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## Managing Coronavirus in the Workplace Policy

**Caledonia is committed to ensuring we protect the health and safety of all people in the workplace. This Policy sets out the measures that we are taking in order to manage the spread of coronavirus (COVID-19) and outlines the expectations of our employees, contractors and visitors. Due to the ever-changing nature of the current COVID-19 pandemic, we will continue to update this Policy as required and in line with advice from the Government.**

### 1.1 INFECTION CONTROL MEASURES

We strongly encourage you to follow the guidelines from the World Health Organization on limiting the spread of infection whether it be at work or at home. These include:

- Regular and frequent washing of hands for 30-40 seconds using soap and water or alcohol-based hand sanitiser
- When coughing and sneezing ensure you cough into your elbow area or into a tissue which is to be disposed of immediately and wash your hands
- Avoid touching your face particularly your mouth and nose
- Practice social distancing - maintain a 1.5 metre distance with other people, where practicable
- Avoid close contact with anyone who is experiencing cold and flu symptoms

We have implemented a range of site-specific measures across all of our locations to help prevent the spread of COVID-19. We will also ensure we follow any additional precautionary measures that may be site or client specific and are working closely with our clients to ensure compliance and best practice is followed at all times.

For sites that have **crib rooms** please ensure you are practicing social distances of 1.5 metres and good hygiene (as above) and ensure any shared surfaces are wiped down following use.

### 1.2 SOCIAL DISTANCING

The Australian Government has implemented guidelines for social distancing (also known as physical distancing). In public (noting this is not considered the workplace) social distancing means people stay at home and only go out if it is absolutely essential, keep 1.5 metres away from each other, avoid physical greetings such as handshaking, hugs and kisses, use tap and go instead of cash and avoid public gatherings and at risk groups like older people.

**The 1.5 metre social distancing rule MUST BE IN PLACE at all times whilst working.** Each state and territory have powers to issue fines to individuals or companies who do not follow this rule.

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**We have a legal requirement for each person to use their best endeavours to comply with the 1.5 metre rule. This should be strictly complied with wherever possible.**

Where it is not possible to comply with the rule, consideration should be given as to whether the task needs to be undertaken at this time, or if there are alternative methods available to carry out the task.

Where a task is an essential task, and compliance with the 1.5 metre rule is not possible, alternative measures should be implemented. This will depend on the task, but may include the use of PPE such as face masks.

The Australian Government suggests the following steps for social distancing in the workplace:

- Stop shaking hands to greet others
- Consider cancelling non-essential meetings (instead hold phone or teleconference meetings)
- Put off large meetings to a later date
- Hold essential meetings outside in the open air if possible
- Promote good hand, sneeze and cough hygiene
- Limit food handling and sharing of food in the workplace
- Avoid non-essential travel
- Regularly clean and disinfect surfaces that many people touch

### **1.3 CORONAVIRUS DIAGNOSIS OR EXPOSURE**

#### **Returning from overseas**

In line with Australian Government regulations, anyone who arrives into Australia are required to self-isolate for 14 days. Please ensure you notify your Line Manager as soon as possible.

#### **Returning from interstate**

In line with Australian Government regulations, anyone who arrives into South Australia and Western Australia (including other states the Northern Territory, Tasmania, and Queensland) are required to self-isolate for 14 days. Please ensure you notify your Line Manager as soon as possible. There are currently no border controls in place for NSW, VIC and the ACT.

#### **If you contract coronavirus**

If you begin to display symptoms of the coronavirus, you must follow the Australian Government guidance to find out what to do next. Please ensure you seek immediate medical attention and notify your line manager at the earliest opportunity. If you are confirmed to have contracted coronavirus you are not to attend work until you have full medical clearance.

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**If you have contact with a confirmed case of coronavirus**

If you have been in contact with someone who has a confirmed case of coronavirus, as per Australian Government isolation guidance you are required to isolate yourself for fourteen (14) days from the date of last contact with the confirmed case.

We ask that you notify your line manager immediately. You are required to obtain a medical clearance from your Doctor prior to returning to work.

**If you have contact with a suspected case of coronavirus**

If you have been in contact with someone who has a suspected case of coronavirus, you are required to notify your line manager immediately.

We may make the decision to send you home and require you not to attend work as a safety precaution, regardless of whether or not you are displaying any symptoms. Medical clearance may be required before you return to work.

**If you have cold and flu symptoms**

**The Australian government has stated If you cannot work from home and you are sick, you must not attend your workplace. You must stay at home and away from others.**

We ask all employees to follow the guidelines of the government and if you do have any cold and flu symptoms you are advised not to attend work. If at any time your symptoms worsen at any time, please seek medical advice. If we believe you are too ill to be at work, we may send you home and direct you to take personal leave.

## **1.4 THE CONTINUATION OF BUSINESS OPERATIONS**

At present, the Caledonia Group and the broader construction industry is continuing to operate as per usual. The business has considered a range of business continuity measures which are outlined below, noting some are now in operation.

**Attendance at work**

The Australian Government has instructed where employees are able to, they should work from home so we now have a large number of employees following this instruction and working remotely from home.

For staff who cannot work from home, particularly site-based or yard-based staff, they are to continue to attend work as normal and ensure they follow the guidelines of this policy, particularly social distancing and not attending work if they are unwell.

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### **Travel**

Given the information provided by the Australian Government, we have implemented a ban on all non-essential travel. Employees who travel to remote sites to attend work are to continue as normal.

Outside of travelling to any site, any travel deemed necessary will be approved by the Group General Manager and/or Directors.

### **Client/Supplier Interactions**

We encourage staff where possible to limit any non-essential direct contact with clients or external suppliers and instead avail of other means to maintain these working relationships.

These include utilising video conferencing or teleconferencing, or landline/mobile phone. If direct meetings with clients or suppliers are deemed necessary, full cooperation of this Policy will be mandatory.

It is important to reiterate that we continue to pursue our normal business interactions with the same amount of vigor, albeit just in a different manner, and to be aware of social distancing practices.

We recognise that many of our employees interact with clients and sub-contractors on a daily basis and therefore encourage the infection control measures as outlined above to be strictly followed.

### **Temporary Business Interruption**

As time progresses, it may become necessary for the businesses to temporarily modify or change operations particularly if someone in the workplace is diagnosed with coronavirus.

We will do everything in our means to continue to operate in these ever-evolving circumstances however will ultimately take the required action to comply with Government advice and ensure the health and safety of our workforce is maintained at all times.

### **Working from another location**

We will take all necessary steps to maintain normal business operations. In order to facilitate this, we may require staff to work from an alternate location including working remotely as required.

## 1.5 CONTACT DETAILS

We understand that staff may have further questions and we are happy to answer any questions you may have. We have included a contact list below for your easy reference.

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