CR2SM Coronavirus Event & Recovery

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| Project | **Bruce Highway Upgrade**  Caloundra Road to Sunshine Motorway |
| Revision | A |
| Issue Date | 24 March 2020 |

**Document Control**

**Revision History Register**

The following revision register provides details on all versions of this document.

*\*To be updated by the Originator/person revising document.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Revision No** | **Revision Date** | **Status** | **Amendment Summary** | **Prepared By** | **Reviewed By** | **Approved By** |
| A | 24/3/2020 | Issued for Review |  | Craig Clark | Alastair Dalton | Brad Thompson |
|  |  |  |  |  |  |  |

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Details of Revision Amendments

Plan Control

The latest approved version of this Plan will be available for all Project personnel on the Electronic Document Management System - TeamBinder. The functional manager will maintain, review and update this Plan at least annually.

Amendments

* Each new revision to the Plan will be distributed to all required personnel for review and approval.
* The revision number is included at the end of the document number, which is noted in the footer of each page. The document will be allocated a new revision number each time a change is made to the document.
* When a new revision to the document is available, a notification email will be distributed to all project personnel by the Document Controller advising of the update.
* The functional Manager is responsible for the implementation and review of the Plan. The Project Director will approve new revisions of the Plan via the review and approval process.

Authorisation

|  |  |
| --- | --- |
| **Construction Manager Authorisation** | **Project Director Authorisation** |
| Name: Andrew Dance | Name: Brad Thompson |
| Date: | Date: |
| Signature: | Signature: |
| Comments: | Comments: |

Terms and Acronyms

| Term or Acronym | Description |
| --- | --- |
| CR2SM | Bruce Highway Upgrade - Caloundra Road to Sunshine Motorway |
| DES | Department of Environment and Science |
| ER | Environmental Representative |
| FHSWJV | Fulton Hogan Seymour Whyte Joint Venture |
| TMC | Traffic Management Centre |

Introduction

The CR2SM project is being constructed in a joint venture consisting of Fulton Hogan and Seymour Whyte (FHSWJV).

Works include:

* Upgraded interchanges at Caloundra Road and the Sunshine Motorway to remove the queuing and improve traffic capacity issues.
* Provision of additional capacity from four to six lanes along the Bruce Highway.
* Construction of a service road between the Caloundra Road/Bruce Highway interchange and Sippy Downs/Sunshine Motorway interchange to provide local connectivity, support the tourism facilities at Palmview and separate local traffic from regional highway traffic.

Purpose

The purpose of the Coronavirus Event and Recovery Management Plan is to provide the CR2SM Management Team with a clear plan of the intended approach to partial and full site closures in a Coronavirus-related event.

This plan assumes that all risk management and mitigation measures have been in place to protect CR2SM employees, sub-contractor and suppliers from contact with the virus.

Consistent with Australia’s strategic approach to emergency management, this guidance aligns to the emergency management cycle of prevention and preparedness; response (initial action and targeted action) and then Recovery.

Trigger event

A trigger event is an incident that requires a partial or full site closure. This will be required if:

1. An employee advises they are a confirmed case of Coronavirus.
2. The CR2SM project is unable to operate due to cumulative effects of Coronavirus.
3. The state or federal government or other authoritative body issues a direction to close the site.

Confirmed case of Coronavirus

The following protocols will be implemented if an employee advises CR2SM they are a confirmed case of Coronavirus. In most instances the government, including Public Health Departments, will implement standard protocols to identify people who have been in close or casual contact (refer definitions below) with an infected person.

These authorities will also determine any need for isolation or other responses. The CR2SM team will regularly monitor these responses and be guided by regulatory requirements.

Where regulatory requirements do not exist, the following actions will be undertaken:

* + The CR2SM Medical Rep (HR Manager Nick Forde) will assist with obtaining specific advice from a medical practitioner or other source (via 13HEALTH – 13 43 25 85).
  + Relevant executive members from Fulton Hogan and Seymour Whyte will be advised of the situation.
  + Relevant senior management from the Department of Transport and Main Roads will be advised of the situation.
  + CR2SM team will work with the Health Department to conduct contact tracing.
  + Details of the individual who has been confirmed as having the virus will be recorded including their contact details, the onset date and symptoms of the illness.
  + Details of any individual/s who may have been in ‘close contact’ with the affected person while they were not showing symptoms will be identified and recorded.
  + Details of individual/s who may have had ‘casual contact’ with the affected person while they were not showing symptoms will be identified and recorded.
  + Details of these individuals will be emailed to the CR2SM HR Manager.
  + Employees (or other site-based people) who have been in close contact with the confirmed case will be advised about their risk, provided medical support from an approved medical practitioner and be directed to stay away from the workplace for 14 days from when they were last exposed. They will be advised to seek medical attention if they experience any symptoms. These employees will not return to work until they have a medical clearance. EAP assistance will be offered where deemed appropriate.
  + Employees including all site people, who may have had casual contact with a confirmed case will be informed. They will be advised to monitor their health for 14 days. If they develop symptoms they should be advised to self-isolate immediately. They will be encouraged to also seek medical advice and inform their Manager of the outcome. Isolation from the workplace is will not generally be required for persons who were in casual contact with the affected individual, providing they do not experience any symptoms.
  + The affected area (office, site office, site vehicle) will be isolated and employees removed until cleaning activities are completed. The affected area will include all areas that were routinely accessed by the infected person, including communal areas such as kitchens and bathrooms. Cleaning will be undertaken by cleaners who are experienced in disinfection processes.

