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|-----------------------|-------------------------------------|---------------------|----------------|
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| <b>Document Name:</b> | COVID-19 Plan for Construction Site | <b>Prepared By:</b> | Jasmine Cheong |
| <b>Revision:</b>      | 03                                  | <b>Approved By:</b> | Jim Tu         |

## 1. POLICY BRIEF & PURPOSE

The safety of our team members, trade partners and clients are always our top priority. This guideline is designed to prevent workplace exposure to COVID-19 and to minimize any impact on 8CON's workers, clients, subcontractors, the general public and on-site visitors.

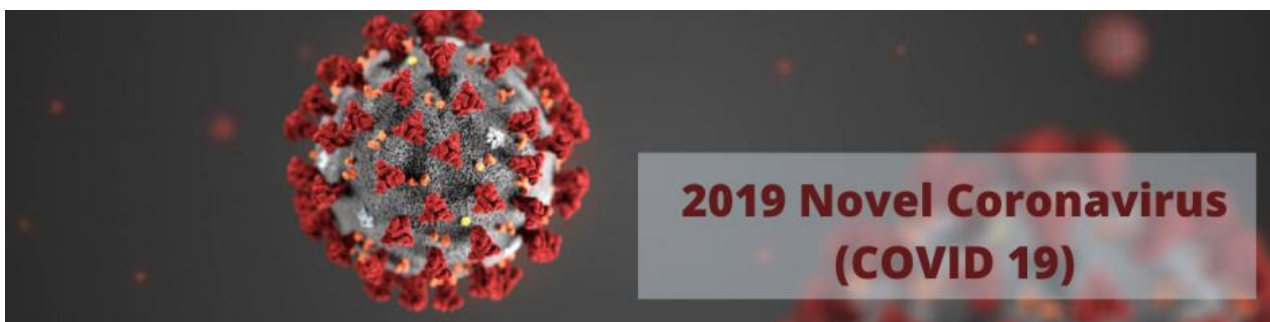
The **purpose** of this Guidelines is to:

- Provide direction to workers;
- Outline the steps to be taken to best provide a safe and healthy environment; and
- To identify the action available in the event of interruption to our workplace as a result of the coronavirus (COVID-19) pandemic.

The **objectives** are to:

- Prioritize the health and safety of workers and of their surrounding communities;
- Apply recommendations and best practices from Victorian Department of Health and Human Services (DHHS) and Victoria Construction Authorities to construction site;
- Establish and maintain a COVID-19 Pandemic Response Plan across construction sites;
- Foster open communication amongst stakeholders and ensure a respectful work environment.

This Guidelines incorporate guidance issued by the Victorian Government, Worksafe, Master Builders Association of Victoria (MBAV) and the Victorian Department of Health and Human Services (DHHS). 8CON is continuously monitoring this situation and updates from the available sources.



## 2. SCOPE

This Guidelines apply to **all personnel** attending to 8CON's workplaces, including main office and construction site or project, whether management, employees, subcontractors or service providers. All these people are known as workers in this document.

## 3. POLICY ELEMENTS

A coronavirus infection can cause mild to severe respiratory illness. The most **common coronavirus (COVID-19) symptoms** reported are:

- Fever;
- Breathing difficulties and breathlessness;
- Cough;
- Sore throat;
- Fatigue or tiredness.

Coronavirus (COVID-19) is most likely to **spread** from person-to-person **through**:

- **Close contact** with an infected person (refer to *Item 18 Question No. 3* for definition).
- Touching **objects or surfaces** (such as door handles or tables) contaminated by a person with the infection.

To assist with providing and maintain safe operations during coronavirus (COVID-19), the below **measures** are **implemented** where practical to assist in providing a safe and healthy environment at work:

- Screening workers coming to construction site;
- Workplace Mapping & Movement between Sites;
- Maximum number of workers allowed on site & Permitted Worker Permit
- Physical Distancing;
- Hygiene;
- Shared tools, plant and equipment;
- Personal Protective Equipment (includes wearing a face mask);
- Common Areas;
- Inspections;
- Travel;
- General Communications;
- Delivery of Site Materials;
- Other Measures.

#### 4. SCREENING WORKERS COMING TO CONSTRUCTION SITE

To minimise the risk of transmission of coronavirus (COVID-19) at our workplaces, 8CON has implemented a **screening process** to obtain **declaration by all workers and visitors** on daily basis when they enter the site. Screening should be conducted **at each site entrance**, whilst maintaining safe distances before entering site, by scanning **QR code for “construction site sign in” or sign in using Microsoft Power Apps (a new application for signing in and out)**.

Declaration is to be conducted by all workers (this includes any person who attend site), including current and new starters. Each and every worker must provide a declaration that they to the best of their knowledge:

- Have not been recently travelled to a country and/or in close contact with people who have travelled to countries where COVID-19 (coronavirus) is spreading within the past 14 days;
- Have not been diagnosed with COVID-19, or are not being tested for COVID-19;
- Have not been in close contact with or cared for anyone diagnosed with COVID-19 within the last 14 days;
- Have not experienced any cold or flu-like symptoms consistent with COVID-19 in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing).

**If a worker declares any of the above, they will not be permitted to enter construction site and site supervisor in charged will be notified.**

**All travellers** returning from overseas to Victoria will be placed in Government enforced quarantine for a period of 14-days. If a worker has recently had **close contact with a confirmed case**, they need to:

- self-isolate at home for a period of 14 days and follow the self-isolation Guidelines;
- not attend work;
- contact their employer;
- seek urgent medical attention if they have symptoms consistent with COVID-19;
- not return to work until they have been cleared by a medical practitioner.

If a worker is **experiencing symptoms consistent with COVID-19 or had close contact with a confirmed case**, they must:

- not attend work;
- contact their employer for further advice; and
- not return to work until they have been cleared by a medical practitioner.

## 5. WORKPLACE MAPPING & MOVEMENT BETWEEN SITES

In the event of a worker being confirmed as having COVID-19, those who are potentially affected need to be quickly identified.

8CON has implemented processes to record the schedule and work locations for workers, that enable tracing of those who have come into contact with the confirmed case. Worksites are arranged to reduce high traffic areas and allow physical distancing. This record includes:

- Day and time work were undertaken; and
- Nature of Trade and company name; and
- Name, mobile number and email address.

