



The Campion Group Business Continuity Plan

COVID–19 Safe Workplace Information for Employees

Version Control

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1. Purpose

On direction of the Australian Federal and State government health authorities, employees where possible were required to work from home.

Recently these requirements have been eased and employees are now required to return to the workplace whilst observing changes that address the COVID-19 risks.

This document outlines the steps to identify and respond to potential transmissions as well as behavioural changes including cleaning, hygiene and distancing to reduce the risks of transmission. Key to working safely given the COVID-19 risks is consistent communication between employees and their direct manager.

There will be two job forms that need to be completed by all staff;

1. A COVID-19 Safe workplace Information for Employees checklist which includes a confirmation that you have read and understood the contents of this Guide
2. A self assessment for to identify and report on the requirement to self isolate

The requirements in this document shall be in addition to and not in substitution for any other requirements under the applicable legal requirements, company rules, regulations, policies or any other procedures. Should there be any inconsistency between the requirements in this document with other applicable legal requirements, company rules and regulations, policies or any other procedures, the more stringent requirement, in consideration of human safety, health and emergency control, shall prevail.

2. Scope

This policy covers all Campion Group activities and Campion Group employees.

3. COVID-19 Safe Work Process

3.1 Employees' Work Arrangement

- a) If returning from working from home and in consultation with your Manager there will be agreement regarding the time to return to the workplace.
- b) All rooms within your workplace will be assessed for staffing capacity and to ensure physical distancing requirements are met.
- c) To ensure social distancing and where there are more employees in a team than capacity of the workplace given the 1 person for every 4 square meters, your manager may look to rotate staff attendance at the workplace between yourself and other employees in your team.
- d) Additional changes include
 - i. Staying in your designated workzones as much as practicable and not exceeding the capacity of the workzone

- ii. Understanding and adhering to staggered meal times and start and finish times where determined by your manager
- iii. Lunch rooms are for food preparation only with food consumed at your desk or alternate location agreed by your manager
- iv. Where possible toilets will be designated to different work teams and capacity limits set must be adhered to.

A workplace risk control assessment will clearly identify the limits listed above and any further requirements will be in consultation with your manager

3.2 Workplace risk control assessment

All Campion Group sites will be required to complete a COVID-19 risk control checklist as early as practical.

3.3 Requirement to self-isolate

Campion will follow a protocol to identify team members who are not suitable to return to work due to meeting ongoing self-isolation criteria (see below). Team members who must self-isolate will not be able to return to work until they fulfill government and medical requirements. Return to work criteria will vary depending on the circumstances that triggered the need for self-isolation. For example, self-isolation and return to work requirements will be higher for individuals who have contracted COVID-19 and will be less stringent for those who have not displayed symptoms however have required self-isolation due to close contact.

The two relevant key criteria for self-isolation (as at 26.05.2020) are:

- **Individual symptoms** consistent with COVID-19 and whilst awaiting medical advice/diagnosis
- Individual **contact** where an individual is living with, caring for or otherwise has exposure to someone diagnosed with COVID-19

Staff will be required to confirm to complete a self assessment ***online questionnaire*** (which will be provided via a link in the Thursday the 28th May 2020 COVID email and will also be available on the COVID intranet page from the 28th of May 2020) as to whether they are required to self-isolate. This will be completed and submitted on request from your Manager and confirmed verbally upon entering a campion site for each days attendance that the self assessment conditions are still valid.

In addition to the above, it is strongly recommended that older workers or those with the identified higher risk pre-existing health conditions should self-isolate, given the very serious health risks should they contract COVID-19. Where older workers or those with identified pre-existing health conditions are required to work Campion Group sites will ensure they are prioritised for action should a confirmed case of COVID-19 be identified.

3.4 Temperature and Flu-like Symptoms Screening for Employees

- a) Given COVID-19 is severe and easily spread but is not currently widespread across each state a temperature checking program will be in place for designated sites. Where required there will be:
 - i. Temperature-screening and recording for all employees and subcontractors working in Campions' premise once a day, before entering the workplace.
- b) Anyone found with fever and/or flu-like symptoms shall put on a surgical mask and seek medical attention, and not enter a Campion office or operational sites. All employees are encouraged are required to carry out their self-check before they leave their home and will be asked to confirm that it has been completed.
- c) Flowcharts and forms are available within the '**COVID-19 Safe workplace**' policy

3.5 Personal hygiene awareness

- A) Cover your coughs and sneezes with your elbow or a tissue
- B) Put used tissues straight into the bin
- C) Wash your hands often with soap and water, including before and after eating and after going to the toilet (see procedure below)
- D) In the absence of hand washing facilities use alcohol-based hand sanitisers where available
- E) Avoid physical contact such as shaking hands and avoid touching your eyes, nose and mouth
- F) Clean and disinfect frequently used surfaces such as benchtops, desks and doorknobs
- G) Clean and disinfect frequently used objects such as mobile phones, keys, wallets and work passes
- H) In consultation with your manager there may be a requirement during the day to assist in the cleaning of shared equipment and spaces

3.6 Physical distancing awareness

- A) Maintain 1.5m physical distance between yourself and others
- B) Only 1 person at a time on any staircase
- C) Refrain from physical greetings such as handshakes or hugs

3.7 Emergency Contact List

An emergency contact list, which will include the following will be available at your workplace and include:

- a) Site Manager In Charge
- b) Relevant Business Leader(s)
- c) Emergency services
 - i. Nearest hospital
 - ii. Local health authority hotline, if available
 - iii. Cleaning and disinfection contractors