklist:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A smoke detector is installed in/nearest the work area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electrical:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power outlets are not overloaded with double adapters and power boards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical cords are safely stowed and from any obvious external damage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Work surface:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>There is adequate leg space under the workstation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>There is a suitable chair for use in the home</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The chair has a stable base (preferably five-star)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The seat height is adjusted so that arms and forearms are at right angles or slightly greater and forearms and hand form straight lines when resting on the keyboard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The seat back is adjusted to support the lumbar curve of the lower back</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feet are flat on the floor or a footrest so that knees are bent at right angles and thighs are horizontal to the floor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyboard and mouse:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyboard position is flat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mouse is placed directly next to the keyboard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor height is adjusted so top of screen is at or slightly lower than eye level</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Viewing distance between employee and monitor is approximately one arm length</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Physical demands of tasks:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe posture is adopted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any lifting, pushing or carrying is well within physical capacity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long periods of continuous activity are broken by performing other tasks, changing position, standing up and stretching</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other actions required:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide a photo of your workspace (Include lighting, seating, and overall workspace)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have reviewed the work station set up as per Genie</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and confirm my workspace is suitable for a working from home arrangement</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I confirm and acknowledge that I have completed a self-assessment of my working from home to ensure it is safe and appropriate to undertake work:
Please send to your Manager for approval and HR Representative for storage on employee file.

Employee Signature: [ ] Date: [ ]

Manager Signature: [ ] Date: [ ]
COVID-19 Management Plan

Attachment 6 - Stop the Spread Toolbox

TOOLBOX TALK - 150
STOP THE SPREAD OF COVID-19

PREVENTATIVE MEASURES - COVID-19 (CORONAVIRUS)

Cover your mouth/nose when coughing or sneezing
Wash your hands - no handshaking
Avoid close contact - stay 2m away from others
If you’re feeling sick, stay home

SOCIAL DISTANCING is the most effective way to reduce the spread of COVID-19. This means less contact between you and other people to avoid community transmission. What you CHOOSE to do or not do may potentially affect someone else’s life. Help stop the spread by following Government guidelines for social distance and human-to-human interaction.

All of us need to practice good hygiene. The following items are key in reducing the spread of COVID-19:

- Stay home if you are presenting cold or flu-like symptoms or go home if you get symptoms during work.
- If you see a co-worker presenting with flu-like symptoms in the workplace, report directly to your supervisor.
- If the people you live with have returned from interstate/overseas travel and are required to self-isolate, you must also self-isolate for the 14 days.
- If you visit someone who is showing flu-like symptoms, in self-isolation or is a confirmed COVID-19 case, you are also required to self-isolate.
- Employees must follow any site requirements to prevent transmission, for example staggered meal breaks, separation measures whilst using the site facilities and amenities or separated inductions/pre-starts, if required.
- Comply with any government enforced self-isolation requirements.

Potential transmission to others in close contact or from contact with contaminated surfaces.

26.03.2020
Attachment 7 - Fitness for Work - COVID-19 Assessment

Note - The below form is a mock form only, no information in this report is real.
Attachment 8 - Worksite Station Setup Guide

WORKSTATION SET-UP

1. CHAIR / DESK
   - Position the lumbar support in the curve of your lower back.
   - Ensure your shoulders are relaxed, elbows bent and forearms supported on the desk.
   - Ideally your hip angle should be 90 degrees as you sit, and your knees at 90 degrees.
   - Your thighs should be supported by seat of chair with a 24mm gap between your knees and the front of the chair.

2. FEET
   - Keep your feet flat on the floor, or supported by a footrest.

3. DOCUMENTS
   - Place source documents between the keyboard and monitor.

MY WORKSTATION MEASUREMENTS

1. Chair height
2. Desk height - Sitting
3. Desk height - Standing
4. Monitor height

REACH SECTORS

- Commonly used items should be within a comfortable arm’s reach.
- If you need to use anything that’s beyond your arm’s reach, stand up and move your feet. Avoid leaning and overreaching.
- Consider rotating the position of regularly used items for variety.

GENTLE STRETCHES YOU CAN DO AT YOUR DESK

1. Take regular short breaks throughout the work day.
2. Make sure your stretches are gentle and smooth movements.
3. Hold each stretch for 5 to 10 seconds.
4. If a stretch causes any pain, stop it immediately.

- Chin Tucks: Look straight ahead. Move your head up towards the sky, neck in a straight line.
- Lower Back: Stand up, support your lower back with both hands and gently arch back.
- Shoulder Stretch: Take your ear towards your shoulder. Straighten your opposite arm, pull fingers towards the ceiling.
- Wrist, Hand and Arms: Stretch fingers, palm outward, and stretch arm in front.

