

COVID-19 HEALTH MANAGEMENT PLAN (V0121)

This document outlines the procedures in place to comply with Commonwealth and State Government COVID-19 Health & Social Distancing regulations & guidelines. This is part of Vinepower Margaret River & Margaret River Tree Planting & Landcare Services' preparedness to change our business practices where necessary for continuity and performance of critical operations

General Workplace Procedures

The Vinepower Margaret River & Margaret River Tree Planting & Landcare Services office is open to the public, with social distancing practices in place. Our friendly staff are also still contactable by telephone, SMS and email.

We are:

- Undertaking frequent cleaning and disinfection of work spaces, particularly objects and surfaces that are frequently touched
- Promoting social distancing by staggering working hours and start times, limiting personnel in our various workplaces at any one time
- Ensuring staff practice good social distancing practices
- Team numbers are established to support social distancing whilst still meeting our client's requirements
- Providing dedicated resources and equipment to the same staff to limit sharing of items between employees including tools, vehicles, office equipment etc.
- Frequently cleaning all equipment and providing staff with products to carry out regular cleaning
- Promoting good hand hygiene by providing hand washing facilities and alcohol-based hand sanitiser.
- Monitoring the health and well-being of staff members (see relevant section)
- Educating our staff about the early signs and symptoms of COVID-19 and supporting employees to adhere to official advice about how to help reduce the spread of COVID-19
- Ensuring that as a business we are staying up to date with the latest advice and will review our risk assessment, policies and Health Management Plan in relation to COVID-19 regularly

Registrations & Monitoring the Health & Well-being of Staff Members – New Employees

All registrations for seasonal work will be completed online and with numbers on company premises adhering to current Commonwealth & State Government COVID-19 regulations and guidelines.

Individuals interested in registering for any upcoming seasons will be invited to register online via our website. Applicants, if successful, will then be invited to complete the Employment Contract in person at the Vinepower Margaret River & Margaret River Tree Planting & Landcare Services office at a predetermined appointment session time (to ensure Commonwealth and State Government COVID-19 Health & Social Distancing regulations & guidelines are correctly adhered to).

All new employees will need to be in good health and conform to current government rules and restrictions implemented by the Commonwealth and WA State governments in relation to COVID-19. Immediately before commencing work, new employees must meet the requirements of the *New Employee COVID-19 Questionnaire & Declaration*. See Appendix I for further details

Once all screening is completed the recruitment process will continue in accordance with the COVID-19 Health Management Plan. Only when all declarations and documentation is completed and received by the company office will the new employee will be eligible to commence work

Monitoring the Health & Well-being of Staff Members - Ongoing

Daily Check

The Supervisors/Team Leaders will assess the health of each team member every morning and confirm they do not have a fever, cough, sneezing, sore throat or shortness of breath and are otherwise well and fit for work.

If the Supervisor has any concerns regarding the health and well-being of any team member, further screening will be carried out including temperature monitoring and implementing COVID-19 Health Management Plan Response Planning if deemed appropriate.

Workers who have been absent from work for any illness with a fever, cough, sore throat or shortness of breath, or other cold/flu-like symptoms will be monitored for symptoms upon their return and may require a temperature check upon return to work. They will not be able to commence work if they present with a temperature of 37.5°C or above

The Supervisor must notify the Vineyard Supervisor/Manager and the office immediately with any concerns. If the team is onsite without a company Supervisor, the Vineyard Supervisor/Team Manager for the day must notify the office on 9757 2547.

Team Musters Protocol

In order to ensure we comply with health and social distancing regulations when workers are required to report to the office each morning for team musters, the following procedures have been put into place:

- There is a designated Entry and Exit point to the office
- Team members will be given staggered access to the office which will be managed by a dedicated staff member
- Any team member showing signs of illness, in particular fever, cough, sneezing, sore throat or shortness of breath will be isolated immediately, not enter communal areas and will be directed to seek medical advice. A temperature check may also be performed.
- Each team member will be required to apply hand sanitiser at entry to the office
- Upon entering the office, each team member will be required to approach the front service counter and state their name and team number to be checked off by the front desk supervisor. Team members are encouraged not to have contact with any surfaces in the office

- The team member will then exit the office via the designated exit point and will wait outside in an open-air environment for the rest of the team to assemble. Each team supervisor will be available to guide their team and ensure that correct social distancing is observed
- Team musters will be staggered with an increased length of time between the designated arrival time at the office to ensure there is only one team in the office at any given time
- Team numbers will be kept as small as possible to support social distancing whilst still meeting our client's requirements

Vinepower Margaret River & Margaret River Tree Planting & Landcare Services will endeavour to schedule the team musters to accommodate each of our client's preferred time onsite. Our clients will receive an SMS the afternoon prior to the booking to confirm the expected arrival time onsite if it differs to the requested time. We thank our clients for their understanding with regards to this.

Teams onsite Protocol

Team members should practice social distancing and good hygiene whenever possible whilst travelling to site.