When determining if a situation was close contact or casual contact, the following definitions will be used:

* **Close contact**: any person who has spent greater than 15 minutes face-to-face contact with the confirmed case (while they were symptomatic) in any setting, or any person who has shared a closed space (such as an office area, meeting room etc) where that person remained within 5 metres of the confirmed case for a period of 2 hours or greater.
* **Casual contact:** defined as passing contact, not exceeding the requirements for close contact, or sharing the same facilities such as meal rooms etc.

Notification of confirmed case of Coronavirus on the Project

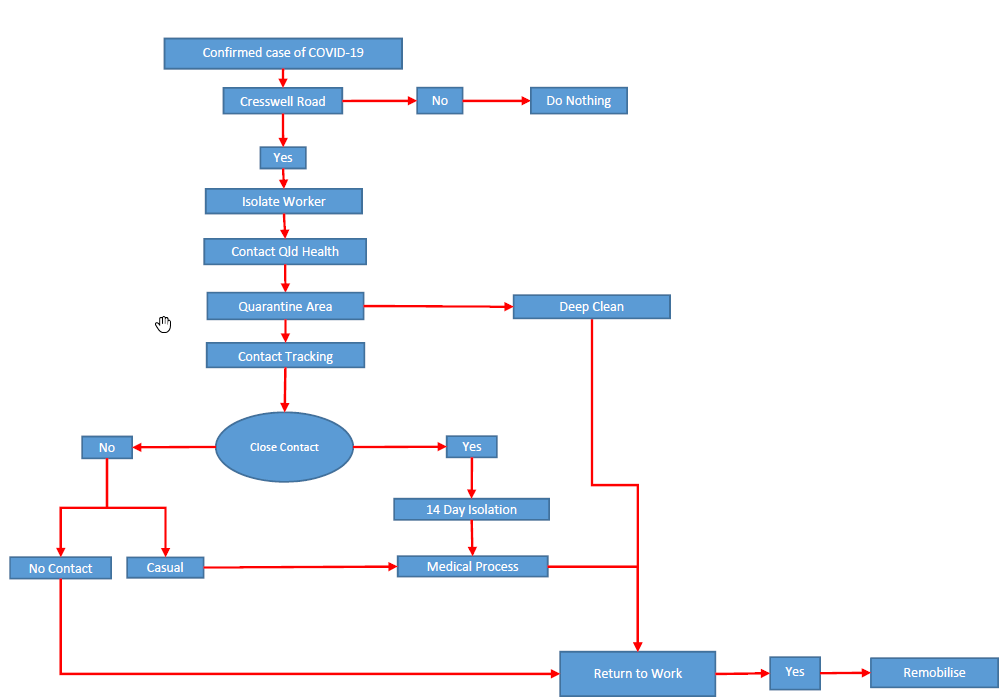
Notification of the confirmed case of Coronavirus will include (at a minimum):

1. Notification to all employees on the CR2SM project of the confirmed case
2. Notification to Fulton Hogan and Seymour Whyte.
3. Notification to subcontractors and suppliers (if applicable).
4. Notification to client or client representative.
5. Confirmation to all employees regarding ongoing actions, quarantine and returning to work.

Templates for the communications listed above are outlined in Appendix XX.

An email template is also contained in Appendix XX in the event that there is a case of Coronavirus testing in progress.

Flowchart of actions after confirmed case



Project unable to operate

The following protocols will be implemented if the CR2SM project cannot be delivered in a safe manner. This may include the loss of critical staff in the supervision and engineering areas of the project or a significant number of employees are absent from work due to the cumulative effect of Coronavirus.

The Site Leadership Team (SLT) will use the template attached, appendix XX to determine what a manageable level of works that can proceed in a safe an efficient manner

Shut down if can not

For site shut-down procedures, refer to Appendix XX. For a list of key contacts during this trigger event, refer to Appendix X.