MULTIPLE SCREENS

When using multiple screens:

1. If you use a primary screen for most of your work, place the primary screen directly in front of you. The secondary screen should be just off to the side.
2. If you use your screens equally, ensure you are centrally positioned between both screens. Angle the monitors slightly so they form an arc.
3. Use screens of the same size whenever possible.
4. Ensure your screen settings are the same (e.g. brightness, contrast).
5. Follow the same ergonomic principles for setting up the height and position of your screens.

MOVE MORE

- Take microbreaks by getting up every hour or so, taking a walk, or talking to a colleague.
- Set reminders to get up and move more frequently.
- Have lunch away from your desk.
- Every 20 minutes, look at something 20 feet away for at least 20 seconds to prevent eye fatigue.
COVID-19 Symptoms & Case Scenario

**CHART 1** - PROCEDURE FOR FLU-LIKE SYMPTOMS

**Have you developed flu-like symptoms?**

- NO
  - Return to work
  - Sick days taken
  - Flu-like symptoms still exist

- YES
  - Check your symptoms on the Health Direct website
  - Do your symptoms suggest a case of COVID-19?
    - NO
      - Seek medical advice immediately and advise your manager
      - **IMPORTANT:** You must follow all medical and Government directions prior to returning to work
    - YES
      - Return to work

**CHART 2** - PROCEDURE FOR CLOSE CONTACT WITH A CONFIRMED COVID-19 CASE

**Have you had close contact with someone who has tested positive to COVID-19?**

- NO
  - Return to work

- YES
  - Did you have more than 15 minutes face-to-face contact with a confirmed COVID-19 case in the 24 hour period prior to their symptoms presenting?
    - NO
      - Did you share an enclosed space with a confirmed COVID-19 case for more than two hours?
        - NO
          - Return to work
        - YES
          - Inform your manager and self-isolate for 14 days, starting from the last day of contact with the confirmed case.
        - **IMPORTANT:** If flu-like symptoms develop during your isolation, refer to Chart 1 as you may be eligible to complete a COVID-19 test in line with the current Government criteria. You will be required to return a negative COVID-19 result prior to returning to work and after a full 14 day self-isolation period.
      - YES
        - Return to work
COVID-19 Management Plan

COVID-19 Symptoms & Case Scenario

CHART 2: PROCEDURE FOR CLOSE CONTACT WITH A POTENTIAL COVID-19 CASE

Have you been in close contact with a person who is exhibiting COVID-19 symptoms?

- YES
  - Has the person checked their symptoms on the Health Direct website?
    - NO
      - Return to work
    - YES
      - Check symptoms on Health Direct website: https://www.healthdirect.gov.au/symptom-checker/tool/basic-details
      - Do their symptoms suggest a case of COVID-19?
        - NO
          - Return to work
        - YES
          - Did you have more than 15 minutes face-to-face contact or share an enclosed space with this person for more than two hours?
            - NO
              - Return to work
            - YES
              - Inform your manager and refer to the procedure in Chart 1

- NO
  - Return to work

NOTE: Georgiou employees who are sick can access personal leave where available in accordance with Georgiou’s Leave entitlements. Procedure SICKMARGOOS, as well as those who are requiring time off work to care for a sick family member. 
Still unsure? Please contact your Health & Safety Lead &/or HR Advisor for further advice.

COVID-19 Symptoms & Case Scenario

CHART 4: PROCEDURE FOR INTERSTATE AND INTERNATIONAL TRAVEL WITHIN 14 DAYS

Have you, or someone you have close contact with, travelled interstate or internationally within the last 14 days?

- YES, I HAVE TRAVELLED
  - You must self-isolate for 14 days as per current Government directions (unless exempted for essential travel)
    - Yes, have symptoms of COVID-19 developed during your 14-day self-isolation?
      - Yes
        - Self-isolate for the full 14 days starting from the last day of contact with the confirmed COVID-19 case.
      - NO
        - Have they tested positive for COVID-19?
          - YES
            - Self-isolate for the full 14 days starting from the last day of contact with the confirmed COVID-19 case.
          - NO
            - Return to work
    - NO
      - Return to work

- NO
  - YES, SOMEONE I AM IN CLOSE CONTACT WITH HAS TRAVELLED
    - Have they tested positive for COVID-19?
      - YES
        - Self-isolate for the full 14 days starting from the last day of contact with the confirmed COVID-19 case.
      - NO
        - Return to work

SEEK medical advice immediately and advise your manager.

NOTE: Georgiou employees who are sick can access personal leave where available in accordance with Georgiou’s Leave entitlements. Procedure SICKMARGOOS, as well as those who are requiring time off work to care for a sick family member. 
Still unsure? Please contact your Health & Safety Lead &/or HR Advisor for further advice.

Uncontrolled when saved or printed
Always refer to GENIE for latest version
Page 23 of 23
Print Date: 15-Apr-20