

PO-3018. Corona Virus (COVID-19) Policy



CORONA VIRUS (COVID-19) POLICY

Purpose

NEPEAN Power is committed to the health, safety and welfare of all employees, contractors, visitors and others in the workplace. We have adopted this policy to assist in reducing the spread of Coronavirus and other respiratory illness.

NEPEAN Power requires its employees, contractors, visitors and others working on its' behalf to attend or perform work free from ill health.

Scope

This Policy applies to all employees, contractors, visitors and others of NEPEAN Power.

Responsibilities

Employees, contractors, visitors and others have an obligation to ensure that while at work, they take reasonable care in reducing the spread of Coronavirus and other respiratory illness. In so doing, employees, contractors, visitors and others are required to comply with NEPEAN Power Policies and Procedures.

Workers

- It is strongly recommended that you download the COVIDSafe App and have it active on your phone
- If you have travelled internationally, upon your return you are required to self-isolate for 14 days and monitor your symptoms. Annual leave will need to be used for this period.
- If you have travelled interstate, upon your return you are to speak to your manager before coming back to work. If you are required to self-isolate, annual leave will need to be used for this period.
- If you travel through Sydney it is recommended that you do not stop in 'Hot Spot' areas
- If you have travelled and stopped in 'Hot Spot' areas, upon your return you are to speak to your manager. You are encouraged to get a COVID-19 test and not return to work until you have a negative result. If you are required to self-isolate, annual leave will need to be used for this period.
- If you have influenza like symptoms e.g fever, cough, runny nose, shortness of breath you are encouraged to discuss with your manager the options of self-isolation. This may include working in isolation, from home or taking leave until symptoms subside. (A select few employees may have work that can be done off site, this is subject the discussion with your manager).
- If your symptoms don't subside within a few days you are encouraged to seek medical advice for testing. Your GP or Hospital Emergency Department will advise on the next course of action. It is advised to call ahead before presenting for treatment/testing.
- You are encouraged to be prepared and if possible take your laptop and/or work home in the event that you self-isolate. Additionally, take actions to ensure you can access the server/work files remotely.
- If you are unable to work from home you will be required to take sick leave/other leave until symptoms subside. This is to be discussed with your manager.
- If someone you live with has symptoms, where possible you should stay in a different room from those people or be separated as much as possible. Wear a surgical mask when you are in the same room as another person, and when seeking medical care. Use a separate bathroom, if available.
- Be mindful of others and practice good hygiene e.g:
 - Cough into your elbow or tissue.
 - Wipe over computer, phone, chairs etc regularly. Everyone is responsible for their own work station.
 - Handrails and front door handle will be wiped every 2 hours with alcohol wipes.
 - Wash your hands (In the hand basins) before and after eating.
 - Wipe over your own area with alcohol wipes before and after eating.
 - Ensure 1.5 meters between you and the next person when eating.
 - Bring in your own cutlery, cup, plate etc to use. You are responsible for the cleaning of your own items.
 - Use hand sanitiser before and after clocking on or off. Sanitiser disbursement stations have been installed.
 - Used tissues to be disposed of immediately after use.

- Wear gloves (Ex. “Ninga”) were possible.
- Wipe over communal tools before and after use with alcohol wipes. Ensure you wash your hands after use of communal tools.
- Additional actions to minimise exposure.
 - When clocking on you are to check your temperature with the No Contact Thermometer provided at the clock in station. Refer to *Temperature Self Check Guide* for further information.
 - When clocking on you are to complete the COVID-19 Check Form at the clock in station.
 - Follow social distancing guidelines of 1.5 meters/1 person per 4m².
 - Try to minimise the number of workers on each job. Work areas are assessed against social distancing guidelines of 1.5 meters /1 person per 4m². Confined areas with one entry point are limited to 1 person only.
 - Workers who are making their way to amenities etc are to use walkways where possible, and not cut through crew work areas.
 - Hand sanitiser should be used before and after interaction with delivery drivers.
 - When handling deliveries wipe them over with bleach and wear appropriate PPE.
 - If there is a need to be in a NEPEAN Power vehicle with another worker for more than 10 minutes, ensure there is no more than 2 people in the vehicle and if possible the passenger to sit in the back seat.
 - Goods arriving from overseas will not be allowed on site until they have been held in quarantine for the recommended time by the Australian Government.
 - Where possible leave doors open. Office and meeting rooms.
 - Where possible the use of meetings through Microsoft Teams is strongly encouraged. Make a call if possible. If it is essential to use a conference room, social distancing guidelines of 1.5 meters/1 person per 4m² to be followed (sign on the door states how many people allowed at any one time).
 - Lean 1 for workshop teams can recommence. Meeting to be no longer than 10 minutes and social distancing guidelines of 1.5 meters/1 person per 4m² to be followed.
 - International Business Travel is on hold until further notice.

Contractors/Visitors

- STOP at the gates as per signage and follow request as per notice board. Truck Drivers/Contractors/Visitors who come from/have visited the Greater Sydney Area, Wollongong, Central Coast are to wear a mask. Masks are to be provided by the individual.
- BEFORE arriving at site you are to complete the Contractor/Visitor Questionnaire (COVID-19) FO-6108
- When arriving at site your temperature will be checked via a No Contact Thermometer. Refer to Contractor/Visitor Questionnaire (COVID-19) FO-6108 for further information.
- If your visit to NEPEAN Power is NOT essential, authority to attend will be denied e.g Sales Reps
- It is strongly recommended to have downloaded the COVIDSafe APP and have it active on your phone. Refer to Contractor/Visitor Questionnaire (COVID-19) FO-6108 for further information.
- If you are using NEPEAN Power supplied safety glasses you are to wipe them before and after use with the wipes provided
- Yellow and Orange Vests will be sprayed with disinfectant e.g Glen 20 before and after use.

Non-Compliance

Managers and workers that do not comply with this Policy may be subject to disciplinary action up to and including termination of employment.

Contractors, visitors and others that do not comply with this Policy may be asked to leave site.

Approved by: Geoff Sweeney, Managing Director



Department: QA	Rev: 1H
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