Detailed tracking of worker's status on-site and off-site are only to be used for tracing COVID-19 infections, and is stored confidentially and securely. **No one is allowed to perform any work at any of 8CON's construction sites without making prior arrangement with 8CON's Supervisors.**

Movement between sites should be minimised as much as possible. Where attending multiple sites is necessary (i.e. 8CON's Supervisor), movement between sites **must** be recorded, i.e. **signing in and out at each construction site is mandatory.**

**Any specialist trades can only move between up to three construction sites per week (no more than one site per day) with prior arrangement scheduled with 8CON's Supervisors.**

## 6. MAXIMUM NUMBER OF WORKERS ALLOWED ON SITE & PERMITTED WORKER PERMIT

**During Stage 4 restrictions, all 8CON's construction sites only allowed to have a maximum of five workers (plus a supervisors) on site at any one time.** This includes 8CON's employees, tradies and subcontractors. 8CON's Supervisor are required to maintain a list of trades that will be working on site during Stage 4 lockdown period. Workers that are required to attend a work site must carry the "Permitted Worker Permit" issued to them at all times.

## 7. PHYSICAL DISTANCING

Workers should maintain physical distancing of **at least 1.5 metres** wherever possible. Where it is not possible to undertake work tasks and maintain physical distancing, the following control measures needs to be implemented:

- Minimise the number of worker to worker interactions that need to be completed within 1.5 metres;
- Minimise the number of workers involved in activities that need to occur within 1.5 metres of each other;
- Provide personal protective equipment such as face masks;

Always **maintain the 1 person per 4 square metre rule** in site office or in enclosed spaces whenever possible.

All 8CON's workers should maintain physical distancing **outside the work site** if it is necessary to leave the site and return, for example to purchase supplies, meal breaks or to attend meetings.

## **8. HYGIENE**

Good hygiene practices and general cleaning helps with minimising the spread of coronavirus (COVID-19). Health information are displayed on notice board at the entrance of construction site.

8CON strives to make every effort to upgrade personal hygiene and minimise worker to worker contact and all workers must co-operate in all necessary measures to achieve these objectives. These measures include:

- Provide hand washing station (site toilet);
- promote regular hand washing with soap for at least 20 seconds;
- Promote good etiquette of sneezing or coughing into your elbow, shoulder or tissue;
- Provide hand sanitiser and disinfectant wipes for use at site;
- Promote proper waste management, i.e. on disposal of used PPE;
- Avoid touching nose, eyes or mouth;
- Encourage worker to perform thorough and regular sanitisation on workstation or frequently touched surface (i.e. door handles);
- Recommend all workers to maintain good hygiene if it is necessary to leave the site and return, for example to purchase supplies, meal breaks or to attend meetings.

## **9. SHARED TOOLS, PLANT AND EQUIPMENT**

Workers should avoid the shared use of tools, plant and equipment wherever possible. Where it is not possible to eliminate shared use:

- Use cleaning products (i.e. disinfectant wipes or spray) provided where shared tools, plant and equipment are located;
- Workers to thoroughly wash or sanitise their hands before and after every use;
- Wipe down tools, plant and equipment (i.e. including handle, handrails) before and after use.

Avoid sharing of desk, computers, phones and other devices. Where this is not possible, these items should be regularly disinfected.

## 10. PERSONAL PROTECTIVE EQUIPMENT

All workers are encouraged to use the correct PPE and not to share their PPE with others. Any non-reusable PPE should be properly decontaminated or disposed of at the end of every shift.

All workers are advised to:

- Wash and sanitise hands before putting PPE on and putting face protection on before gloves;
- Remove gloves before face protection, wash or sanitise hands after removing PPE and disposed of used PPE safely.

**Specialist workers who may be required to move between sites will require enhanced PPE and hygiene measures and be restricted to attending only one site on any given day.**

### 10.1 Face Masks

DHHS directions effective from Wednesday, 22 July 2020 11:59pm, in Metropolitan Melbourne and Mitchell Shire, anyone over the age of 12 **must wear a face covering (either a mask or shield that cover both nose and mouth)** whenever they leave their house for one of the four allowed reasons:

- Study of work – if you cannot work from home;
- Medical care and caregiving;
- Shopping for essentials;
- Daily exercise.

This rule applies to everyone in these areas, including people who live outside these areas but are visiting for one of the permitted reasons.

DHHS has advised, wearing a face masks when outside of the home can significantly reduce the risk of contracting coronavirus (COVID-19) and risk of spreading coronavirus (COVID-19).

The term face masks include both cloth masks and single use face masks (commonly known as surgical masks). Both masks are suitable for use to prevent the spread of coronavirus (COVID-19). N95 / P2 masks, must be compliant with Australian Standard 1716.

| Mask type | Use Frequency | Cleaning Frequency    | Lifespan                         |
|-----------|---------------|-----------------------|----------------------------------|
| Cloth     | Multiple      | Each day              | Fair wear and tear               |
| Surgical  | Single        | N/A – throw after use | Single Use                       |
| N95/P2    | Multiple      | Each day              | Follow manufacturer instructions |

**For construction sites, the practicality of this advice is simple – all personnel must use a face mask.** 8CON has taken initiative to provide single use surgical face masks and pocket size hand

sanitiser to all its workers and strongly recommended workers to use them when they come to work. No workers should share their PPE with others. Any non-reusable face mask should be properly decontaminated or disposed of at the end of every shift. For guidance on how to wear a face mask safely, please refer to *Page 24 & 25*.

**At 8CON's construction sites, all workers and subcontractors must put on a face mask whilst maintaining physical distancing of 1.5 metres apart from other. Failure to comply may result in a warning letter or Non-Conformance Report (NCR) being issued and 8CON reserves the rights to report any repeated offender to the authorities, i.e. AFP or WorkSafe.**

**In order to maintain site cleanliness and hygiene, workers and subcontractors are required to carry along a resealable zip lock plastic bag to store used masks and take home for disposal.**

**It is everyone's responsibility to stay safe and keep other safe.**

## **11. COMMON AREAS**

Common areas on site pose risks, and the following measures are adopted to reduce risks:

- Time spent in those areas must be limited;
- Ensure physical distancing during meal break;
- Sanitisation must occur between occupation of amenities by different people;
- Increased frequency of cleaning after each usage.

## **12. INSPECTIONS**

Inspections of sites are likely to be conducted by WorkSafe and the Victorian Building Authority. Everyone should ensure all measures are in place to warrant compliance.

## **13. TRAVEL**

During Stage 4 restrictions, all workers, supervisors and on-site specialists will be **prohibited from car-pooling to and from work.**

## **14. GENERAL COMMUNICATIONS**

8CON is committed to work with our workers (including trades and subcontractors) in maintaining health and safety measures during this COVID-19 pandemic. Clear signages regarding health and physical distancing information, screening before entering site are displayed at the entrance of every

construction sites. Site inductions are conducted to educate new starters on site's controls and required practices.

