



Team Antennas PTY LTD

COVIDSafe plan:

tams115



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This document is annexure to the following documents:

- tams011 – Team Antennas PL OHS Management Plan
- tams043 – Team Antennas PL OHS Policy
- tams070 – Team Antennas PL Risk Register

Purpose

CORONAVIRUS or COVID-19 has been declared a pandemic and until a vaccine is developed, our world looks very different. COVID-19 will be with us for some time.

It is vital for us to be prepared and continue to plan, change and adapt to this new world and business environment we now exist in.

In accordance with National COVID-19 Safe Work Principals that guide Australian businesses in keeping their workplaces and workforce as healthy, safe and as stress free (as far as is reasonably practicable), Team Antennas has designed and Implemented our COVIDSafe Plan.

This plan will be supplied as an attachment (if and when required) for any project contracted to Team Antennas PL and works in conjunction with existing COVID-Safe work practices adopted by any worksite. The Plan has been distributed to our workforce, including contractors and has been supplied to other interested parties (upon request) and will be revised on a Monthly basis and at the different stages of this pandemic, whenever required.

The plan:

- 1. is distributed to all members of our workforce and is distributed to each member of subcontractors, partners, clients and other interested parties.*
- 2. has been developed with a clear plan in mind for trading through this pandemic and beyond.*
- 3. Is an attachment to Team Antennas OHS & Environmental Management Plans*
- 4. Acknowledges that the risks relating to our scope of works have now changed due to this pandemic*
- 5. Confirms the business is COVIDSafe (as far as is reasonably possible)*
- 6. Includes our response to a COVID-19 Infection within our business.*
- 7. Ensures our business adapts to our new operating environment*
- 8. Refers to Government and Industry support that is available as well as contact numbers for Health Departments in States and Territories where Team Antennas conduct business*

Keeping People Safe

Our Workers, Staff, Sub-contractors, interested parties and the wider community must be at the forefront of our mind when conducting our business. We all must do our part to stop the spread!

We reinforce both our commitment to stopping the spread and continuing our efforts to provide as far as is reasonably practicable, a working environment and safe work practices, which we hope will minimise and mitigate the risk to our workforce and the wider community.

In order to ensure we are doing all we can, we must take the following steps:

1. Conduct an initial risk assessment to ensure our workplace practices are in line with the guidelines set out by all regulatory bodies and COVID Safe Work Practices.
2. Conduct subsequent COVID Safe **risk assessments** on a monthly basis or whenever required and update any work practices and documentation, plans etc, following these assessments.
3. **Maintain Good Hygiene and Cleaning practices** throughout the business, wherever possible
4. **Stay physically distant** from each other whilst operating our business (as far as is reasonably practicable) and;
5. **Follow all reliable and regulatory advice** and **communicate** that advice to our workforce.
6. **Ensure the Plan is Flexible** to include or eliminate control measures at various stages throughout this pandemic. (for eg, at times when stage restrictions are either tightened or relaxed)

Risk Assessment

A COVID-19 Risk Assessment has been undertaken which assessed our business practices and dealing with the pandemic. It was undertaken to understand how the business risks have changed due to the pandemic and how to deal with the ever-changing environment.

The business has developed this plan (and associated documentation, for eg, risk assessments and risk register specific to COVID-19) in conjunction with our Occupational Health and Safety Management Plan (*tams011*), in order to comply with any regulatory directives and to best manage these risks to ensure we can continue to operate in this new environment.

A copy of the initial Risk Assessment, subsequent risk assessments and risk register is available to any member of staff and any other interested party at upon request. A copy of the initial risk assessment and register is attached as an attachment to this document.

Subsequent **risk assessments** will be undertaken and the business OHS **risk register** revised and updated:

- on a monthly basis (or at any time where stage restrictions are strengthened and/or eased)
- until such time as we are advised by regulatory authorities that the no further restrictions etc are in place in the areas where we conduct business.

Maintain good hygiene and cleaning Practices

The strongest line of defence in the fight against COVID-19 is implementing and maintaining good hygiene and social distancing practices.

The business has highlighted a number of daily processes we deem to be related to good hygiene and cleaning practices.

The table below :

1. Details the updated processes (i.e “**what** do you need to do”)
2. Details “**How**” the process will be performed
3. Indicates ‘**when** it will be done’ and
4. what additional Products or PPE required to undertake this additional process

This table (form# *tams116*) as well as other processes developed and implemented for this plan will be distributed to all staff and will be clearly displayed in all areas of the office and factory spaces.

