Greenwood COVID Safe Plan

To all our Greenwood family,

This COVID Safe Plan outlines how Greenwood is ensuring our staff, customers and people we come into contact with are safe from contracting COVID-19 and to prepare us to act in the event of a suspected or confirmed case of COVD-19 in the workplace. This applies to all sites or operations in Victoria's Stage 4 areas.

The pandemic affects all of us. Stage 4 restrictions are in place for Victoria and Greenwood is committed to fully complying with or exceeding the advice of state and federal health authorities to minimise the risk of contagion for all staff and other stakeholders. None of us want lockdowns and restrictions to continue for any longer than they need to and we are privileged our company and industry is not shut down in stage 4 areas. Following the instructions in this plan ensures it stays that way.

The measures outlined in this document are based on the latest health advice from state and federal authorities. As this situation is rapidly evolving we will reissue updates of this plan as they become available and communicate the changes through Slack. Greenwood will primarily be following the advice and guidelines put in place by Victoria's Department of Health and Human Services (DHHS).

> *Remember:*
> **We are all responsible for the health and safety of ourselves and those around us.**

What you need to do now

- ☑ Familiarise yourself with the instructions in this document and follow them at all times when working with Greenwood
- ☑ Confirm you have read and understood this document by commenting on the Slack thread this was posted in. We'll run through it in detail in smaller groups to give you a chance to ask questions
- ☑ Use your common sense and stay safe – the quicker we all follow these instructions, the quicker we go back to a COVID-19 normal and the safer we all are
- ☑ All Site Foremen and/or On-site Project Managers are to complete a High Risk COVID Safe Plan Attachment, relevant to their work site

A summary of our COVID Safe Plan

The Victorian Government's stage 4 restrictions allow us to work at a restricted scale and require us to have a COVID Safe Plan implemented. In this document we have provided a COVID Safe Plan Detail that you need to read and do your bit to implement to support Greenwood's actions. This detail follows specific government guidelines, so we have summarised what you need to know into a COVID Safe Plan Summary below.

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COVID Safe Plan Summary

Keep CLEAN

- Wear a mask at all times on site
- Wash your hands thoroughly and regularly, using soap or sanitiser
- Dispose of single use masks, and clean reusable masks at least daily
- If you touch your face, cough, sneeze, blow your nose, pick your teeth – then clean and sanitise your hands and what you touched immediately
- Avoid sharing tools or equipment. If you absolutely have to, then sanitise the equipment whenever it's passed on
- Clean high-touch surfaces like access doors whenever they're used, or at least twice daily
- We'll provide COVID PPE (masks) and adequate supply of cleaning and sanitisation products

Keep DISTANT

- If you can work from home, do work from home
- Do not exceed weekly permitted work location limits.
- Maximum 5 people on site (plus supervisor) at any time
- Maintain 1.5m distance and max 1 person per 4 m² where safe to do so. Everywhere, always
- Use signage and distance guidelines to make this easy
- Don't crowd around scissors, break areas etc
- Breaks will be staggered to make sure we don't fall into old habits
- If you're sick you must not come to work. Stay away, stay home, and get tested
- You won't be allowed on-site until proven negative

Keep RECORDS

- In addition to our standard site records for Greenwood staff, we MUST record the name and ID and/or contact details of EVERYONE that comes on site or in close contact with someone on site
- This means EVERYONE – delivery drivers, subbies, client representatives, other workers on site e.g. HVAC or plumbers.
- We need to know WHO was there, WHEN, and WHERE on site they were – at a minimum
- We'll put in a process that's as simple as possible to do this. Stay tuned for an update
- COVID incidents need to go on the incident register
- Keep your Permitted Worker Permit on you when travelling or at work

Keep READY

- We'll be preparing a BCP to activate if we do have a suspected or confirmed case
- Contact tracing is on Greenwood. Keep ready to help with contact tracing (by keeping complete and accurate records of who was on site, when and where)
- If it's suspected someone on site may have contracted COVID-19, they'll be isolated and supported to get home or get tested
- If this happens, the rest of the crew can keep working if they weren't in close contact, but at the earliest sign of COVID-19 symptoms must self-isolate and get tested
- If we have a confirmed (positive) case among anyone on site, let Eddie know ASAP as we must notify WorkSafe and DHHS immediately

