

CORONAVIRUS WORKPLACE POLICY

1 PURPOSE AND SCOPE

This policy sets out the measures Northern Transportables is taking in respect of coronavirus (also known as COVID-19) and what we expect of employees during this time.

The guiding principles underlying this policy are:

1. Keeping the company's employees safe;
2. Continuing to serve our customers with the highest standards; and
3. To do our part to slow the spread of the virus.

2 METHOD

Northern Transportables will monitor CHO directions which may be amended or have new directions issued and make any necessary changes to our processes as required.

- <https://coronavirus.nt.gov.au/chief-health-officer-directions>

Northern Transportables will maintain a confidential vaccination register for the purpose of mandatory COVID-19 vaccination for employees in certain settings.

The health and safety of our employees, clients, contractors and the wider community continues to be our main priority and through our current work safe practices we will be able to ensure everything possible is done to prevent the spread of COVID-19.

The following will be implemented until further notice:

- In addition to usual sign on sheets all visitors are required to use the NTG QR Code sign on APP
- Education, information and updates on COVID-19 will be provided to all employees through a variety of means such as Toolbox Talks, handouts, posters, emails and staff meetings;
- Employees may have their temperature tested to maximise the chance of picking up fever or other symptoms as soon as they appear;
- All vehicles, machinery and equipment to be bio-cleaned upon return and prior to departure on any remote community visit;
- All vehicles, machinery and equipment to be returned and to remain at 36 Lilwall Road, East Arm, unless required onsite;
- All vehicles to contain the following PPE: hand wash, hand sanitiser, disposable latex gloves and face masks.
- No more than two (2) employees to be working together at one time;
- Employees to keep a minimum of two metres social distance from other persons at all times wherever possible;
- All employees when onsite at remote communities are required to wear face masks and gloves at all times. Gloves are to be disposed of between jobs to minimise potential spread;
- All employees to carry Remote Essential Workers ID card on them at all times while on remote communities.
- Employees are not to attend community stores or council offices during any remote community visit. Wherever possible Contact with council office management is to be done by phone;
- Employees will clean all equipment before and after each shift;
- Employees will take enough food and water to accommodate the period that they are in and whilst in transit to remote communities. Should an employee need to attend the local store for emergencies, they will ensure social distancing, hand sanitising/washing and utilising card payment facilities (if available) will be undertaken;
- Employees will use alternative accommodation near their worksite to mitigate contact with members of remote community;

- Following the completion of works at any remote community, all rubbish and waste will be disposed of at the local approved rubbish facility;
- Northern Transportables will advise the Project Supervisor of the following:
 - Should an employee feel unwell (they will be isolated and medical assistance will be arranged to determine if COVID-19 testing is required and if arrangements need to be made to remove the employee from the worksite and remote community);
 - Any suspected or confirmed cases of COVID-19 that would impact on the employees working in the remote community and actions that will be taken to isolate and remove them;
 - The facilities that will be utilised to isolate the unwell employees (depending on the location and infrastructure utilised at the time); and
- Any visitors that require access to a worksite in a remote community are expected to follow the same protocols and procedures as Northern Transportables employees contained in this policy where applicable.

How Coronavirus spreads

Helpful advice can be obtained from the World Health Organisation and the Australian Government's websites:

- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
- <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- <https://coronavirus.nt.gov.au/>

When someone who has coronavirus coughs or exhales, they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects – such as desks, tables or telephones. People could catch coronavirus by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with coronavirus, they can catch it by breathing in droplets coughed out or exhaled by them.

In other words, coronavirus spreads in a similar way to flu. Most persons infected with coronavirus experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

What steps should I take to combat infection?

You should follow guidelines from the World Health Organisation both at work and outside of work. These include:

1. Regularly washing your hands by using soap and water or an alcohol-based hand sanitiser;
2. When coughing or sneezing, covering your mouth and nose with your elbow or a tissue, and throw the tissue into a closed bin immediately after use. Wash your hands after you have coughed or sneezed;
3. Avoid close contact with anyone who has a fever or a cough; and
4. Avoid shaking hands or other close physical contact with others unless necessary.