All authorised personnel that enter into our construction sites are required to:

- sign in;
- provide a declaration on coronavirus;
- adhere to our COVID-19 Plan for Construction Site;
- sign out when work is completed and leave site.

Workers are encouraged to put forward practical ideas for changing work practices to avoid the spread of coronavirus (COVID-19).

## **15. DELIVERY OF SITE MATERIALS**

Delivery zones are clearly identified and limit contact between receiver and driver.

When possible, carry out "contactless" deliveries, that is driver stays in their vehicle until the delivery is unloaded by workers on-site.

## **16. OTHER MEASURES**

In addition to the abovementioned measures and controls, the following other measures are applied:

- Using alternatives to face to face meetings such as teleconferencing or video conferencing, where applicable;
- Reducing the length and size of meetings, by requiring some or all to dial in.

## **17. WORKPLACE DISCRIMINATION**

At 8CON, we strictly prohibit any discrimination and harassment on a range of grounds including, but not limited to, a person's gender, race/ethnic background, age or sexual orientation.

Reasonable steps are taken to prevent employees discriminating against others of a particular race / ethnic background and/or those who have contracted COVID-19. Our managers and supervisors have been trained to identify and prevent this sort of discriminatory behaviour and that proper support is in place for workers who feel they are being discriminated against for these sorts of reasons.



## 18. RESPONSE MEASURES

### 1. WHAT IF A WORKER HAS BEEN DIAGNOSED WITH CORONAVIRUS (COVID-19)? (Refer to Item 20 for flowchart)

#### **Obligation to report to WorkSafe Victoria**

Regulations approved under the OHS Act on 28 July 2020 provide that employers are required to notify WorkSafe immediately on becoming aware that an employee or an independent contractor or a contractor's employee has received a confirmed COVID-19 diagnosis and has attended the workplace during the infectious period. Self-employed persons are also required to directly inform WorkSafe immediately on receiving a confirmed COVID-19 diagnosis if they have attended the workplace during the infectious period.

The infectious period begins on the date 14 days prior to the onset of symptoms or a confirmed COVID-19 diagnosis (whichever comes first), until the day on which the person receives a clearance from isolation from the DHHS.

**Employer must report** an incident of confirmed COVID-19 diagnosis to WorkSafe, by calling the 24/7 emergency number 13 23 60 and providing formal written notification on WorkSafe's [website](#) within 48 hours.

If a worker becomes a **confirmed case** of coronavirus (COVID-19), the worker **must not** attend the workplace under any circumstances. This is part of 8CON and worker's obligation to ensure a safe workplace. **Positive test result should be immediately communicated by the worker to their employer** by phone call, text message and if possible, send an email to [ohs@8con.com.au](mailto:ohs@8con.com.au). The **worker must follow all medical advice** provided by their health care practitioner and / or the relevant government agency. This will include a period of self-isolation and testing requirements.

If the diagnosed worker is employed by a subcontractor working for 8CON, the subcontractors **must immediately notify** 8CON of the positive diagnosis.

Upon confirmed diagnosis, the following measures is to take place:

- Identify where the worker has been on the site in the 48 hours prior to the onset of symptoms or while symptomatic;
- Include a mapping exercise of who the affected worker has had close or casual contact with;
- Contact with all potential identified persons and inform them to be vigilant about the onset of COVID-19 symptoms and to self-isolate at symptoms on-set and be tested as soon as reasonably practicable;
- Undertake cleaning of the site in accordance to DHHS guidance;
- All common areas and the work areas where the worker had been in the last 24 hours (as per the workplace mapping) are to be cleaned;

- Cleaning is to be undertaken with no workers on site;
- Upon completion of the cleaning, a signed record is to be provided detailing the areas cleaned and the products used;
- Provide this information to the health and safety representative;
- Undertake a risk assessment to determine whether the work site (or part of the worksite) should be closed;
- To reopen the worksite, employer needs to assess whether all required measures within DHHS direction have been completed;
- DHHS and WorkSafe must be notified that the workplace is reopening.

A worker who is diagnosed with coronavirus (COVID-19) will be able to use any entitlement they have to accrued paid personal/carer's leave. If the worker doesn't have sufficient accrual or an entitlement, the worker can access unpaid personal/carer's leave for the period they are unfit for work.

**2. WHAT IF A WORKER IS EXPERIENCING SOME OF THE CORONAVIRUS (COVID-19) SYMPTOMS BUT HAS NOT BEEN DIAGNOSED?** *(Refer to Item 20 for flowchart)*

The symptoms of coronavirus (COVID-19) include shortness of breath, fever, sore throat and coughing.

If a worker is **away from work** and experience any of these symptoms, they **must get tested** for coronavirus (COVID-19) and **not attend site** until a negative test result is obtained.

If a worker is **at work** or onsite and experiences any of these symptoms, the worker should immediately advise their employer, leave work and get tested for coronavirus (COVID-19) and **not attend site** until a negative test result is obtained.

The worker should ensure, with the employer's assistance, that in travelling home or to medical attention from the site, that precautions are taken to avoid exposure to others, consistent with Government advice.

Employer cannot request or direct any worker in self-isolation, quarantine or with symptoms of coronavirus (COVID-19) to attend work.

A worker who has developed any of the symptoms can be considered unfit for work and may access paid personal/carer's leave where they have an entitlement. If the medical test comes back clear, and the worker has otherwise recovered from the symptoms enough to return to work, the worker can return, provided they receive medical clearance and are fit for work.

In the event testing for coronavirus (COVID-19) is unavailable and the worker continues to remain unwell, the worker can continue to use personal/carer's leave if they have an entitlement. If there is any doubt, a worker should self-isolate until symptoms have resolved. If the worker does not have sufficient personal/carer's leave accrual, they can access unpaid personal leave or, alternatively, the

employer and the worker can agree to the worker accessing any entitlement to annual leave, long service leave or accrued RDOs.

### **3. WHAT IF A WORKER HAS BEEN IDENTIFIED AS HAVING HAD CLOSE CONTACT WITH SOMEONE DIAGNOSED WITH CORONAVIRUS (COVID-19)?** *(Refer to Item 20 for flowchart)*

A worker must **self-quarantine at home 14 days** if they have come in close contact with a person who has a confirmed case of COVID-19. **Close contact** is defined as:

- Face-to-face contact in any setting with a confirmed or probable case for 15 minutes or more. This is cumulative over the course of one week. It starts from 48 hours before the onset of symptoms in the confirmed or probable case; or
- Sharing a closed space with a confirmed or probable case for a prolonged period (i.e. more than 2 hours). This is in the period extending from 48 hours before the onset of symptoms in the confirmed or probable case.