GOOD HYGIENE AND CLEANING PRACTICES – tams116			
<u>What you need to do</u>	<u>How will you do this?</u>	<u>When will it happen</u>	<u>What supplies do you need?</u>
<p>Set up alcohol based hand sanitiser stations at entry/exit points of the office/factory</p> <p>Set up alcohol based hand sanitiser stations on each desk or in each office and in the factory.</p>	Office manager will order supplies of hand sanitiser and cleaning agents for the office via the officeworks account. She will distribute if required at the beginning of the day, as office manager is the first to arrive. (Please note on days where the office manager is not in the office first, the first person to enter the office space is responsible for ensuring adequate supplies of hand sanitiser are at every access point in the office)	Ensure levels are checked at least twice daily. AM and PM.	<p>Alcohol based hand sanitiser.</p> <p>Supplies – 500ml hand sanitiser per desk/office area (in large office space where two desks are situated, 1 x 500ml sanitiser per desk)</p> <p>1 x 500ml hand sanitiser supplied to all service technicians VIC and NSW to utilise throughout their day and replaced when required.</p> <p>1 x 500ml hand sanitiser located at the front entrance</p>
Ensure all frequently touched areas and surfaces are cleaned regularly several times per day	Identify high use areas and create a roster for cleaning by all rostered on staff to clean those areas at times nominated on roster.	After every use. The bathroom must be cleaned down (toilet and basin, tap) using supplied antibacterial spray and wipes (use disposable)	<p>Alcohol based antibacterial wipes</p> <p>Disinfectant spray and wipes</p> <p>Paper towels</p>
Put up COVID Safe literature, posters displaying good hygiene techniques in areas around the office space including bathroom and kitchen area for staff to follow	Operations Manager is responsible for displaying literature and signage in all spaces, windows, doors, walls, desks etc in the office and factory space.	These are currently in place and replaced with updated literature, advise etc whenever required.	
Limit the use of each office desk to 1 person per shift and thorough clean down of desk and all tools of the trade (staplers, erasers etc)	Each staff member is responsible for their own space during each shift.	This practice is already in place and will continue for the foreseeable future. Note: each office only houses one employee and only the large office space is large enough to have two employees (distanced at 1.5m apart) . Currently only 1 rostered on in that area at any time	

Staying Physically Distant

Social Distancing (or staying physically distant from each other) is just as important as any other implemented measure in the fight to stop the spread of COVID-19.

Team Antennas PL will ensure that all workers comply with physical distancing requirements wherever possible.

In the event where the nature of the scope of works or tasks require workers to be in close contact at other locations (other workplaces etc), control measures are put in place to minimise the time workers spend with each other on a particular task wherever possible and consideration given to whether PPE is required.

Examples of tasks where workers would need to be closer to 1.5m from each other could include:

- *manual handling techniques (for larger items that require more than 1 person to carry)*
- *tasks that include multiple sets of hands (multiple persons) to secure an item into place*
- *two or three man teams that travel to and from work in the same vehicle*

Our internal office/factory spaces have been reconfigured to ensure social distancing during normal work hours. Staff working from the office/factory has been reduced to ensure low numbers in the office at anyone time.

The business has highlighted a number of daily processes we deem to be related to social distancing practices.

The table below :

1. Details the updated processes (i.e “**what** do you need to do”)
2. Details “**How**” the process will be performed
3. Indicates ‘**when** it will be done’ and
4. what additional Products or PPE required to undertake this additional process

This table (**form# *tams117***) as well as other processes developed and implemented for this plan will be distributed to all staff and will be clearly displayed in all areas of the office and factory spaces.