Northern Transportables will provide facilities in its places of work to assist with these measures such as alcohol-based hand sanitiser or soap and water in all bathrooms, kitchens, lunch areas, and various other areas around the workshop and internal offices.

What if I suspect I have symptoms of Coronavirus?

If you have symptoms of coronavirus (i.e. fever, coughing, sore throat or shortness of breath):

- It is important that you stay away from work.
- Take every precaution to not spread a possible case of coronavirus.
- Contact either the Government's helpline on 1800 020 080; an emergency hospital; or your local GP. You may be advised that you should be tested for coronavirus.

- Notify your supervisor of the situation by phone call, email or other means. Alternatively, you may notify Ryan Hayter – Senior Project Manager, Kelly Leader – Chief Financial Officer or Nicole Kennedy – QHSE.
- Unless Northern Transportables informs you otherwise, you will generally need to obtain medical clearance from a doctor before returning to work. Only return to work when Northern Transportables has given you permission to do so.
- Permanent employees may be able to access paid annual/personal/carer’s leave for this absence, in line with Northern Transportables Enterprise Agreement 2016.

What if I am diagnosed with Coronavirus?

If you are diagnosed with coronavirus:

- Notify your supervisor of the situation by phone call, email or other means. Alternatively, you may notify Ryan Hayter – Senior Project Manager, Kelly Leader – Chief Financial Officer or Nicole Kennedy – QHSE
- Follow all medical advice given to you (e.g. you may be advised to self-isolate for a period of time),
- You must obtain medical clearance from a doctor before returning to work. Only return to work when Northern Transportables has given you permission to do so.
- Permanent employees may be able to access paid annual/personal/carer’s leave for this absence, in line with Northern Transportables Enterprise Agreement 2016.

What if I come into contact with a confirmed or suspected case of Coronavirus?

If you come into contact with someone with a confirmed case of coronavirus:

- Notify your supervisor of the situation by phone call, email or other means. Alternatively, you may notify Ryan Hayter – Senior Project Manager, Kelly Leader – Chief Financial Officer or Nicole Kennedy – QHSE.
- Remain away from the workplace until you are given a direction from Northern Transportables to return (generally this will be at least 14 days).
- If you are not unwell Northern Transportables may (at its discretion) permit you to perform your work remotely, depending on the nature of your role.
- You should monitor yourself for symptoms throughout this period and take your temperature twice a day.
- If you develop any symptoms of coronavirus (such as cough, fever or shortness of breath) you should contact the Government’s helpline on 1800 020 080; an emergency hospital; or your local GP. You may be advised that you should be tested for coronavirus.
- If you are required to care for an infected family member or dependent, you should also notify your supervisor.
- Unless Northern Transportables informs you otherwise, you will generally need to obtain medical clearance from a doctor before returning to work. Only return to work when Northern Transportables has given you permission to do so.
- Permanent employees may be able to access paid annual/personal/carer’s leave for this absence, in line with Northern Transportables Enterprise Agreement 2016.

What arrangements might Northern Transportables introduce at this time?

During this time, you are expected to attend work as normal unless: you are directed otherwise by Northern Transportables; you are on an authorised period of leave; or you cannot attend work due to reasons of sickness or caring for a family member or member of your household.

Given the current situation Northern Transportables may implement a number of measures in response to the coronavirus outbreak including but not limited to:

- i) **Permitting or directing employees to work from other locations** (such as working from home arrangements). You must ensure that you comply with all relevant workplace policies when working from home or other locations.
- ii) **Temporarily closing the business** – it may be necessary to temporarily reduce or cease operations if, for example, an employee is suspected of having, or is diagnosed with, coronavirus. It may also be the case that the business will have to temporarily close due to a direction from the Government.
- iii) **Requesting or requiring employees to take leave with or without pay** – in which case you will be consulted before a decision is taken.

3 DOCUMENT CONTROL

Version	Document Name	Authorised By	Revision Date	Next Revision
Version 1.3	Coronavirus Workplace Policy	Name: Simon Donnelly Position: Managing Director	22/11/2021	22/05/2022