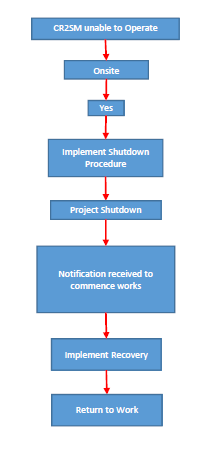
Notification of project unable to operate

Notification of the project shut-down will include (at a minimum):

1. Notification to all employees on the CR2SM project of the closure.
2. Notification to Fulton Hogan and Seymour Whyte.
3. Notification to subcontractors and suppliers.
4. Notification to client or client representative.
5. Confirmation to all employees regarding returning to work.

Templates for the communications listed above are outlined in Appendix XX.

Flowchart of actions after project unable to operate



Government direction to close site

The following protocols will be implemented if the Queensland or Australian Government issues a direction for the construction industry to shut-down operations – whether partially or in full. Specific information issued by the government will determine the timeframes for the shut-down period and may include other information such employee pay entitlements and other procedures which will need to be considered.

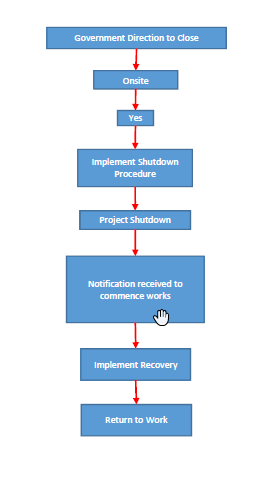
For site shut-down procedures, refer to Appendix XX. For a list of key contacts during this trigger event, refer to Appendix X.

Notification of government direction

Notification of the government direction will include (at a minimum):

1. Notification to all employees on the CR2SM project of the government direction.
2. Notification to Fulton Hogan and Seymour Whyte.
3. Notification to subcontractors and suppliers.
4. Notification to client or client representative.
5. Confirmation to all employees regarding returning to work.

Templates for the communications listed above are outlined in Appendix XX.



Cleaning of the workplace

This will relate to relevant SWMS and process being put in place by Barnsey & DDT

Will include :

* wearing gloves
* using alcohol-based hand sanitiser before and after wearing gloves
* If cleaning areas that a confirmed case or a person in isolation has visited frequently, wear a surgical mask.

Roles and responsibilities

Materials

Team

Training

Selection of team

Methodology

Recovery

Following a trigger event, the CR2SM project will go into a recovery phase. This may include the Queensland or Australian Government declaring that the Coronavirus threat is contained, or a direction is issued that we can recommence operations.

It is important that the CR2SM team keeps informed and up-to-date on Coronavirus information at this time.

Based on advice, CR2SM will:

* Coordinate the stand-down of enhanced measures.
* Manage the transition back into normal business arrangements.
* Ensure access to work-based counselling and support services is continued.
* Continue timely and accurate communication with all internal and external stakeholders.
* Evaluate all relevant project plans, policies and procedures.
* Assess the project’s overall response to the outbreak and/or pandemic so the lessons learned can be applied to any future health-related events.
* Review all policies and procedures used for the outbreak and/or pandemic.
* Review the business continuity and other plans used.
* Implement changes as appropriate and/or update/adapt systems.

Counselling

In the event of the Coronavirus pandemic causes trauma to project personnel, counselling will be organised by the CR2SM Human Resource Team as soon as possible. Professionals with relevant experience will undertake counselling, which shall be conducted in a confidential manner, in accordance with the [Employee Assistance Program](http://infolinkau/EmployeeAssistance/AU_00005054) (EAP) – Ozhelp 1300 694 357.

EAP services will be communicated through posters displayed in prominent locations and via internal communications such as “In the Loop”, and promoted at site toolboxes and pre-start meetings.

