



## **COVID-19 MANAGEMENT PLAN**

(V1 26<sup>th</sup> March 2020)

### **Overview**

This Management Plan has been developed to provide guidance to all UPEC staff and sub-contractors regarding our approach to managing the impacts of COVID-19.

### **What is COVID-19?**

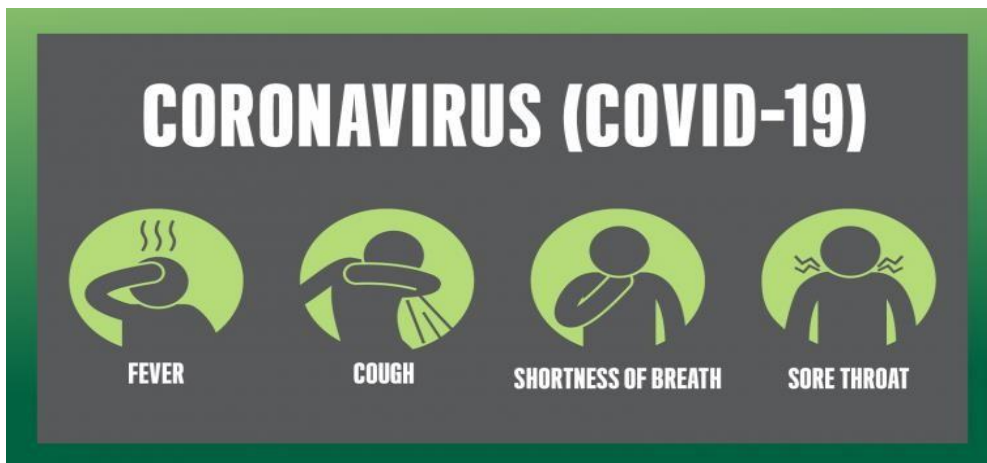
- COVID-19 is a virus in the same family as the common cold;
- It differs from the cold in the potential severity of symptoms;
- There is currently no vaccine available
- Guidelines detailed in this document are to be followed to reduce exposure and further transmission.

### **How does COVID-19 spread?**

- COVID-19 spreads in a similar way to the flu;
- When someone who has COVID-19 coughs or exhales they release droplets of infected fluid.
- Most of these droplets fall on nearby surfaces and objects (desks, tables or telephones).
- People can catch COVID-19 by touching contaminated surfaces and then touching their eyes, nose or mouth;
- If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them.

## What are the symptoms of COVID-19?

- Most persons infected with COVID-19 experience mild cold or flu type symptoms and recover. Symptoms can include fever and respiratory distress (cough or shortness of breath);
- Some go on to experience more serious illness (pneumonia) and may require hospital care.
- Risk of serious illness rises with age. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.



## Managing the risk of COVID-19 in the Workplace

- UPEC have consulted the advice from local health authorities and have developed a plan for managing the risk of COVID-19 within the workplace.
- There are six elements to this.
  - Working together (UPEC staff, sub-contractors and clients) to identify potential exposure.
  - The implementation of separate working groups. Groups to stay separated whenever possible.
  - Working from home where possible
  - Reducing visitor's presence in our work environment.
  - Enhanced hygiene procedures
  - Revision to travel plans and travel means.

## 1. Identification of potential exposure.

- All staff are requested to **immediately** advise their manager if:
  - they have travelled overseas since 1 January 2020; or
  - are displaying flu or cold like symptoms including a fever of above 38 degrees Celsius, cough, runny nose, shortness of breath or other symptoms; or
  - have been contacted by a relevant Department of Health of other persons that they have had (or may have had) contact with a person known to have contracted COVID- 19; or
  - they believe they may have been exposed to COVID-19 within a public location that has been identified by the relevant Department of Health via public media alerts or announcements; or
  - are living with a family member or other party that has contracted or is suspected of contracting COVID-19 or
  - have received a positive test result for COVID-19.
- Staff that are subject to the above circumstances present an increased risk for spreading COVID-19 within the workplace.
- Your Manager will discuss with you the appropriate course of action to follow. This may include a period of self-isolation, obtaining a test for COVID-19, and working with local authorities.
- If you are having difficulty breathing and require medical attention, please contact your local medical provider immediately. They may arrange for a COVID-19 test to be performed and can advise on further treatment requirements.
- Assuming that medical attention is not required the following protocols are to be followed.
  - To self-isolate for a period of 14 days from time of contact.
  - Where practicable, staff are able to work from home during this period.
  - Staff may return to work pending completion of the isolation period following receipt of a medical certificate.