Greenwood

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COVID Safe Plan Detail

Hygiene	Company will...	Employees must...
Hand washing and sanitising: 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 staff.	• Greenwood will ensure adequate supply of hand sanitiser is available to all staff, and readily accessible on site and around entry/exit points • Keep rubbish bins or bags accessible to dispose of paper towels, tissues etc and replace them daily • Provide a refresher on the correct method to wash and sanitise hands per DHHS guidelines found here	• Ensure you frequently wash or sanitise your hands according to DHHS guidelines • Always do so when at highest risk of contact with COVID-19 e.g. after touching your face, coughing/sneezing, and when entering or exiting a site or site area • Dispose of any tissues, hand towels etc in provided rubbish bins or bags and thoroughly wash hands afterwards
Ventilation: Where possible: enhance airflow by opening windows and adjusting air conditioning.	• Identify when enclosed or confined spaces create a COVID-19 transmission risk and employ appropriate hierarchy of hazard controls to minimise or eliminate the risk e.g. only allow one person at a time inside a switch room where safe to do so, or ensure ventilation fans are on at all times	• Not unnecessarily enter an enclosed or confined space with other people unless required for safety
Wearing COVID PPE: In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	• Provide clean masks to all staff working on site • Where required provide additional PPE	• Wear a mask at all times while working on site in accordance with DHHS guidelines • Use other PPE where appropriate e.g. gloves when touching equipment that others may have recently been in contact with such as switchboards
Using and disposing of PPE: Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	• Provide a refresher on the correct method to wash and sanitise hands per DHHS guidelines found here	• Dispose of or clean your mask appropriately – e.g. do not re-use single use masks, and clean reusable ones each night • Avoid touching your mask • Take it on and off from the ears or otherwise without touching your face
High-touch items: Replace high-touch communal items with alternatives.	• Provide adequate sanitising and cleaning products to allow frequent tool & equipment cleaning	• Avoid as much as possible sharing of tools or equipment, including vehicles • Where tools or equipment must be shared, use sanitising products to clean down contact points when they are passed on

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Cleaning	Company will…	Employees must…
Increased cleaning: Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	• Identify high touch surfaces (such as access doors, toolboxes, scissor lifts etc) and ensure they are cleaned and disinfected at least twice daily • Provide information on how to use cleaning products	• Assist where requested with cleaning high touch surfaces frequently, which may include for example wiping down an access door handle every time it's opened and closed
Cleaning products: Ensure adequate supplies of cleaning products, including detergent and disinfectant.	• Provide supplies of appropriate products for the cleaning required on each site or work area • Ensure continuous stock supply	• As above

Physical distancing & limiting workplace attendance	Company will…	Employees must…
WFH: Ensure that all staff that must work from home, do work from home.	• Identify the roles that are required to be performed from home or can be adapted to be performed from home and enact this arrangement where appropriate • Adapt working arrangements to enable working from home • Regularly assess staff in attendance at the workplace to determine whether they are required to be there	• Not spend any unnecessary time on site beyond their work duties e.g. at the end of the work day proceed straight home and not hang around chatting after work
One site: Establish a system that ensures staff members are not working across multiple settings/work sites.	• Ensure work teams are rostered in a way that does not exceed permitted weekly work location requirements.	• Not exceed the permitted number of weekly work locations.
Screening: Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	• Ask for confirmation and record that you are not feeling unwell or undergoing COVID-19 testing each day at the Daily Pre-Start talk, and send you off site to get COVID-19 tested and self-isolate if you are • Provide IR contactless temperature readers to screen employees on entry during Daily Pre-Start process	• Let Greenwood know if you are unwell • Let Greenwood know if you are being tested for COVID-19 or are awaiting test results, and not come to work if you are • Ensure these requirements are applied to any other subbies or visitors that attend a Greenwood site • Comply with any screening requested

Physical distancing: Configure communal work areas so that there is no more than one worker per four square metres of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.	• Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so staff are not facing one another on break • Request people maintain physical distancing e.g. 1.5m separation, and no more than 1 person per 4 square metres of enclosed space	• Avoid wherever safe and possible, moving closer than 1.5m from another person or exceed 1 person per 4 square metres
Floor markings: Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff.	• Mark out floor distancing guides in site areas that people are likely to congregate in during the work day e.g. around access points/bottlenecks such as scissor lifts or site toilets, smoko areas – where it is safe to adhere to	• Adhere to marked out distancing guides and call out anyone that isn't – where it is safe to adhere to
Workstations: Modify the alignment of workstations so that employees do not face one another.	• n/a – all staff at workstations are working from home	• n/a – all staff at workstations are working from home
Bottlenecks: Minimise the build-up of employees waiting to enter and exit the workplace.	• Allocate different entry and exit points where feasible and safe to do so • Use markings to provide physical distancing guides at entrances, exits and access points	• Adhere to marked out distancing guides and call out anyone that isn't – where it is safe to adhere to
Deliveries: Review delivery protocols to limit contact between delivery drivers and staff.	• Ensure suppliers provide contactless delivery and invoicing where possible • Identify designated delivery points or areas with signage where appropriate	• Direct deliveries to designated delivery points • Ensure signage, if provided, remains visible and unmoved • Ensure you follow DHHS guidelines when receiving deliveries e.g. washing hands after touching a new pallet or parcel • Ensure identification (name, employee #, and/or contact details) are collected from any delivery made to site where the deliverer enters the site or comes within 1.5m of any staff
Rostering: Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	• Stagger start, finish and break times where possible to reduce congregation around break areas, access points etc	• Not unnecessarily congregate around break areas, access points etc