Close contact can happen in many ways, but examples include:

- Living in the same household or household-like setting (i.e. hostel);
- Direct contact with the body fluids of a confirmed case;
- Being in the same room or office for two hours or more;
- Face-to-face contact for more than 15 minutes in a car or a lift or sitting next to an infected person on public transport.

If the worker is required to self-quarantine at home, but is otherwise well, the worker and employer may reach an agreement in relation to arrangements for the period of self-isolation including work from home, if this is feasible. Alternatively, the employer and the worker can agree for the worker to take accrued annual leave, long service leave, banked RDOs or unpaid leave subject to an entitlement. If symptoms develop, the worker can access personal/carer's leave.

### **4. WHAT IF A WORKER HAS BEEN IDENTIFIED AS BEING IN CASUAL CONTACT WITH SOMEONE DIAGNOSED WITH CORONAVIRUS (COVID-19)?** *(Refer to Item 20 for flowchart)*

**Casual contact** is defined as:

- Spending fewer than 15 minutes face to face with a person who is a confirmed case in the 24 hours before they showed symptoms until the case is no longer considered by DHHS to be infectious; or
- Sharing a closed space for fewer than two hours with a person who is a confirmed case in the 24 hours before they showed symptoms until the case is no longer considered by DHHS to be infectious.

A worker who has been in casual contact (as distinct from ‘close contact’) with a confirmed case of coronavirus (COVID-19), **may be required to be tested** for coronavirus (COVID-19) in circumstances where it is considered prudent to do so and as an abundance of caution, having regard to the details of the contact. *In this event the worker is to get tested, not attend site or any workplace until a negative test result is obtained.* Advice can be obtained from the Industry Liaison Officer if necessary.

In these circumstances the employer and worker are encouraged to agree to take appropriate steps. This may include allowing the worker to work from home where feasible or enabling the worker to take some form of leave (whether paid or unpaid) until they can return to work following a negative test. Such workers must monitor themselves for symptoms for 14 days from the time after the casual contact.

If the worker has not been required to be tested for coronavirus (COVID-19) and does not have any symptoms of coronavirus (COVID-19) (i.e. fever, shortness of breath, sore throat and coughing), the worker can continue to attend work. Such workers must monitor themselves for symptoms for 14 days from the time after casual contact.

A worker who shows symptoms of coronavirus (COVID-19) should immediately notify the employer, leave work and get tested for coronavirus (COVID-19) and not attend site until a negative test result is obtained. The worker should ensure, with the employer’s assistance, that in travelling home or to medical attention from the site, that precautions are taken to avoid exposure to others, consistent with Government advice. *See Item 18 Question 2 for more details.*

Workers should maintain regular communication with their employer/client in relation to their ability to work and to attend the workplace.

## **5. WHAT IF AN EMPLOYER/PRINCIPAL HAS BEEN DIRECTED BY THE GOVERNMENT TO TEMPORARILY CLOSE A BUILDING SITE OR PROJECT?**

We all must act in accordance with any lawful government directives and guidelines. This may include future mandatory local lock-downs, quarantines, exclusion areas or travel restrictions which stop work. Should there be a requirement to close a site for community health reasons, every endeavour should be made to ensure consultation with the relevant employers and unions, as far as practicable.

This will enable sufficient planning and aims to minimise disruption as much as possible. No site will be partially or fully closed without direction or advice by the Victoria’s Chief Health Officer or representative. DHHS may be required to close a site under the provisions of the Public Health and Wellbeing Act 2008 or other regulatory powers on public health grounds, which may not allow for consultation.

If the Victorian Government requires that work on a particular site should stop, or operations must cease, or the employer or workers lose access to the site or premises because of a lock down, as an alternative to a stand down of workers, the employer must consider:

- whether workers can be reasonably redeployed elsewhere;
- whether any of the workers can work from home;

- whether any other arrangements can be made so that the work can continue;
- agree to allow employees to have limited access paid or extended unpaid leave, including accrued RDO's, in a measured and sensible way.

If there is no capacity to apply the measures set out above and a closure of the site must proceed, it is extremely important to ensure that the consultation between the employer and the employee includes the preparation of a clear and reasonable process for workers to obtain access to relevant entitlements. The financial circumstances of the workers and the longer-term viability of the employer and sub-contractors needs to be considered by all affected. It will not serve the longer-term interests of the worker or the employer if for example all accrued leave entitlements were drawn upon at once. In the first instance it may be feasible for the worker and employer to access the government assistance announced by Commonwealth Government or Victorian Department of Health and Human Services. If it is possible to structure a phased approach to drawing on accrued entitlements this will provide the best opportunity for the future viability of the business and the future employment of the worker following the coronavirus (COVID-19) disruption.

Any site partially or fully closed by the Victorian Chief Health Officer or their representative will be re-opened as soon as actions requested/required are completed and DHHS advised the site can be open. Workers without symptoms and/or negative test results, will be advised by the employer to return to work.

If a closure of site must proceed, upon its reopening, the employer will ensure that its previous workforce is returned to work on a fair and reasonable basis. Consultation between the employer and the employee is required.

#### **6. IN WHAT CIRCUMSTANCES MAY AN EMPLOYER STAND DOWN WORKERS WITHOUT PAY?**

The ability to stand down a worker may be available in circumstances where the employer is directed by the government to cease its operations on-site, or there are local travel restrictions or exclusions zones which result in a stoppage of work. An employee is not taken to be stood down during a period when they are taking a paid or unpaid leave that is authorized by the employer or is otherwise authorized to be absent from their employment.

If a stand down of workers is being considered, employers may seek to reach agreement with workers to access a form of accrued paid leave (i.e. annual leave or long service leave) for the period of the stand down or may agree to go on unpaid leave. A worker may also be entitled to seek further assistance from the measures announced by the Commonwealth Government.

#### **7. WHAT TO DO IF SOMEONE ON SITE IS UNWELL BUT SAYS THEY DON'T HAVE CORONAVIRUS?**

If a worker is showing signs of an illness, they should not be at work.

## **8. WHAT IMPACT IS CORONAVIRUS GOING TO HAVE ON CASUAL EMPLOYEES?**

If any workers are engaged on a casual basis, those employees are unlikely to be entitled to personal leave, annual leave or long-service leave in normal circumstances. Coronavirus (COVID-19) is likely to have a major financial impact on casual workers if they are unable to work due to coronavirus (COVID-19) and do not have leave entitlements. A worker may also be entitled to seek further assistance from the measures announced by the Commonwealth Government.

## 19. OTHER INFORMATION IN RELATION TO COVID-19

It is important that we work together during this difficult time to keep us and our community safe.