SOCIAL DISTANCING – <i>tams117</i>			
<u>What you need to do</u>	<u>How will you do this?</u>	<u>When will it happen</u>	<u>What supplies do you need?</u>
<p>Provide Social Distancing Practices in the office and factory spaces</p> <p>The Office and Factory Spaces are NOT OPEN to the public. All deliveries are contact free and the office staff will no longer sign for deliveries (accept deliveries) Ring Doorbell system complete with two way radio has been installed to better communicate the updates to any visitors.</p>	<p>Office space has been reconfigured and central document area relocated to large shared office space to ensure social distancing can be achieved</p> <p>Rosters have been updated to ensure only 1 person per office space is rostered on at any one time for any shift.</p>	Effective immediately, until further notice	Not applicable. Office space was large enough to accommodate the changes without any problems.
One desk allocated to one employee. No shared workspaces and boardroom will not be utilised for staff meetings until further notice	Office space has been reconfigured with minimal disruption to shifts and workforce	Effective immediately, until further notice	Not applicable. Office space was large enough to accommodate the changes without any problems.
Put up COVID Safe literature, posters displaying good hygiene techniques in areas around the office space including bathroom and kitchen area for staff to follow	Operations Manager is responsible for displaying literature and signage in all spaces, windows, doors, walls, desks etc in the office and factory space.	These are currently in place and replaced with updated literature, advise etc whenever required.	Downloadable and printable literature, signs etc are available from various reliable/govt websites
Manual Handling techniques – additional control measures	Update general control measures in TA Approved SWMS, to include social distancing control measures for tasks where staff must be within 1.5m in order to perform the task required. Eg – time limits on manual handling or where excessive time is required- 15 minutes and/or use of PPE	Effective immediately, until further notice	

Limit the amount of two man team that need to travel to and from jobs wherever practicable. TA have been classified as an essential service by NBN Co, and have permitted TA employees to travel in Company Owned Vehicles in two man teams	Vehicles are only assigned to one staff member and that staff member is not required to collect staff and travel with them	Effective immediately, until further notice	Not applicable
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Following Advice

Team Antennas will adhere to any reliable and regulatory advice regarding this pandemic and will take all required steps to ensure the safety of our workforce and our business.

We will continue to monitor and review:

- all Industry requirements and standards
- Any mandatory public health directions that apply to our business and/or industry, including any directives from remote sites,
- consult with our workforce about changes specific to our business and;
- communicate all changes and updates to our workforce, our clients and any other interested parties.

The table below :

5. Details the updated processes (i.e “**what** do you need to do”)
6. Details “**How**” the process will be performed
7. Indicates ‘**when** it will be done’ and
8. what additional Products or PPE required to undertake this additional process

This table (form# *tams118*) as well as other processes developed and implemented for this plan will be distributed to all staff and will be clearly displayed in all areas of the office and factory spaces.

Please note: Due to the nature of this pandemic and the ever changing control measures that we are required to implement and then relax, we will ensure that any additional control measures implemented as part of either a regulatory, Industry or business requirement or directive, will be added to this plan as an Annexure.

MONITOR, REVIEW, CONSULTATION AND COMMUNICATION – <i>tams118</i>			
<u>What you need to do</u>	<u>How will you do this?</u>	<u>When will it happen</u>	<u>What supplies do you need?</u>
Communicate via normal platforms to all interested parties, including our workforce, clients and the greater community and other interested parties about the <ul style="list-style-type: none"> • changes to our business practices, • processes and/procedures etc: 	Operations Manager is responsible for any administrative or policy/procedural changes within the business. Including any consultation or communications that follows.	Immediately following any reliable/reputable directive from: <ul style="list-style-type: none"> • any regulatory authority or • worksite • medical advice 	Not applicable
Stock workplaces / vehicles with applicable PPE	Regular monitoring and reporting by everyone within the organisation. For EG. If you are running low of hand sanitiser, contact the office manager to arrange another before it runs out!	Effective immediately, stock levels of PPE should be kept at a level that is manageable.	Hand sanitiser PPE Nitrile gloves
Health Alerts (FOCUS ON SAFETY) are circulated approximately weekly, or whenever required – that focus on the COVID-19 outbreak. These will continue to be circulated as well as any other health alerts etc	The OPERATIONS MANAGER is responsible for supplying all relevant information to our workforce and any other interested parties. It is important that we keep on reminding staff of the importance of the key areas indicated in this plan that will ensure we do our part to stop the spread	Already in place and will continue	
Use of the iAuditor application – COVIDSafe checklist for our workforce, including subcontractors on a daily basis	Each staff member is responsible for their own sign into iAuditor and will need to supply this information each morning.	Already in place and will continue	iAuditor application via smart phone. Paid in full by Team Antennas PL

In the event of an infection

Our Focus on Safety emails centred around COVID-19 as well as all other correspondence relating to this pandemic have expressly outlined to our workforce that they should not attend work if they are unwell.

We continue to reaffirm this direction to keep our workforce as safe and virus free as we possibly can.

Should the business be presented with one of the following scenarios, the steps to take are clearly indicated below. They should be strictly adhered to. You should immediately contact Management if you are unsure of any detail below.

