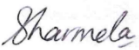
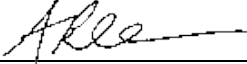





## BUSINESS MANAGEMENT SYSTEM

### SYSTEM POLICY - COVID SAFE PLAN

<b>Document Number</b>	OHS85
<b>Issue Date</b>	05.08.2020
<b>Revision Number</b>	01
<b>Next Revision Date</b>	30.09.2020
<b>Custodian</b>	HSE Manager

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<b>Date</b>	05.08.2020	5/08/2020	5/08/2020

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**Document History**

<b>Date</b>	<b>Author</b>	<b>Revision #</b>	<b>Description of Change</b>
05.08.2020	Sharmela Nagarajah	01	Issue for Use.

## 1.0 PURPOSE

CAPS Australia supports operations of permitted work sites in the supply, manufacture, repair, maintenance of food production & distribution, energy, power generation, electrical utility, water utility, waste management, pharmaceutical & health care industries through the provision of complete air and power solutions.

This Covid Safe Plan helps protect employees, customers and visitors and to prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

## 2.0 PREVENTION

- Stay at home and get tested if you have symptoms of coronavirus (COVID-19), however mild. Do not go to work or school. Do not visit anyone, especially older people and those with pre-existing medical conditions. Refer to HRO-126 COVID-19 What to do if I have symptoms.
- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water. Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands. The Department of Health recommends the following methods of handwashing:
  - Wash your hands regularly with for at least 20 seconds, using soap and water or use a hand sanitiser that contains at least 60 percent alcohol.
  - Wash your hands when you get home, arrive at other people's homes, at venues or at work.
  - Wash your hands after blowing your nose, coughing, sneezing, or using the toilet.

CAPS provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for employees.

- Keep your distance – stay 1.5 metres away from people you don't live with.
  - Greet people with a smile or wave - do not shake hands.
  - Stay 1.5 metres away from people you do not live with.
  - Avoid crowds, especially indoors.
  - When waiting in line or walking through busy areas, be patient, give others space so they can give you yours.
- Wearing a face covering protects you and your community by providing an additional physical barrier to coronavirus (COVID-19). All Victorians must wear a face covering when

they leave home, no matter where they live. Refer to the newsletter issued on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).

- Not having any external persons visit the branch. This includes customers, consultants, family members and similar. Where we do have a critical need for an essential contractor or visitor to enter the branch, they will be required to work contactless-ly with the team, complete the Fitness for Work Coronavirus Checklist and have temperature checking.
- Cleaning and disinfecting high touch surfaces regularly (for example phones, keyboards, door handles, light switches, bench tops) can help stop the spread of coronavirus (COVID-19). Communication being sent to our CAPS cleaners including our expectations, PPE requirements and fitness for work
- Limit the physical interactions between different teams (and office areas) as much as possible. Segregate the office layout so movement around the whole is restricted. This to minimise the risk of spreading the virus, but also in the unfortunate situation that we have a positive case; it would limit the exposure and number of people affected and isolated. Use of floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation.
- Anyone entering CAPS site will have their temperatures taken. The temperatures will be taken on a contactless thermometer and should be taken by the same person in the branch each day. Refer to POL50 Temperature Checking during COVID19 Procedure.

CAPS have released a number of Safety Alerts and will continue to do so where you can find additional guidelines and advice on creating a healthy workplace. Readily available here:

G:\CAPS Australia\OH&S\21. COVID 19 Newsletters

### **3.0 PREVENTION MEASURES WHEN ON-SITE (SERVICE ACTIVITY)**

- On arrival at site, call your site contact to advice of your presence. Let them know you wish to proceed direct to the equipment you are servicing due to COVID-19 health risks. (Walking through offices, signing – in etc all pose additional risk). Supply the Covid-19 Contact Free service guidelines if required.