If you need any guidance in relation to coronavirus (COVID-19), you can contact:

- Victoria Department of Health and Human Services (DHHS) hotline on 1800 675 398 or access more information and resources on their website: <https://www.dhhs.vic.gov.au/coronavirus>
- Australian Government Department of Health hotline on 1800 020 080 or access website: <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- Victoria's Restriction Levels - <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>
- COVID-19 Guidelines for Building and Construction Industry Victoria (Rev 6) - [https://www.mbav.com.au/sites/default/files/Industry\\_Guidelines\\_Rev\\_6\\_280720.pdf](https://www.mbav.com.au/sites/default/files/Industry_Guidelines_Rev_6_280720.pdf)
- Preventing Infection in the workplace - <https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#management-of-a-confirmed-case-or-outbreak-at-your-workplace>

For more information on Stage 4 Business and Industry Restrictions, you can refer below links:

- Stage 4 Business Restrictions - [https://www.mbav.com.au/sites/default/files/attachment\\_a\\_-\\_stage\\_4\\_industries\\_-\\_distribution\\_final.pdf](https://www.mbav.com.au/sites/default/files/attachment_a_-_stage_4_industries_-_distribution_final.pdf)
- Construction Stage 4 Restrictions - <https://www.dhhs.vic.gov.au/construction-restrictions-covid-19>
- 'Permitted Work Premises' for the purposes of the Restricted Activity Directions (Restricted Areas) (No 6), effective as at 5 August 2020 from 11:59pm - <https://www.dhhs.vic.gov.au/sites/default/files/documents/202008/Permitted%20Work%20Premises%20for%20the%20purposes%20of%20the%20RestrictedActivityDirections%20%28Restricted%20Areas%29%20%28No%206%29%201.0-05082020.pdf>
- Permitted Worker Scheme COVID-19 - <https://www.dhhs.vic.gov.au/permitted-worker-scheme-covid-19>
- Construction Sector Guidance - <https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/construction-sector-guidance>
- COVID Safe Plan - <https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan>

## 20. ATTACHMENTS

- Employee screening and self-isolation flowchart (*Page 17*)
- What to do if a worker is experiencing some of the COVID-19 symptoms but has not been diagnosed flowchart (*Page 18*)
- What to do if a worker has been identified as having had close contact with someone diagnosed with coronavirus (COVID-19) flowchart (*Page 19*)
- What to do if a worker has been identified as being in casual contact with someone diagnosed with coronavirus (COVID-19) flowchart (*Page 20*)
- FAQs in relation to Face Masks (*Page 21 to 23*)
- How to wear a surgical mask safely – Do & Don't (*Page 24 & 25*)

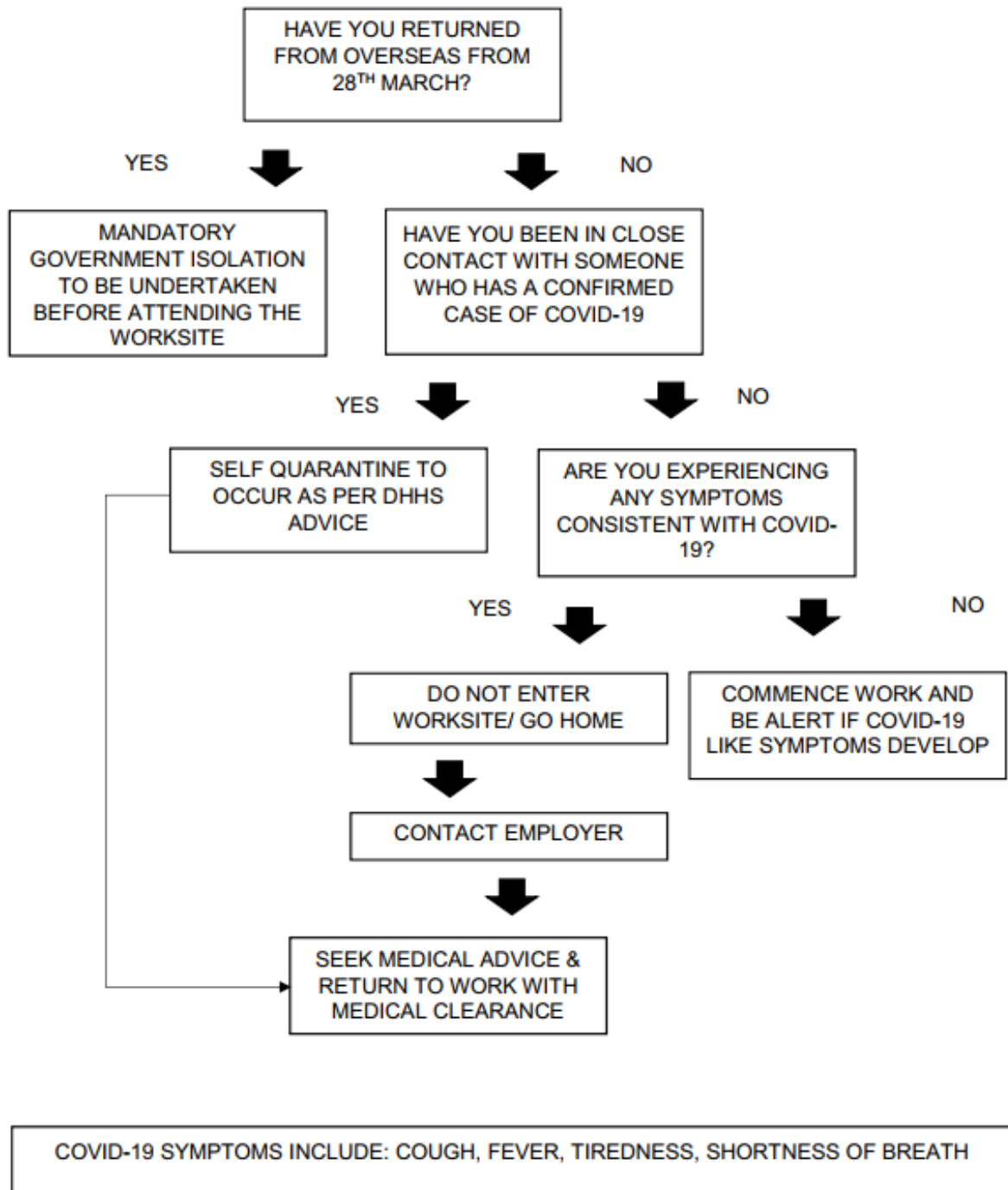
The above flowcharts and FAQs are sourced from:

- DHHS website - <https://www.dhhs.vic.gov.au/face-masks-covid-19#where-can-i-get-a-face-mask>
- Monash Health <https://monashhealth.org/patients-visitors/coronavirus/face-masks/>