In the event that a staff member has reported feeling unwell and is experiencing one or more symptoms of COVID-19, the following steps must be taken:

- Immediately direct the employee to leave the workplace (or stay home if they are not at work) and self-isolate
- The employee will be directed to be tested for COVID -19 immediately
- The employee (if full or part-time only) will be placed on paid or unpaid sick leave (whatever is applicable to the employee's circumstance, submission of medical certificate etc).
- The employee will need to provide written proof of a negative test in order to be approved to return to work (this is either via medical clearance – written or via text indicating a negative result.
- The employee must remain at home if symptoms still persist. The employee will only be able to return to work, once symptoms have dissipated. *We recommend a doctors certificate confirming symptoms are no longer.*
- The area where the employee has been working in, should be cleaned down by an available staff member. **In accordance with the good hygiene and cleaning practices – form # - tams116**, all areas of the office should already be cleaned down regularly. The area should be cleaned down again by a staff member. Adequate supplies of PPE are available in office/factory space.

If the staff member returns to work following a negative result, they are free to return to work, following all requirements detailed in this document, including confirmation in writing of negative result

In the event that a staff member is subsequently detected as positive for COVID-19, the following steps must be taken:

1. Immediately direct all close contact employees to leave the workplace and to self-isolate. A Close contact employee within the business is any employee who works in the same area facility as the infected staff member and works in that area for more than 15 minutes.
2. **Immediately contact WorkSafe or workers compensation in the relevant state within 48 hours of being advised of a COVID positive test.**
3. All close contact employees will be directed to be tested for COVID-19 immediately
4. A Supervisor or Management (staff member) must contact the relevant Department of Health in the location for further advice and reporting
 - 13 77 88 – CORONAVIRUS HOTLINE NSW
 - 1800 675 398 – DHHS VIC
5. Conduct Rapid Tracing within the organisation of any other staff members, delivery drivers, etc who the infected employee may have come into contact with.
6. Clean Down of the entire office will be conducted by professional cleaners and the office/factory will be closed to the public until this is completed.
7. Full Review of the incident and all processes and procedures will be undertaken by management and incident report completed.

Please note that all known contact persons within the organisation who return a negative result can return to work once clean down has been completed.

RESPONSE - IN THE EVENT OF A POSSIBLE OR CONFIRMED INFECTION – tams119			
<u>What you need to do</u>	<u>How will you do this?</u>	<u>When will it happen</u>	<u>What supplies do you need?</u>
Immediately direct the employee to leave the workplace (or stay home if they are not at work) and self-isolate if they have reported or it has been observed to have one or more symptoms.	The Supervisor or Operations Manager will direct the employee to leave the workplace immediately	Immediately it is known that the employee shows symptoms or we have been informed they are not coming into work because they are feeling unwell with one or more symptoms	PPE should already be worn (face masks), additional PPE including gloves will be immediately supplied to staff members in that close contact area
Direct the affected staff member to undertake a COVID-19 test immediately. The employee will not be permitted to return to work until a negative test result is provided (in writing)	Any staff members who are told to stay home and self-isolate, undertake a test etc are requested by supervisor/Operations manager to undertake the test. Only the supervisor and the Operations Manager will keep a record of staff member feeling unwell (at this stage). The testing regime takes 3 days. Operations Manager will need to follow up at the 3-day mark, if the employee hasn't already supplied a negative or positive result confirmation.	<ul style="list-style-type: none"> Employees classified as close contacts are required to leave workplace immediately Direction of staff to undertake COVID-19 testing must be done immediately. Employee will be directed to stay home for at least 3 days until negative result confirmed 	
In the event of a positive COVID-19 INFECTION all staff who regularly work in the area where the infected worker works, will be directed to leave the workplace and get tested and self-isolate until negative test is confirmed in writing.	The operations manager will take the lead and make all the necessary directives in accordance with the COVID Safe Plan. To ensure privacy and the use of personal information is observed and kept to a minimum, the Operations Manager will be fully responsible for the management of all staff and the situation, should an infection be confirmed.	Immediately we are notified of a positive result	