CR2SM Contact List

| 1. **Key Role** | 1. **Contact Name** | 1. **Phone Number** | 1. **Type** | 1. **E-mail Address** |
| --- | --- | --- | --- | --- |
| 1. **Shut-down Manager** | 1. Peter Barnes | 1. 0437 646 073 2. 0413 938 045 | 1. Primary 2. Emergency # | 1. [Peter.Barnes@fhswjv.com.au](mailto:Peter.Barnes@fhswjv.com.au) |
| 1. David Weaver | 1. 0412 770 986 | 1. Secondary | 1. [David.Weaver@fhswjv.com.au](mailto:David.Weaver@fhswjv.com.au) |
| 1. **Safety Manager** | 1. Wayne Pitt | 1. 0410 476 865 | 1. Primary | 1. [Wayne.Pitt@fhswjv.com.au](mailto:Wayne.Pitt@fhswjv.com.au) |
| 1. Kevin Robinson | 1. 0400 932 027 | 1. Secondary | 1. [kevin.robinson@fhswjv.com.au](mailto:kevin.robinson@fhswjv.com.au) |
| 1. **Environmental** | 1. Jai Massadi | 1. 0437 237 747 | 1. Primary | 1. [Jai.Massadi@Fhswjv.com.au](mailto:Jai.Massadi@Fhswjv.com.au) |
| 1. Dallas Frazier | 1. 0429 683 789 | 1. Secondary | 1. [Dallas.Frazier@fhswjv.com.au](mailto:Dallas.Frazier@fhswjv.com.au) |
| 1. **Traffic Manager** | 1. On Call Phone | 1. 0419 696 744 | 1. Primary |  |
| 1. Stephen Castell | 1. 0427 863 011 | 1. Secondary | 1. [Stephen.Castell@fhswjv.com.au](mailto:Stephen.Castell@fhswjv.com.au) |
| 1. Mal Mitchell | 1. 0487 007 500 | 1. Secondary | 1. [mal.mitchell@fhswjv.com.au](mailto:mal.mitchell@fhswjv.com.au) |
| 1. **Cleaning Team** | 1. Daniel Dawes | 1. 0428 977 835 | 1. Primary | 1. [Daniell.Dawes@fhswjv.com.au](mailto:Daniell.Dawes@fhswjv.com.au) |
| 1. Brooke Pratt | 1. 0432 095 274 | 1. Secondary | 1. [Brooke.Pratt@fhswjv.com.au](mailto:Brooke.Pratt@fhswjv.com.au) |
| 1. **Community Relations** | 1. Kristy Lankester | 1. 0409 356 374 | 1. Primary | 1. [Kristy.Lankester@fhswjv.com.au](mailto:Kristy.Lankester@fhswjv.com.au) |
| 1. **HR Manager** | 1. Nick Forde |  | 1. Primary | 1. [nick.forde@fhswjv.com.au](mailto:nick.forde@fhswjv.com.au) |
| 1. **PUP / ITSE** | 1. Daniel Morris | 1. 0407 181 433 | 1. Primary | 1. [Daniel.Morris@Fhswjv.com.au](mailto:Daniel.Morris@Fhswjv.com.au) |
| 1. Tony May | 1. 0447 132 892 | 1. Secondary | 1. [Tony.May@Fhswjv.com.au](mailto:Tony.May@Fhswjv.com.au) |
| 1. **Executive member Fulton Hogan and Seymour Whyte.** |  |  |  |  |

Site Security

A local security firm (East Coast Security) will be onsite to during the shut-down, this will consist of 24-hour onsite security. A guard will be completing random loops of the following satellite offices/yards.

1. Creswell Road
2. Roys Road Yard
3. Roadtek Depot
4. Pignata Crib Hut
5. Wilson Road Office
6. Tanawha Office

If someone requires access to site, they must notify the security guard that is onsite to gain access. The person will be required to show their CR2SM Induction Card and a photo will be taken of the card with a record of their visit.

|  |  |
| --- | --- |
| **Contact Name** | **Phone Number** |
| Security Guard on duty | 0415 850 096 |
| East Coast Monitoring Station (24 hours)  Luke | 0421 838 404 |

Other CR2SM Contact List

Below are the confirmed TMR staff available to be contacted during the closure period.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Department** | 1. **Contact Name** | 1. **Phone Number** | 1. **Type** | 1. **Email Address** |
| 1. **Project Management** | 1. Mark Asang | 1. 0418 795 871 | 1. Primary | 1. [Mark.F.Asang@tmr.qld.gov.au](mailto:Mark.F.Asang@tmr.qld.gov.au) |
| 1. Arif Cheema | 1. 0467 724 560 | 1. Secondary | 1. [arif.n.cheema@tmr.qld.gov.au](mailto:arif.n.cheema@tmr.qld.gov.au) |
| 1. **Environmental** | 1. Mark Asang   Anything that needs notification would go through the normal EHP hotline (1300 130 372) within the regulated timeframes as per normal. | 1. 0418 795 871 | 1. Primary | 1. [Mark.F.Asang@tmr.qld.gov.au](mailto:Mark.F.Asang@tmr.qld.gov.au) |
| 1. **Construction** | 1. Arif Cheema | 1. 0467 724 560 | 1. Primary | 1. [arif.n.cheema@tmr.qld.gov.au](mailto:arif.n.cheema@tmr.qld.gov.au) |
| 1. **Comms Support** | 1. Andy Longmire | 1. 0475 984 545 | 1. Primary | 1. [Andrew.Z.Longmire@tmr.qld.gov.au](mailto:Andrew.Z.Longmire@tmr.qld.gov.au) |
| 1. **Traffic Management** | 1. North Coast TMC | 1. 07 5475 2837 | 1. Primary |  |
| 1. Jaro Bauleka | 1. 0472 849 073 | 1. Secondary | 1. [Jaro.S.Bauleka@tmr.qld.gov.au](mailto:Jaro.S.Bauleka@tmr.qld.gov.au) |
| 1. **DJV** |  |  |  |  |
| 1. **CPS** |  |  |  |  |

Appendix XX – Confirmed case notifications

Internal email templates: Notification of confirmed case

1. Email template: Notification to all employees on the project / in the office of confirmed case and request to leave the office immediately is relevant

*Su**bject: IMPORTANT: Notification to employees about confirmed case of Coronavirus; and request to leave the office immediately*

All,

We have had a confirmed case of Coronavirus \*\*\*in this office / on this site. For privacy reasons, we cannot identify the person. Ensuring their anonymity is paramount; and if you are aware of their identity, please respect their privacy so that they can focus completely on their health.