## 2. Separate working groups.

- Staff are to work in separate working groups and every attempt and precaution should be made that these working groups do not mix in both the workplace and socially.
- All attempts should be made to stay away from office equipment and possessions of fellow employees.

### 3. Working from home.

- UPEC has worked hard to ensure that our systems allow for remote working and provide a viable and flexible working option during this time
- Staff should work from home wherever possible
- Staff may also be asked to work from home
  - a period of self-isolation is required;
  - an office requires temporary closure; or
  - other disruptions event (school closure, etc).
- WFH is considered a **temporary** arrangement and is part of our continuity planning.

### 4. Reduced visitor presence.

- No visits from sales representatives.
- No visits from family and friends into the workplace.
- Essential visitors to fill out details on visitor log book.

### 5. Enhanced hygiene procedures.

- By following some enhanced hygiene procedures, the risk of transmission within our workplaces can be significantly reduced.
- The following procedures are to be followed within each UPEC workspace;
  - **Regular and thorough handwashing:** Hand sanitizer will be made available within all locations. Using hand sanitizer regularly through the day and before eating is one of the best methods of minimising the risk of transmission. Hands should also be washed thoroughly with anti-bacterial soap when visiting the bathrooms. Hand sanitizer and anti-bacterial cleaner will be made available in in the office and job sites;
  - **Keeping workplaces clean and hygienic:**
    - Within our offices our external cleaners have been consulted and will be wiping down high-traffic areas with anti-bacterial spray (desks, lunchrooms, lift-wells, bathrooms, etc) on a daily-basis. This will include desks provided that they are clean and tidy.;
    - Handled objects (e.g. telephones, keyboards, lunch-room equipment) should be wiped with disinfectant wipes regularly. Disinfectant wipes will be provided within each workspace for this purpose. Wipes can also be used to disinfect desks and other traffic areas during the day;
    - Each office location will be **inspected** on a daily basis by to ensure that wipe-downs, have been performed and that adequate materials are on site;
    - Other areas of risk are to be considered on a site-by-site basis and appropriate action taken.
    - Desks, meeting areas and lunch-room facilities should be kept tidy to ensure that easy cleaning can be performed.

- **Covering your mouth when coughing/sneezing:** When sneezing or coughing make sure you cover your mouth to minimise the potential transmission of infection and sanitize your hands if required. Alternatively use a tissue and place in the bin;
- **Social Conventions:** Through this period it is advised that we temporarily modify our social conventions. Within the workplace this means limiting physical interactions via handshaking, hugging or other.

**Note: Usage of Facemasks**

- The advice currently provided is that while masks are helpful in preventing people who already have the coronavirus disease from spreading it to others, they are not generally required unless you are working in high risk environment (i.e. working in healthcare or caring for a person already infected);
- Staff may make their own decisions regarding the usage of masks while in public.
- Details of advice provided are in the links below:
  - <https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-on-the-use-of-surgical-masks>
  - <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

**6. Revision to travel plans and travel means.**

- Air travel creates specific risks of exposure through movement through and to workplaces and environments that are not controlled by UPEC.
- All travel is subject to currently restrictions in accordance with advice received from Health and Government authorities;
- The following restrictions are currently in place for staff travel:
  - Travelling internationally is currently **prohibited**.
  - All domestic travel is currently subject to the following limitations:
    - All non-client related travel is currently prohibited;
    - All client travel is restricted to only travel that is considered essential. Essential travel includes to perform a specific project requirement or for specific conversion purposes.
- Where possible alternative methods of communication with clients should be considered including video conferencing facilities;
- Where interstate travel is required driving is preferred over air travel
- Use of public transport is to be limited

Inputs on this plan are from Australian Department of Health  
<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

Further revisions will be made to this document as required.