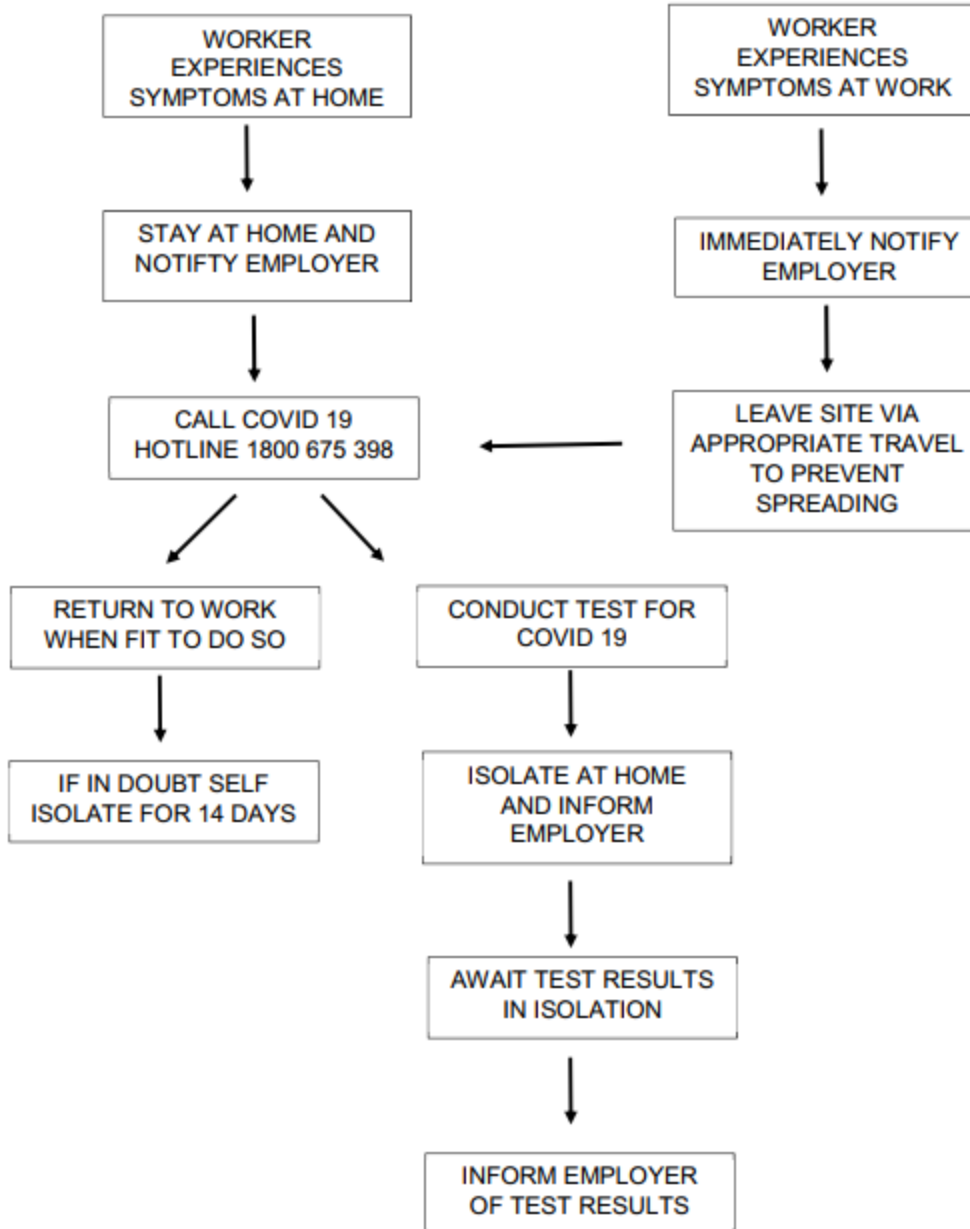


## EMPLOYEE SCREENING AND SELF ISOLATION

To minimise the introduction of Coronavirus (COVID-19) on site, a screening process has been recommended for worksites to ensure all workers have declared they have not been overseas or in contact with anyone who has coronavirus (COVID-19). The below flow chart outlines questions to be asked and the process to be followed.