We will do everything we can to support the individual through what is undoubtedly a disconcerting and difficult time.

We will work closely with them and the Department of Health to identify anyone who has had close or casual contact with them. This is defined as:

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 5 metres of the confirmed case for a period of 2 hours or greater.

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.

Any persons who are identified as having close contact will be personally contacted and advised. They will be asked to seek medical attention and self-isolate for 14 days.

For those who are not contacted, you may have had casual contact. This is not cause for alarm; however, like you were previously, please keep an eye on your health and seek medical attention, if you develop any symptoms (fever, cough, shortness of breath or sore throat). Obviously if you are sick you should not come to work and self-isolate for 14 days.

For now, we are asking everyone to go home. Where you can please work from home. This will allow us to conduct a thorough clean of the office. I expect this to be completed before tomorrow morning so that we can return tomorrow. I will confirm when the cleaning is complete via email later today or tonight.

I recognise that the uncertainty around the virus, and now a confirmed case within our team, may cause stress and anxiety, and I urge you to be in touch with our employee assistance program with Converge International 1300 687 327, if you need assistance.

I thank you in advance for complying with our instructions and remaining calm. We will get through this together.

Regards,

1. Email template: Notification to all employees on the project / in the office of confirmed case where a request to leave the office immediately is not relevant

*Subject: IMPORTANT: Notification to employees about confirmed case of Coronavirus*

All,

We have had a confirmed case of Coronavirus on this site. For privacy reasons, we cannot identify the person. Ensuring their anonymity is paramount; and if you are aware of their identity, please respect their privacy so that they can focus completely on their health. I can advise that they were not based in the office, nor is there any reason to believe they have frequented our common facilities. Following discussions with the patient, we have identified areas in which they have been and as a result have \*\*\*\* closed name specific area/s or piece of machinery\*\*\* / identified that there is no requirement to close any areas on the project.

We will do everything we can to support the individual through what is undoubtedly a disconcerting and difficult time.

We will work closely with them and the Department of Health to identify anyone who has had close or casual contact with them. This is defined as:

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 5 metres of the confirmed case for a period of 2 hours or greater.

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.

Any persons who are identified as having close contact will be personally contacted and advised. They will be asked to seek medical attention and self-isolate for 14 days.

For those who are not contacted, you may have had casual contact. This is not cause for alarm; however, like you were previously, please keep an eye on your health and seek medical attention, if you develop any symptoms (fever, cough, shortness of breath or sore throat). Obviously if you are sick you should not come to work and self-isolate for 14 days.

For now, we are asking everyone to avoid \*\*\* name area or machinery\*\*\*. This will allow us to conduct a thorough clean of this area. I will confirm when the cleaning is complete via email later today or tonight.

I recognise that the uncertainty around the virus, and now a confirmed case within our project, may cause stress and anxiety, and I urge you to be in touch with our employee assistance program with Converge International 1300 687 327, if you need assistance.

I thank you in advance for complying with our instructions and remaining calm. We will get through this together.

Regards,

1. Email template: Notification of confirmed case to Fulton Hogan and Seymour Whyte

*Subject: Notification - Confirmed Case of Coronavirus*

All,

Please be advised that I have been informed that \*\*\*\*(name of employee) has been confirmed as having Coronavirus following medical testing. They are predominantly based in the office/on site. I am working on collating the information required and will provide it as soon as I can. The following actions are in progress [insert actions].

I will contact you if I require assistance. I will give you an update once I have completed all actions.

Regards,

External email templates: Notification of confirmed case

1. Email template: Notification to subcontractors and suppliers about a confirmed case of Coronavirus

Dear sub-contractors and suppliers,

Fulton Hogan Seymour Whyte Joint Venture (FHSWJV) wishes to advise that that the Bruce Highway Upgrade – Caloundra Road to Sunshine Motorway (CR2SM) site will shut-down **[insert area]** from **[insert date and time] to [insert date and time]**.

This area is being shut-down as a precautionary measure as a result of a confirmed case of Coronavirus. For privacy reasons, we cannot identify the person. If you are aware of their identity, please respect their privacy so that they can focus completely on their health.

We will work closely with the employee and the Department of Health to identify anyone who has had close or casual contact with them. This is defined as:

* **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 5 metres of the confirmed case for a period of 2 hours or greater.
* **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.

