

COVID 19 Confirmed Case: Workplace Response – Brief

During this pandemic we will continue to safely deliver the project while protecting our workforce. We have increased hygiene measures in place to help protect our people. The management of individuals presenting with symptoms of COVID-19 is detailed in COVID-19 Exposure Guide.

The following is a simplified guide for workplace managers when notified of a CONFIRMED case of COVID-19

- Notify the responsible BU EGM, GM HSE (Martin Smith) and your BU People Manager, and log the incident as a 1P Event.
- Confirm all site staff and locations that the confirmed case has come into direct close contact with. Exposed staff to follow the exposure flowchart.
- Safely shut down and quarantine the workspaces which are required to be decontaminated.
- Identify unaffected workspaces that can continue to operate safely
- Inform the workforce of the areas that have been shut down and works that can be safely completed.
- Quarantined areas must be professionally decontaminated
- Quarantined work areas can only be re-entered once satisfactorily decontaminated
- Only Quarantined staff (those who came into direct close contact with the confirmed case) who have completed their 14 day self-isolation without symptoms or who have been 'medically cleared' shall be allowed to return to site.

COVID 19 Confirmed Case: Workplace Response - Detailed

The following is a guide for workplace managers when notified of a **CONFIRMED** case of **COVID-19**

INFORMATION	<ul style="list-style-type: none"> <input type="checkbox"/> Collect the necessary details of the situation. <ul style="list-style-type: none"> ○ Contact the person involved or their supervisor and ascertain their most recent activities on site. Provide information on welfare support available (e.g. Employee Assistance Program) ○ Identify all people, work areas and plant/machinery that the person has come in contact with in the last 24hours incl visitors. Those who have been in <i>direct close contact</i> with the confirmed case shall follow the COVID-19 Exposure Guide.
NOTIFICATION & CONSULTATION	<ul style="list-style-type: none"> <input type="checkbox"/> Notify your BU EGM, as part of 1P notification process. The BU EGM, GM of HSES, and BU People Manager shall confirm the following: <ul style="list-style-type: none"> ○ Extent of site that is deemed contaminated and shall be shutdown (whole or partial). ○ Expected timeframe of shutdown. ○ Methods for safe shutdown. ○ Options for work continuation or alternate methods of work. Use contingency plans as available. ○ Safe return to worksite requirements. ○ Method for delivering initial communications to the workforce.
ACTIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Direct the Emergency Response Team to immediately shut down work in those areas to be quarantined and restrict access. <input type="checkbox"/> Notify the workforce of the situation and ongoing communication expectations– via preferred communications method. <input type="checkbox"/> Arrange for decontamination of the contaminated areas. <input type="checkbox"/> Identify the key stakeholders, communication approach and frequency. This includes the customer, JV partners, sub-contractors, suppliers, expected visitors, WHSC, neighbours, unions etc...Customer and Corporate Affairs can provide guidance. <input type="checkbox"/> Arrange for ongoing welfare checks with those undertaking treatment or testing. <input type="checkbox"/> Identify alternate work options for site staff. (e.g. Work from home or other JH site) <input type="checkbox"/> Identify caretaker, security and signage requirements. <p>Additionally, if works are to continue in part of the site,</p> <ul style="list-style-type: none"> <input type="checkbox"/> Physically isolate the quarantined area to be decontaminated. This is restricted to only decontamination teams. <input type="checkbox"/> Review activities that are safely able to be completed in operational sections. Ensure appropriate supervision. <input type="checkbox"/> Increase cleaning of amenities to every three hours. <input type="checkbox"/> Establish a daily briefing schedule for remaining workforce and key stakeholders.
RETURN TO WORK	<ul style="list-style-type: none"> <input type="checkbox"/> All personnel who are placed into self-isolation shall follow the advice of health professionals and provide appropriate evidence of ability to return to work. <input type="checkbox"/> Confirm a return to full operation plan. This shall define the following: <ul style="list-style-type: none"> ○ Safe methods of returning to work including health checks. ○ Safe methods for confirming appropriate decontamination. ○ Safe methods for re-starting operations. <input type="checkbox"/> On safe return to operations, notify key stakeholders. <input type="checkbox"/> Conduct a debrief / lessons identified.