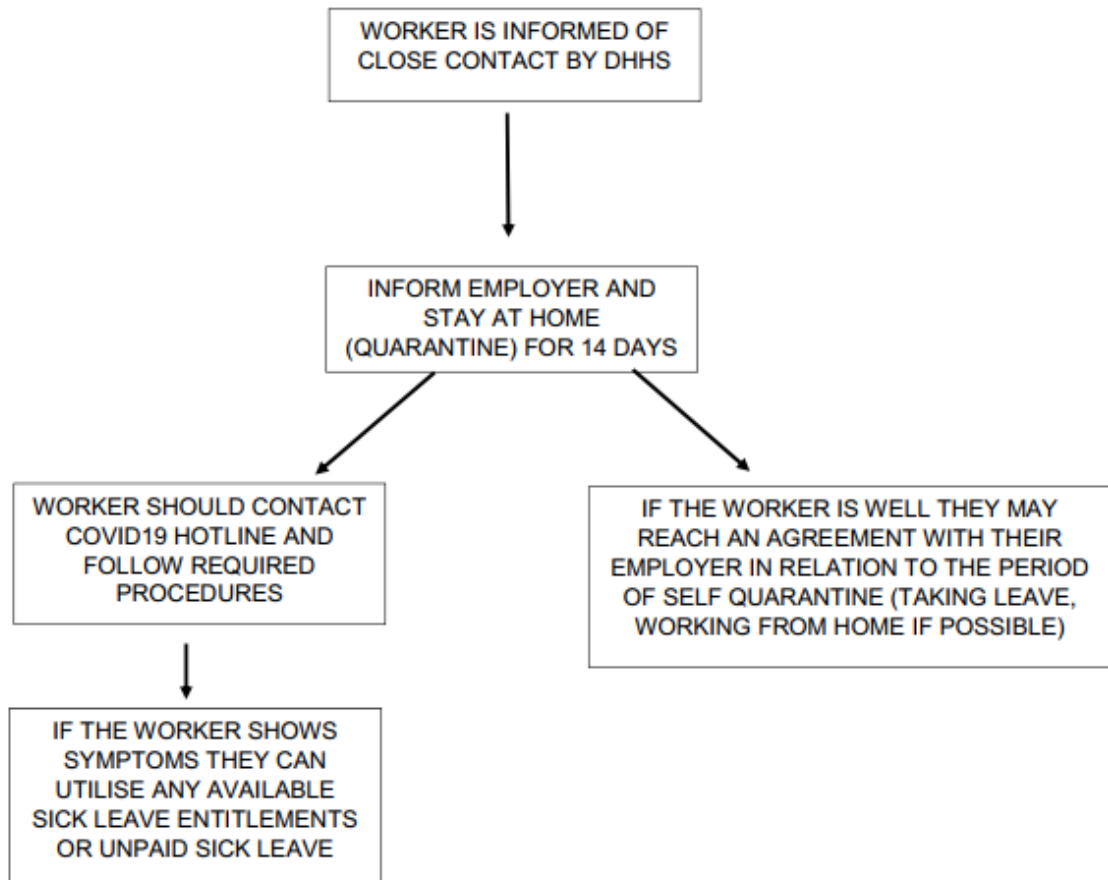


**WHAT TO DO IF A WORKER IS EXPERIENCING SOME OF THE COVID-19 SYMPTOMS BUT HAS NOT BEEN DIAGNOSED?**



COVID-19 SYMPTOMS INCLUDE: COUGH, FEVER, TIREDNESS, SHORTNESS OF BREATH

**WHAT TO DO IF A WORKER HAS BEEN IDENTIFIED AS HAVING HAD CLOSE CONTACT WITH SOMEONE DIAGNOSED WITH CORONAVIRUS? (COVID-19)**

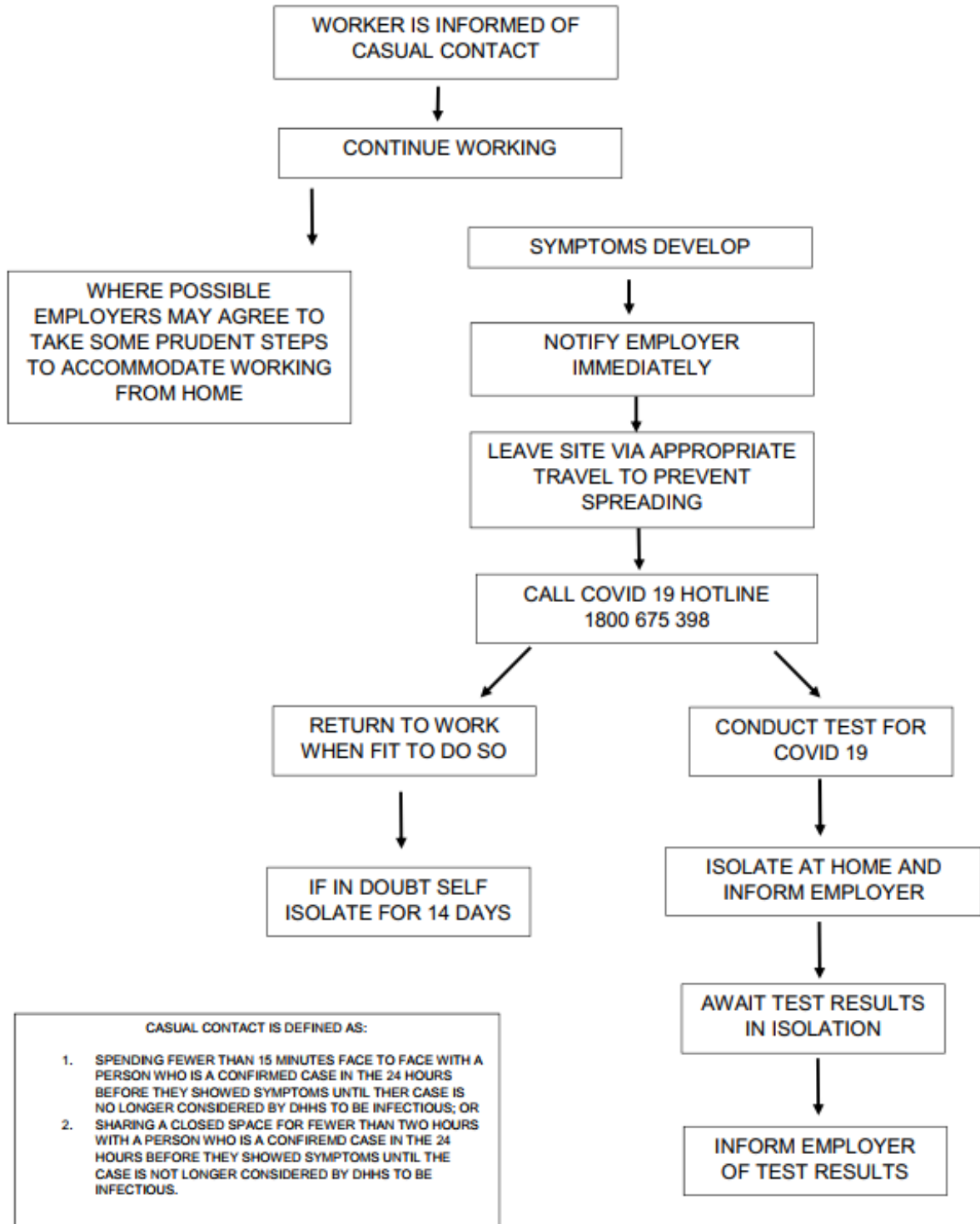


WHERE A WORKER IS EXPERIENCING HARDSHIP AND THEY RECEIVE INCOLINK OR PROTECT REDUNDANCY CONTRIBUTIONS, THEY MAY BE ABLE TO ACCESS INCOLINK/PROTECT BENEFITS.

**CLOSE CONTACT IS DEFINED AS:**

1. SPENDING MORE THAN 15 MINUTES FACE TO FACE WITH A PERSON WHO IS A CONFIRMED CASE IN THE 48 HOURS BEFORE THEY SHOWED SYMPTOMS UNTIL THE CASE IS NO LONGER CONSIDERED BY DHHS TO BE INFECTIOUS; OR
2. SHARING A CLOSED SPACE FOR MORE THAN TWO HOURS WITH A PERSON WHO IS A CONFIRMED CASE IN THE 24 HOURS BEFORE THEY SHOWED SYMPTOMS UNTIL THE CASE IS NO LONGER CONSIDERED BY DHHS TO BE INFECTIOUS

**WHAT TO DO IF A WORKER HAS BEEN IDENTIFIED AS BEING IN CASUAL CONTACT WITH SOMEONE DIAGNOSED WITH CORONAVIRUS? (COVID-19)**



## Frequently Asked Questions (FAQs) in relation to Face Masks

(Source - <https://www.dhhs.vic.gov.au/face-masks-covid-19#where-can-i-get-a-face-mask>)

### How do I wear a mask correctly?

#### ***Cloth mask***

A cloth mask should fit securely around the face, specifically covering the nose and the mouth areas. The mask should fit snugly on your face and be secured by ties at the back of your head or ear loops. If you are using a mask with ear loops, you can use a plastic clip or tie to join the ends together at the back of your head to make sure it fits snugly on your face.