Any persons who are identified as having close contact will be personally contacted and advised by the Department of Health. They will be asked to seek medical attention and self-isolate. We will inform you if any of your employees are identified as having close contact with this person.

For now, we are asking CR2SM sub-contractors and suppliers to please remove themselves from this area of the site for their health and well-being. This will allow us to conduct a thorough clean of the site.

Unfortunately, hired plant and equipment and personnel will not be payable during this temporary shut-down period. All plant and equipment will be quarantined, cleaned and made fit for use.

FHSWJV place the health and well-being of all of its employees, sub-contractors and suppliers as our number one priority. We appreciate your patience during this challenging time.

An update will be provided to sub-contractors and suppliers once all protocols have been implemented. In the meantime, if you have any queries, please contact [insert contact details].

Sincerely,

1. Email template: Notification to client or client representative

*Subject: Notification - Confirmed Case of Coronavirus*

All,

Please be advised that I have been informed a \*\*\*(company name) employee on this project has been confirmed as having Coronavirus following medical testing. They are predominantly based in the office / on site.

I am working through Fulton Hogan Seymour Whyte Joint Venture’s protocols and will provide an update as soon as I can.

I would like to assure you that we will work closely with the employee and the Department of Health to identify anyone who has had close or casual contact with them. This is defined as:

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 5 metres of the confirmed case for a period of 2 hours or greater.

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.

Any persons who are identified as having close contact will be personally contacted and advised. They will be asked to seek medical attention and self-isolate. We will inform you if any of your employees are identified as having close contact with this person.

I will contact you if I require assistance. I will give you an update once I have implemented all protocols. In the meantime, if you have any queries, it would be appreciated if you contacted \*\*\* (enter relevant Operational GM’s name).

Regards,

1. Email template: Confirmation to all employees regarding returning to work

*Subject: Update - Confirmation to all employees regarding returning to work*

All,

Following on from my earlier email regarding a confirmed case of Coronavirus, I can confirm that the office has been cleaned and sanitised. It is now safe for us to return.

I would like to remind everyone if you are showing any symptoms of Coronavirus (fever, cough, shortness of breath or sore throat), please seek medical attention, self-isolate and do not return to work for at least 14 days.

I look forward to seeing you all tomorrow morning.

Regards,

Internal email template: Notification regarding Coronavirus Testing in Progress

* 1. Email template: Notification Regarding Coronavirus Testing in Progress

*Subject: Notification - Confirmed Case of Coronavirus*

All,

I write to share that a team member / someone from the project is being tested for Coronavirus and is receiving appropriate care. We ask that you respect the privacy of the patient during what is most certainly a difficult time.

Fulton Hogan Seymour Whyte Joint Venture has established protocols for evaluating patients who have symptoms and concern for Coronavirus. Seymour Whyte is prepared to respond in the event of a confirmed case of Coronavirus. To date, there are no confirmed cases of the virus.

I recognise that the uncertainty around the virus, and now a suspected case within our team / the project, may cause stress and anxiety, and I urge you to be in touch with our employee assistance program with Converge International 1300 687 327, if you need assistance.

Please keep the following in mind that the best way to protect yourself and others is to adopt isolation methods and good personal hygiene practices, including hand washing, (see posters around the offices) as key to minimising the risk:

* 1. Practice social distancing principles by being at least 1.5 metres away from others as standard protocol.
  2. Stop handshakes.
  3. Improved office-cleaning protocols.
  4. Remember, if you’re sick, please do not come to work.

If you have fever or respiratory symptoms and have a reason to think you were exposed to Coronavirus, please contact manager or supervisor immediately; and do not attend the workplace.

For up-to-date information about Coronavirus, please visit [health.gov.au](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert)

I thank you in advance for complying with our instructions and remaining calm. We will get through this together.

Regards,

Appendix XX – Project unable to operate notifications

Internal email templates: Notification of project unable to operate

1. Email template: to all employees on the project about project unable to operate and a full site shut-down

All,

External email templates: Notification of project unable to operate

1. Email template: Notification to subcontractors and suppliers about project unable to operate and a full site shut-down

Dear sub-contractors and suppliers,

Fulton Hogan Seymour Whyte Joint Venture (FHSWJV) wishes to advise that the Bruce Highway Upgrade – Caloundra Road to Sunshine Motorway (CR2SM) site will shut-down from **[insert date and time]**.

This is following direction from the [insert Australian/Queensland Government] on [insert date and time] in relation to [describe direction provided by the government in relation to COVID-19]. At this stage, the duration of the shut-down in unknown.

As per government guidelines, all CR2SM sub-contractors and suppliers are asked to please remove themselves from site by this time for their safety and well-being. While there will be some security patrols during this temporary shut-down period, there will be limited CR2SM presence on the site.