Clean down of the area where the staff member was working. in the event of a confirmed positive result, total clean down of the premises is required	Engage professional cleaning company to clean down the premises and confirm in writing the area is safe to continue working in.		Engagement of the professional cleaning company
<p>In the event of a confirmed positive infection is reported to Team Antennas Management, the COVID-SAFE Plan will be enacted</p> <ul style="list-style-type: none"> Health alert will be circulated via email confirming the infection and supply directives to all members of staff within the business on how to proceed with their normal day to day running of the business (if this is possible). Any departments that can remain open will be done so remotely (only if required) Regulatory bodies, Clients and any other interested parties will be notified in accordance with COVID-19 plan and further assistance will be requested from Health Department agency in the location/state of the infection. The identity of the Infected persons will not be disclosed to our workforce and only information will be supplied to those parties on a need to know basis. <p>COVID-19 Safe Plan will supply instructions on how to proceed</p>	<p>The OPERATIONS MANAGER is responsible for supplying all relevant information to our workforce and any other interested parties, they deem necessary.</p> <p>The Operations Manager will coordinate any and all arrangements relating to the following:</p> <ul style="list-style-type: none"> Partial or full temporary shutdown for cleaning Partial or full temporary stand down of employees who are deemed close contacts for self isolation and testing regimes. Total clean down of the areas where infected employee worked Reopening following clean down Confirmation of negative employees resumption of work in the workplace Relocation or remote work (only if deemed necessary or required by management) 	The Operations Manager will notify all relevant staff and other interested parties of any arrangement, when they are confirmed	

Privacy and the Use of Personal Information relating to COVID-19

All employees who have either been tested for COVID-19 or who have tested positive for COVID-19 must be treated with respect at all times and their personal information will only be disclosed and/or used on a need to know basis by key management or authorised personnel only.

Team Antennas ensure that all reasonable steps are in place to keep the personal information secure, including employees details and locations if working remotely etc.

Only the minimum amount of personal information reasonably necessary to prevent or manage COVID-19 will be collected, used and/or disclosed.

All of our workforce have been supplied this document and therefore:

- have been informed of the procedures,
- the businesses' obligations and
- their own obligations in relation to privacy and the use of personal information.

Important – Tania Basso – Operations Manager at Team Antennas PL is the only person authorised to supply, disclose or communicate any information (including personal details, name etc) of any:

- Staff member/Employee
- Contractor or sub-contractor
- Interested party
- Supplier or service provider etc who may have tested positive or has undergone testing for COVID-19 without exception.

Any breaches of this policy including:

- Privacy breaches – disclosure of name of infected staff member etc
- Misuse of personal information – supply of any details to anyone else, by anyone else is considered serious misconduct. Disciplinary Action will commence without notice.

Attachments and Related Documents

- Good Hygiene and Cleaning Practices – table – tams116
- Social Distancing – table – tams117
- Monitor, Review, Consultation and Communication – table – tams118
- Response – In the Event of Possible or Confirmed Infection – table – tams119
- COVID-19 Risk Register – tams120
- Cleaning – Prevent the spread of COVID-19 in our workplace
- Annexure A – additional control measures and alerts (updated supplied) – *only if applicable*

Annexure A – additional COVIDSafe Control Measures

An alert was circulated on 22/7/2020 notifying our Vic workforce of the implementation of Mandatory Face Masks effective 11.59pm 22/7/2020

Notice to our Victorian workforce, face masks are mandatory when you are venturing out of your home for one of the four reasons you are permitted to leave your home.

Team Antennas PL:

- *is required to in accordance with the DHHS website directive (below) and HAS SUPPLIED EVERY STAFF MEMBER WITH face masks @ 21/7/2020.*
- *This supplied PPE must be worn by each and every staff member, including our service teams and admin and management staff members. Everyone means EVERYONE*
- *Team Antennas have sourced plain reusable masks as well and when these become available, we will supply 2 x to each employee which will then replace the disposable ones.*
- *We have supplied every employee with ample supply of disposable face masks to wear during business hours. Should you run low of the disposable masks at anytime, it is the employees responsibility to contact Tania or Nadica to arrange more PPE. Please note that once the reusable PPE is received by Team Antennas PL, each employee will be supplied 2 masks. This will ensure you wear a clean one to work daily.*
- *DOES NOT PERMIT ANY STAFF MEMBER to wear scarves and other face coverings that have not been supplied by Team Antennas PL during your rostered work hours.*
- *DOES NOT PERMIT ANY STAFF MEMBER to wear any other reusable face mask unless it has been approved by Team Antennas PL to replace the supplied face masks by Team Antennas PL*
- *DOES NOT PERMIT ANY STAFF MEMBER to write, draw anything onto the front of the face masks supplied. Please remember you are still at a workplace and you are representing both Team Antennas PL and the client.*
- *DOES NOT PERMIT ANY STAFF MEMBER to wear any other reusable face mask with any writing, pictures, memes, quotes etc on the front of the mask. Again, we must all remember that we are in a workplace and you are representing both Team Antennas PL and the client.*

Signed by

