



PLAN:	VIRUS MANAGEMENT
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1 PURPOSE

The purpose of this plan is to supply details to Eco Growth employees, contractors and sub-contractors about the mandated and additional controls available to them to assist in the management of the 2020 outbreak of Coronavirus (COVID-19).

2 SCOPE

This plan applies to all employees, contractors, and sub-contractors delivering products, performing work at any of Eco Growth workplaces or sites which Eco Growth representatives visit.

3 DEFINITIONS

Term	Description
Client	A person or business using the services of Eco Growth
Contracted Worksite	A working location where there is a written or verbal understanding that work is currently or planned to be completed by an Eco Growth employee, contractor or sub-contractor
Make Safe	A temporary repair undertaken by Eco Growth to make a premise safe for occupation until a full repair can be scheduled and undertaken
Self-Isolate	Limiting your contact with people other than family members or companions. You should avoid having visitors to your home, but it is okay for friends, family or delivery drivers to drop off food and supplies

4 BACKGROUND

Coronaviruses are a large family of viruses that cause respiratory infections, ranging from the common cold to more serious diseases COVID-19 is the disease caused by a new coronavirus. It was first reported in December 2019 in Wuhan Province in China. The incubation period of COVID-19 is between 2 to 14 days. This means if you remain in good health for 14 days after contact with someone with confirmed Coronavirus, you have not been infected.

Symptoms that may develop in the 14 days after exposure to someone who has been infected with COVID-19:

- flu-like symptoms such as coughing, sore throat and fatigue
- difficulty in breathing or shortness of breath
- fever

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic heart and/or lung disease.

5 PERSONAL HYGIENE

There have been no confirmed cases of COVID-19 at Eco Growth, but we encourage our employees, contractors, sub-contractors and service provider personnel to remain vigilant. Practising good hand and sneeze/cough hygiene is the best defence against most viruses. .

5.1 Company Staff on Eco Growth working locations

To support the Eco Growth staff interacting with other employees, customers, transport and courier workers, the following controls shall be implemented for Eco Growth's staff who are at any Eco Growth working locations:

- Wash their hands frequently (use soap, water and/or alcohol-based hand sanitiser);
- Cover their cough or sneeze with a clean tissue and dispose of the tissue;
- Use alcohol-based hand sanitiser;
- Maintain social distancing from anyone who is coughing or sneezing (e.g. 2 metres);
- Avoid touching eyes, nose and mouth.

5.2 Company Staff away from Eco Growth working locations

To support the Eco Growth staff interacting with other employees, customers, potential customers, transport and courier workers, the following controls shall be implemented for Eco Growth staff who are working away from any Eco Growth working locations:

- Politely ask unknown people if they could have been exposed to COVID-19 with use of the health questions in section 7 of this document;
- Apply appropriate personal protective equipment in case of potential interactions with persons infected with COVID-19 (disposable gloves, safety glasses);
- Hand washing after any contamination of hands;
- Care of intact normal skin;
- Protection of damaged skin by covering with a waterproof dressing or by gloves;
- Proper handling and disposal of sharps;
- Good hygiene practices to prevent most infections; and
- Containment of all blood and body fluids, ie confining spills, splashes and contamination of the environment and workers to the smallest amount possible.

6 POSSIBLE INTERACTIONS

It has been identified that Eco Growth completes work on varied worksites both under the control of and not under the control of Eco Growth. Due to the possibility of face-to-face interactions with unknown people, Eco Growth has implemented a set of controls tailored to interactions with potential carriers of COVID-19.

Managers and Supervisors must ensure the control measures outlined in the following section of this plan are implemented on worksites which they exercise control over. If there is doubt regarding the effectiveness of a control measure, higher standards shall be identified and implemented.

6.1 Company Staff Returning from Overseas Travel

Eco Growth employees, contractors and service provider personnel who arrive in Australia from any international location after, 06 March 2020 must self-isolate and will not be permitted to access any Eco Growth office or contracted worksite for 14 days from the date they arrive in Australia.

If you have been in close contact with a person confirmed with a case of COVID-19, you must inform your Manager and follow the Australian Government Department of Health isolation guidance. Once confirmed, medical clearance will be required to access an Eco Growth office or site.

You must also seek medical advice if you experience any of the symptoms mentioned in section 4 of this document and as per the Australian Government Department of Health COVID-19 health alerts.