When the shut-down period finishes, FHSWJV will contact sub-contractors and suppliers to advise if/when they are required to remobilise to site.

Unfortunately, hired plant, equipment and personnel will not be payable during this shut-down period and all plant and equipment removed from site during this period shall be at the sub-contractor’s/supplier’s expense. Storage space may be available at the CR2SM’s compounds, however, this will need prior arrangement with your relevant CR2SM supervisor and will be at your own risk.

Upon remobilising to the CR2SM site, there will be a re-start toolbox for all subcontractor and suppliers. Further details will be provided to you at that time.

FHSWJV place the health and well-being of all of its employees, sub-contractors and suppliers as a number one priority. We appreciate your patience during this challenging time.

Should you have any questions in relation to this letter, please contact [insert contact details].

Sincerely

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Dear sub-contractors and suppliers,

Fulton Hogan Seymour Whyte Joint Venture (FHSWJV) wishes to advise that the Bruce Highway Upgrade – Caloundra Road to Sunshine Motorway (CR2SM) site will shut-down from **[insert date and time] to [insert date and time]**.

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Appendix XX – Government direction notifications

Internal email templates: XX

External email templates: Notification of government direction

1. Email template: Notification to subcontractors and suppliers about government direction and a full site shut-down

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Sincerely

Appendix XX – Site Shut-down Procedure

1 Site Closure - Key Roles

The site closure key roles and responsibilities identified for during the site closure include:

1.1 Shut-down Manager

The role of the Shut-down Manager is to be the first point of contact for CR2SM. The Shut-down Manager will coordinate drive throughs of the project site, coordinate teams to ensure that maintenance is undertaken as detailed in this section.

1.2 Environmental

CR2SM have environmental obligations to meet during any shut-down period. The following legislative requirements and due diligence measures will be undertaken where reasonable and practicable during the shut-down period:

* Undertake post rainfall maintenance / repairs where required including de-silting of sediment controls and dewatering of sediment basins within their designed requirements (5 days)
* Post rainfall surface water quality monitoring shall be undertaken in accordance with Section 6.1 of the Water Quality Management Plan ([28010A1-CON-000PMEM00-PLN-0014](https://www.teambinder.com/Teambinder5/Integration/tbOpenItem.aspx?Box=100&Key=27247&ProjNo=28010A1&Action=LATEST)) (where safe to do so). Surface water quality monitoring shall be undertaken within 12 hours of a rainfall event exceeding 24.5mm in 24hrs.
* Provision of water carts to minimise dust during prior to and during predicted dry and windy periods
* Reporting to TMR / ER / DEHP of any incidents / pollution events
* Implementation of the Severe Weather Management Plan ([28010A1-CON-000PMHS00-PLN-0003](https://www.teambinder.com/Teambinder5/Integration/tbOpenItem.aspx?Box=100&Key=26551&ProjNo=28010A1&Action=LATEST))

1.3 Maintenance Crew

The maintenance crew and/or Traffic Control will be deployed by the Shut-down Manager to complete:

* Patrolling extent of project.
* Clear debris/detritus on the road and make safe.
* Repair potholes if UDS (Upper Defect Severity) is reached (require Traffic Control).
* Inform Shutdown Manager & Traffic Manager of Incidents that require a response while they are on site.
* Traffic Manager to inform TMR in the event that that an incident response is required.

1.4 TMR Traffic Management Centre

The TMR Traffic Management Centre (TMC) will monitor the project area as part of their usual duties. They will coordinate a response to our site if required.

Their role is to:

* Monitor traffic conditions
* Coordinate incident response
* Provide end of queue management

Should the TMCbe responding to an incident or implementing Traffic Control on our site they should inform the CR2SM **On Call Representative** (using 24/7 phone).

The CR2SM On Call Representative will undertake periodic inspections during the shut-down period and rectify any defects to make safe as soon as practicable. Further rectification works for identified defects will be scheduled to be completed after the shutdown unless deemed a hazard.

2 Incident Response

TMC provide full response to all incidents on state controlled roads within our project, should our staff be on site then they are to provide assistance on request.

2.1 Standby Crew

A stand by crew will be available and called into action by the Shut-down Manager should emergency repairs be required. Potential critical issues over the closure period include:

2.1.1 After Hours Maintenance

1. CR2SM are informed of a maintenance issue;
2. Mobilise the maintenance crew to rectify the issue.

2.1.2 Destroyed End Treatment (Crash Cushion / Guardrail End Treatment)

An end treatment gets hit and destroyed and requires replacement.