Make sure that your mask does not have holes or a valve. This can result in breathing out the virus if you have coronavirus (COVID-19).

Wash your hands for at least 20 seconds with soap and water, or use hand sanitiser that is made up of over 60% alcohol before putting it on and after taking it off. Avoid touching your eyes, nose, or mouth at all times and store used face masks in a plastic bag until you have an opportunity to wash them.

#### ***Surgical mask (single use)***

- Before putting on the mask, wash your hands for at least 20 seconds with soap and water, or use a hand sanitiser that is made up of over 60% alcohol.
- Check for defects in the mask, such as tears or broken loops.
- Position the coloured side of the mask outward.
- If present, make sure the metallic strip is at the top of the mask and positioned against the bridge of your nose.
- If the mask has:
  - Ear loops: Hold the mask by both ear loops and place one loop over each ear.
  - Ties: Hold the mask by the upper strings. Tie the upper strings in a secure bow near the crown of your head. Tie the bottom strings securely in a bow near the nape of your neck.
  - Dual elastic bands: Pull the bottom band over your head and position it against the nape of your neck. Pull the top band over your head and position it against the crown of your head
- Mould the bendable metallic upper strip to the shape of your nose by pinching and pressing down on it with your fingers.
- Pull the bottom of the mask over your mouth and chin.
- Be sure the mask fits snugly.
- Don't touch the mask once in position.
- If the mask gets soiled or damp, replace it with a new one.

### ***How do I know my cloth face mask is working?***

You know your mask is working to protect you if it is well fitted. If the ties are loose, tighten them to ensure a snug fit. The mask should fit snugly and cover your nose and mouth. Keep an eye on the integrity of the fabric as with repeated washing it may thin over time. If this happens, replace the mask.

### ***Can I wear a scarf or bandana instead?***

A scarf or bandana does not offer the same amount of protection as well fitted face masks. This is due to the type of fabrics they are made from. Properly constructed cloth masks are made from at least three layers of materials, including a water-resistant outer layer.

### ***When is it safe to take my face mask off?***

You can remove it outside, once you are away from other people, or in your car on your way home. If it is a cloth mask, don't forget to bring your cloth mask inside to be cleaned. If you wait to take your cloth mask off until you have returned home, it may be easier to put it directly into the laundry.

### ***What's the best way to take off a face mask?***

- Wash your hands for at least 20 seconds with soap and water or use alcohol-based hand sanitiser containing at least 60% alcohol.
- Don't touch the front of the mask or your face.
- Carefully remove your mask by grasping the ear loops or untying the ties. For masks with a pair of ties, unfasten the bottom one first, then the top one.
- If your mask has filters, remove them and throw them away. Fold the mask and put it directly into the laundry or into a disposable or washable bag for laundering. Single use surgical masks should be disposed of responsibly.
- Clean your hands again.

### ***Can I reuse my face mask?***

A cloth mask can be washed and re-used. It is a good idea to have at least two, so you will always have a clean one available.

On a single trip away from home there might be times when you can't maintain 1.5 metres distance from other people and wear a cloth mask, and times when you can maintain the distance and don't need to wear a cloth mask. For instance, you might take crowded public transport to and from work, but at work be able to maintain appropriate distancing. Don't reuse the same cloth mask to go home that you used earlier on the same trip to go to work. Put each used cloth mask into a zip lock bag to be taken home for washing. For each new situation put on a clean cloth mask.

Carry a paper bag or zip lock bag with you to carry clean masks and keep them clean.

Single use masks are for single-use only and should be disposed of responsibly in the rubbish bin.

### ***When should I wash my cloth mask?***

A cloth mask should be washed each day after use. However, if during the day your mask is visibly dirty or wet, do not continue wearing your mask; the mask needs to be washed.

Re-using a cloth mask without washing is risky because it can become contaminated or may not be as effective in protecting you.

### ***How do I wash my cloth mask?***

Cloth masks can be washed in the washing machine with other clothes, or hand-washed using soap and the warmest appropriate water setting for the cloth.

Your cloth mask should be dry before re-using it. You can use the heat setting on your dryer or lay out flat to air dry. If possible, place the cloth mask in direct sunlight. Wash your hands after handling used face masks.

### ***How do I know when it is time to get a new cloth mask?***

Each cloth mask will be constructed differently, therefore there is no specific 'shelf life' of a cloth mask. However, the following are signs that your cloth mask may no longer be offering you the same level of protection it once was:

- your cloth mask does not fit snugly on your face (e.g. you can feel your breath coming out of the sides of the mask)
- your cloth mask keeps falling off or sliding down
- there are holes in your cloth mask
- you need to keep adjusting your cloth mask
- the material has started to wear thin or fray.

### ***Can I remove my face mask to talk with other people?***

No, you should keep your face mask on while speaking with other people and maintain a physical distance of 1.5 metres. However, it is important to consider people who are deaf or hard of hearing – or those who care for or interact with a person who is hearing impaired – in these situations consider a clear face mask or use written communication, where possible.

### ***Can I wear a face shield instead?***

Face shields may be easier to wear for some individuals who have limited ability to wear masks. If face shields are used, ensure they are properly designed to cover the sides of the face and below the chin. Reusable face shields should be cleaned and disinfected after each use. Disposable face shields should only be worn for single use.



COVID-19



## How to wear a surgical mask safely

# Do



Follow hand hygiene procedures before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the coloured side faces outwards



Press the stiff edge of the mask firmly over the bridge of your nose



Cover your mouth, nose and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Dispose of mask immediately after use (in clinical waste if visibly soiled or used as a part of Tier 2 or 3 PPE)



Wash your hands after discarding the mask



- Perform hand hygiene frequently and thoroughly, even while wearing a mask.
- Remove and dispose of your mask when eating, using a toilet or leaving any clinical area.
- Use the supplied plastic ear saver straps to help with fit if the mask is too large





COVID-19



# How to wear a surgical mask safely

## Don't



Don't use a ripped or wet mask



Don't wear a mask only over the mouth or nose or around your neck



Don't wear a loose mask



Don't touch the front of the mask or make frequent adjustments



Don't remove the mask to talk to someone or do other things that would require touching the mask



Don't leave your used mask in reach of others



Don't re-use the mask



Don't wear a mask from home



Don't apply tape to the mask



Don't wear the mask for more than 4 hours without changing it



- Perform hand hygiene frequently and thoroughly, even while wearing a mask.
- Remove and dispose of your mask when eating, using a toilet or leaving any clinical area.