6.2 Unknown People Entering Factories, Workshops or Offices

Front of house staff and staff who greet unknown people are especially susceptible to virus transmission such as COVID-19. A high level of personal hygiene and sanitation are required in these areas.

To support a hygienic work area, the following controls shall be implemented at Eco Growth' factories, workshops and offices:

- Create a personal space of at least 2 meters from unknown people
- Politely ask unknown people if they could have been exposed to COVID-19 with use of the health questions in section 7 of this document
- Localised signage at prominent entrance ways and doors informing people that they could be questioned about the virus
- Reinforce the need for regular hand washing
- Use of alcohol-based hand sanitiser after interactions with unknown people
- Regular cleaning of shared spaces with a detergent-based solution

6.3 Receiving of Goods Inwards

Transport and courier workers have daily interactions with many people, some of which could potentially carry COVID-19.

To support the Eco Growth staff interacting with transport and courier workers, the following controls shall be implemented for Eco Growth's staff receiving goods at any Eco Growth working locations;

- Create personal space of at least 2 meters from unknown people
- Politely ask unknown people if they could have been exposed to COVID-19 with use of the health questions in section 7 of this document
- Reinforce the need for regular hand washing
- Use of alcohol-based hand sanitiser after interactions with unknown people
- Consider dust mask, safety glasses or similar PPE

6.4 Collection of Goods from Local Stores

Warehouses and suppliers have daily interactions with many people, some of which could potentially carry COVID-19.

To support the Eco Growth staff, the following controls shall be implemented for Eco Growth's staff who are required to pick up supplies and equipment from local hardware or building suppliers;

- All Eco Growth Managers and Supervisors shall create a regular rapport with local suppliers. Inform them if we report any potential cases of COVID-19 and ask that they do the same in return
- Call ahead to the store if at all possible and arrange for items to be pre-picked and available for collection
- Create personal space of at least 2 meters from unknown people
- Reinforce the need for regular hand washing
- Use of alcohol-based hand sanitiser after interactions with unknown people
- Consider dust mask or similar PPE

6.5 Sales representatives entering a Clients Property

Entering an unknown person's premise to carry out work presents hygiene concerns. The person entering must politely ask questions about potential exposure to COVID-19 until they are satisfied, they are at low risk of exposure. It is preferred that a risk assessment is done via phone before visiting the client premises.

To support a hygienic work area, the following controls shall be implemented prior to entering a client's property;

- Create personal space of at least 2 meters from unknown people
- Politely ask unknown people if they could have been exposed to COVID-19 with use of the health questions in section 7 of this document
- If a concern is found during questioning, **do not enter the premise**. Call your Supervisor/Manager to see if other arrangements can be made. The visit may have to be deferred.
- Reinforce the need for regular hand washing
- Use of alcohol-based hand sanitiser after interactions with unknown people
- Consider dust mask or similar PPE

7 HEALTH QUESTIONS

The following questions shall be asked as a minimum by Eco Growth's staff and sub-contractors involved in arranging appointments for themselves and when attending site. The answers **must** be recorded on file:

1. Have you or anyone based at the property we're planning to visit been diagnosed with, developed or showed symptoms of COVID-19?
2. Have you or anyone based at the property we're planning to visit been advised to self-isolate by a health professional?
3. To the best of your knowledge, have you or anyone you are in contact with, regardless of health, age or destination travelled interstate or overseas within the past 14 days?

If the answer to **all** questions is **no**, the visit can proceed as normal.

If the answer to **any** question is **yes**, we must not proceed with booking the visit. We must advise the client/customer that we will need to defer the site visit for 2 weeks or until the isolation period has passed and it is considered safe to proceed by health professionals. Any instructing clients should be advised.

If the response to these questions has changed from **no** to **yes** from the time the job was booked and the actual visit, **do not enter the premise**. Call your Supervisor/Manager to see if other arrangements can be made.

8 REFERENCES / RELATED DOCUMENTS

Government Websites

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncovhealth-alert>

<https://www.health.gov.au/health-topics/novel-coronavirus-2019-ncov>

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-employers>

9 DOCUMENT CONTROL

Version	Date	Change Summary	By
1	19/03/2020	New document	Jill Bysterveld

10 APPROVAL

Authority	Title	Name	Signature
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