Team members are to remain with their vehicles until given instructions by their Supervisor. This is to ensure that any specific site policies, particularly in relation to COVID 19, can be communicated to the Supervisor and implemented before the team members commence work onsite.

It is the responsibility of our clients to ensure clear instructions regarding health and social distancing regulations are provided to our Supervisor prior to or upon arrival to site so they can be followed correctly. If a site supervisor/client representative is unavailable please communicate any special instructions to the office prior to the day of booking.

If a team has been requested without a company Supervisor, the site supervisor/team manager for the day must be available to ensure clear instructions regarding COVID 19 health and social distancing regulations (and any specific site policies) are provided to the team upon arrival to site so they can be followed correctly.

Team members are to have their own supply of food and water for the day (as per our standard procedures) and limit use of site facilities and interaction with site staff members

Although outdoor activities such as vineyard tasks pose a low risk of spreading COVID-19, workers should practice physical distancing at all times in the vineyard.

Supervisors will schedule the timing of breaks to limit the number of workers using indoor and shared facilities

We request that all shared facilities onsite, in particular ablution blocks, have cleaning equipment available for workers to disinfect the area before and after use such as disinfectant wipes and a disinfectant spray (Glen 20 or similar)

Supervisors will be supplied with hand sanitiser to assist good hygiene practises within the teams

Response Planning

Staff who are unwell should not attend work

1) Attendance Records

As a company we always maintain attendance records for each team each day, both electronically and physically. These records will be available to assist Public Health with contact tracing in the event of a positive COVID-19 case within our workforce.

Clients must ensure that they hold records of all onsite vineyard workers that have contact with our teams during their working day so that comprehensive contact tracing can be achieved in the event of a positive COVID-19 case within our workforce.

Visitors to the office are requested to sign in using the Safe WA app for contact tracing purposes

2) Responding to a potential COVID-19 Incident

If a staff member develops symptoms at work such as fever, cough, sore throat or shortness of breath or discloses information that causes the company to have reasonable concerns about their health and the health of others in our workplace, the following steps will be taken with immediate effect:

i) Isolate from others in the Workplace

Steps will be taken to prevent the person from potentially spreading the virus by keeping others away from the staff member. The staff member will be isolated immediately, not enter communal areas and be required to seek medical advice.

If the person has serious symptoms such as difficulty breathing, we will seek urgent medical assistance.

ii) Seek Advice and Assess the Risks

It will be determined if there is a reasonable risk that a staff member who develops symptoms at work such as fever, cough, sore throat or shortness of breath may have COVID-19 by talking to the person about our concerns, utilising our screening resources such as temperature checks, and seeking government health advice by contacting the **WA COVID-19 HOTLINE on 13COVID (13 26 843)**

iii) Transport

It will be ensured the person has safe transport home, to a location they can isolate, or to a medical facility if necessary

iv) Clean & Disinfect

All public health advice about closing off affected areas will be followed and access to these areas prevented until they have been cleaned and disinfected.

3) Responding to a COVID-19 Incident

If a staff member is confirmed to have COVID-19, the company will follow the health advice provided by the local public health authority and contact the **WA COVID-19 HOTLINE on 13COVID (13 26 843)**

The staff member will be required to go into **Isolation** and stay away from others to protect the community from illness.

If the staff member who confirms they have contracted COVID-19 presents in the workplace they will be isolated immediately, not enter communal areas and must leave the company premises/site with immediate effect, contact WA COVID-19 HOTLINE on 13COVID (13 26 843) and quarantine for 14 days.

Response Planning, Section 2 will be implemented.

The affected staff member will not be permitted to return to work until:

- i) They have recovered from COVID-19 and are no longer infectious
- ii) At least 14 days have passed since the onset of symptoms
- iii) They have been free of all symptoms for at least 72 hours
- iv) They can provide evidence of completion of isolation and clearance of isolation from the relevant local public health authority or treating clinician
- v) They have a temperature below 37.5°C upon return to work (temperature checks will be completed upon return to the workplace)

4) Responding to COVID-19 Quarantine/Self-Isolation Requirements

If a staff member is required to **Quarantine** in order to comply with government COVID-19 regulations, Vinepower will ensure that no such staff member returns to work until their period of quarantine is complete and it is confirmed they have not developed any symptoms during quarantine. If a person is required to self-isolate, the staff member must show evidence of their period of self-isolation.

Upon return to work the staff member will need to confirm:

- i) At least 14 days have passed since the onset of symptoms if developed during Quarantine/Self Isolation
- ii) They have been free of all symptoms for at least 72 hours
- iii) They can provide evidence of completion of isolation and clearance of isolation from the relevant local public health authority or treating clinician
- iv) They have a temperature below 37.5°C upon return to work

As employers we support staff returning to work and the importance to ensure workplace discrimination does not occur. We encourage staff not to make determinations of risk based on race or country of origin.

We will maintain confidentiality regarding any staff members confirmed to have COVID-19 and invite staff to discuss, in private, any concerns about COVID-19 in the workplace by contacting the office on (08) 9757 2547.