- Be guided by your site contact directions, if they wish you to sign in – take precautions, such as use your own pen, wear gloves, use hand sanitizer before and after...etc.
- Once you are at the equipment wear your PPE, and set up your protective barrier and provide the 4m3 area for yourself to work in.
- Before commencing service work spray the work area and touch points in around the equipment with sanitizer / disinfectant as supplied.
- Undertake work as per service scope taking care of people entering your work area – and politely and firmly advise of the safe work area if required.
- On completion of the service work spray the work area and touch points in around the equipment with sanitizer / disinfectant as supplied.
- Include standard comment on your XRM notes that signature not required due to COVID-19 health restrictions / precautions.
- Call site contact and advise work complete and if there is any other, work required as you normally would. Advise that XRM job does not need signing due to COVID-19 health restrictions / precautions and note phone conversation and contact name on XRM job report.
- Remove barriers and continue to next activity

## 5.0 TRAVEL

Travel to overseas countries or areas inside Australia where there is a known COVID-19 cluster or outbreak should be avoided. Prior to any overseas travel, it is important to seek the latest advice on overseas travel using the smart traveller link in the references section. Be aware that if the advice provided by smart traveller is not followed and you travel to a country despite advice not to, you may be subject to 14 days quarantine at home, or a designated hotel or medical facility as required by the health authorities.

## 6.0 READINESS TO RESPOND

In the event of a confirmed case of COVID-19 associated at CAPS, the following is considered in advance in order to be ready to respond:

- Keeping good record on what shifts staff have worked and in which physical locations, such as building floors, as well as their up-to-date contact details. This will help support the Health Authorities with contact tracing if needed.

- The workplace will close and cease operations for a period of time while there is an investigation underway and/or to assist with transmission reduction
- Additional cleaning and disinfection that may be required if an individual with COVID-19 was infectious while at the site. In this event, advice will be provided by respective state Health Authorities to support this.

## **7.0 MANAGEMENT OF A CONFIRMED CASE**

If the person with a confirmed case of COVID-19 is deemed to have attended work while infectious, or could possibly have acquired coronavirus at work, the following steps should be undertaken:

1. Determine what areas of the workplace were visited or used by the confirmed case by referring to records of staff attendance at the workplace.
2. Consult with respective state Health Authorities on whether the workplace or part of the workplace is required to close for a short period to facilitate cleaning and enable contact tracing. They will determine whether to assign an outbreak management team and deploy a staff to attend the workplace to perform a risk assessment and provide advice.
3. Work with state Health Authorities to provide details that will assist in contact tracing such as records of staff attendance and up-to-date contact details for staff should they be required.
4. Open outside doors and windows to increase air circulation and close off the affected area before commencing cleaning and disinfection.
5. Organise for the cleaning and disinfecting of all areas that were used by the confirmed case. The workplace or part of the workplace as determined by state Health Authorities should remain closed until this is completed.
6. Wider cleaning and disinfection of the site, paying particular attention to high-touch areas as may be advised by state Health Authorities.
7. Any staff member who tests positive for COVID-19 must remain at home in self-isolation until they have been notified by state Health Authorities that they have met the criteria for release. Employees should follow state Health Authorities guidance and CAPS Covid Management Policy with regards to return to work.
8. Ensure staff who are identified to be close contacts of a person with coronavirus (COVID-19) do not come to work for 14 days after their last close contact with the positive case, as they must quarantine at home for this period. During their quarantine, the staff member should watch for symptoms and seek medical assessment and testing if they

develop symptoms such as fever, sore throat, runny nose, shortness of breath or a loss of their sense of taste or smell.

9. If the case or cases are deemed an outbreak, state Health Authorities will maintain active involvement throughout the course of the outbreak including providing advice on when the workplace can re-open or when the outbreak is considered resolved.
10. The workplace should work with the respective state Health Authorities to ensure that all appropriate preventative measures have been taken prior to reopening the business.
11. Following a coronavirus (COVID-19) case at a workplace, risk management controls and infection prevention measures should be reviewed in order to reduce risk of further coronavirus (COVID-19) exposures.