Public access signage: Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule.	• n/a – sites not open to the general public	• n/a – sites not open to the general public
Record keeping	**Company will…**	**Employees must…**
Record attendance: Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	• Record staff attendance on sites using existing site allocation process and data • In addition, implement a system to ensure that **any and all** attendees to a site provide and have identification recorded – at a minimum, a full name AND employee ID OR contact details so that the attendee can be contact traced if needed by authorities – if this is refused, they must not enter the site • This includes EVERYONE - visitors, deliveries, subbies, client representatives, other workers on site e.g. HVAC or plumbers • Provide a protocol on the collection and storage of this data to be provided	• Ensure any and all attendees provide at a minimum their full name AND employee ID OR contact details recorded using Airtable Contract Tracing form • Capture this information completely and accurately, and not use it for any other purpose
Guidance: Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	• Refresh staff on how to record information about any incidents, reportable or otherwise	• Report any event relating to COVID contact in the workplace as an incident using the Incident Report JotForm
Permit: Ensure workers have a Permitted Worker Permit	• Issue a Permitted Worker Permit to all staff continuing to work on-site in stage 4 restriction areas	• Carry your Permitted Worker Permit on you at all times when travelling to, from or at work
Preparing to respond to a suspected or confirmed COVID-19 case	**Company will…**	**Employees must…**
BCP: Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	• Identify the process to follow if a positive case occurs and the roles and responsibilities of Greenwood and staff	• Assist with execution of the BCP in the event it is activated

	- Prepare for absenteeism of staff members required to quarantine or isolate - Describe key dependencies (e.g. third party providers) - Describe how we will continue to deliver essential services - Develop plans to communicate with customers, suppliers, stakeholders in the event of a positive case - Describe how we will secure stock and sites for a shutdown period	
Contact tracing: Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	- Ensure contact tracing records of attendees described above are readily accessible and up to date - Include, in the BCP, the process and process for engaging DHHS and importantly our own Greenwood-led contact tracing	- Ensure that all records and contact tracing information collected is complete and up to date - Assist Greenwood with contact tracing in the event of a positive case in the workplace
Cleaning: Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or part of the workplace must be closed.	- Include in the BCP a process for determining whether an entire site or only a site area requires shut down, and the process for deep cleaning and disinfection of the site /site area - In the event of a positive case, undertake cleaning to DHHS guidance of the areas or high-touch surfaces they were in contact with	Maintain complete and accurate records of who accesses what part of each site in accordance with the process to be communicated
On-site case management: Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	- Identify an appropriate area on each site to isolate the affected case(s) and provide them with a mask if they do not have one - Instruct them they must get tested and return a negative result before they can return to work - Make arrangements to isolate and get the unwell staff member transported from the premises to go home or get tested - Outline responsibility and process for entering details into the incident register and making any other	- Self-isolate and be tested, and not return to work until the test has been returned negative - Wear a mask while isolating and maintain physical distancing from other employees
Notification: Prepare to notify workforce and site visitors of a confirmed or suspected case.	Maintain a record of attendance for contact tracing with a process to be communicated	Maintain complete and accurate records of who accesses what part of each site in accordance with the process to be communicated

	- Establish an effective way of quickly communicating with visitors to a workplace - Where there is a **confirmed** case, inform all close contacts (including staff, customers, clients, visitors and other contacts) to the best of our ability and direct them to stay in self-isolation - Where there is a **suspected case,** all staff at the site will be informed to stay vigilant about the onset of cold or flu-like symptoms, self-isolate and be tested as soon as possible	In the event of a suspected or confirmed case at your site, self-isolate and get tested and do not return to work until you can prove a negative test result
WorkSafe: Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	The company directors will be responsible for notifying WorkSafe in the event of a confirmed COVID-19 case at Greenwood sites via phone immediately and followed up by providing formal written notification within 48 hours	Immediately bring it to your leading hand or manager's attention if you have reason to suspect you have COVID-19 or have been a close contact of a confirmed or suspected case
Reopening: Confirm that your workplace can safely reopen and workers can return to work.	- Ensure a site can reopen with DHHS before any workers are allowed to return to work, post a site shutdown - Request proof of a negative test result for anyone required to be tested for COVID-19 before they are allowed to return to work - Notify WorkSafe and DHHS that the site is reopening	Obtain proof they have returned a negative test result

Additional Resources

Keep yourself informed by regularly checking The Department of Health and Human Services website for updated restrictions, warning and advice
https://www.dhhs.vic.gov.au/coronavirus

Getting testing for coronavirus
https://www.dhhs.vic.gov.au/getting-tested-coronavirus-covid-19

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