1. CR2SM are informed of the damaged end treatment;
2. Inform Shutdown Manager and Traffic Manager to inspect the damage;
3. Initiate a standby crew to make safe the damaged concrete barrier/guardrail, by installing delineation, hazard markers or water filled barriers (subject to assessment)
4. Mobilise resources to replace damaged end treatment / crash cushion if the damage has been deemed too severe by Shutdown Manager / Traffic Manager / Traffic On Call Rep to be scheduled for completion post shutdown period.
   1. Replacement Absorb 350, Triton CET, TAU II and Quadguard modules available at Roy’s Road yard.
5. Replacement Guardrail end terminals via Evolution Civil
6. Mobilise a water cart (Absorb350 / Triton CET) ;
7. Fill the end treatment cartridges with water, leaving leading end treatment empty (refer installation manual).

2.1.3 Concrete Barrier/Guardrail gets severely damaged and requires rectification

1. CR2SM are informed of a damaged concrete barrier;
2. Inform Shutdown Manager and Traffic Manager to inspect the damage;
3. Initiate a standby crew to make safe the damaged concrete barrier/guardrail, by installing delineation, hazard markers or water filled barriers (subject to assessment)
4. Mobilise resources to replace damaged barrier / guardrail if the damage has been deemed too severe by Shutdown Manager / Traffic Manager / Traffic On Call Rep to be scheduled for completion post shutdown period.
   1. Replacement W-Beam components held by Evolution Civil
5. Replacement PCB / Zoneguard / Water filled barriers available at Roys Road.

For unplanned events and emergency response the traffic management requirements are in the project Operation Inspection Maintenance Plan and MUTCD Part 3 Appendix H “Emergency and Unplanned Works”.

2.1.4 Traffic Signal Failure

In the event of a traffic signal failure the TMC will notify the CR2SM Traffic On Call Representative. For network power outages the TMC will liaise with the service provider and call Queensland Police for support if required. For faults to project signal infrastructure the Shutdown Manager / On Call Traffic Representative will contact DM Roads (refer Appendix 1) to respond and assess.

2.1.5 Variable Message Signs (VMS)

The CR2SM VMS are available to the TMC to display messages in the event of an incident or unplanned event. Should CR2SM require a message to be displayed in the event of an incident, the TMC can be contacted to display the appropriate message. This will be coordinated by the on call traffic and maintenance team.

Four (4) VMS will be operating for the duration of the shutdown period as Wayfinding for Glenview / Palmview residents and Aussie World precinct. These will be monitored as part of periodic inspections. For VMS supplied by Coates Hire that are not operating during the shutdown period the call out number has been provided in Appendix 1.

3 Shut-down Resources On-Call

To be contacted by the Shut-down Manager and/or Supervisor as required.

| **Company** | **Resource** | **Contact Name** | **Phone Number** | **E-mail Address** |
| --- | --- | --- | --- | --- |
| **C&S Bond** | Excavator | Chris Bond | 0412 060 916 |  |
| **Mick Grech** | Watercarts | Mick Grech | 0418 186 761 |  |
| **Coops Grader Hire** | Grader | Kurt | 0422 579 629 |  |
| **SPS** | Road Sweepers | Rick Stolzenburg | 0411 589 572 |  |
| Jodi | 0431 688 322 |  |
| **Weier Group** | Positraks and excavators | Gareth Weir | 0400 188 659 |  |
| Michael Ziarno | 0481 296 696 |  |
| **BTL** | Trucks | Tommy | 0412 543 773 |  |
| Dale | 0403 421 890 |  |
| Ben | 0418 887 590 |  |
| **Claytons Emergency** | Heavy gear and recovery including Positraks, excavators and sweepers | ( 24 Hours ) | 07 5453 8822 |  |
| **Evolution** | Guard Rail Repairs | Ben Spletter | 0488 021 118 |  |
| Ian McClean | 0459 878 484 |  |
| Moustapha Selman | 0448 117 374 |  |
| **LCR** | Damaged Temporary Road Safety Barrier / Crash Cushion | Angus (Franna)  Slip (Franna) | 0418 406 074  0400 983 334 |  |
| **DM Roads** | ITS Failures (Traffic Signal / Street Lighting) | Josh Hill (Tech) | 0428 065 959 |  |
| Steve Galmes (Proj Supv) | 0438 629 948 |  |
| Adrian Linsdell (Proj Mgr) | 0428 836 737 |  |
| **Downer** | Asphalt Repairs | Karla Cummings (Primary) | 0439 848 066 |  |
| Matthew Painter (Secondary) | 0409 467 062 |  |
| Nathan Arousi (Contract Mgr) | 0459 166 428 |  |
| **Coates Hire** | VMS Repairs | 24/7 On Call | 13 15 52 |  |
| Ian Proud (Branch Mgr) | 0400 995 159 |  |
| Daniel Miezitis (Asst. Branch Mgr) | 0408 799 550 |  |
| **J1 LED** | Project VMS Repairs | 24/7 On Call | 1300 88 44 73 |  |