

1. PURPOSE

The purpose of this procedure is to outline the strategies, actions and ongoing management (as applicable) that Perkins Builders intends to take to prevent and manage the transmission of infectious diseases that are epidemics or pandemics and control the transmission of infectious diseases when a case/s is identified.

For the purpose of this procedure, infectious diseases mean diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. This procedure is focused on infectious diseases that are declared to be an epidemic or pandemic.

The Managing Director shall be ultimately responsible for the Epidemic / Pandemic Action Plan developed for Perkins Builders by the Perkins Builders Epidemic / Pandemic Working Group.

2. SCOPE

This procedure applies to Clients, employees, subcontractors, suppliers, consultants, volunteers, visitors and others, as applicable to the operations of Perkins Builders.

3. INTRODUCTION

At times infectious diseases develop into epidemics or pandemics and create increased risks for the community. These occasions require specific policies and procedures targeted at a particular disease and general efforts for preparedness and the ongoing management until the disease and its transmission risk is eradicated.

- 3.1. The formation of the Perkins Builders Epidemic / Pandemic Working Group shall be activated in accordance with section 4. Action Plan.
- 3.2. Perkins Builders Epidemic / Pandemic Working Group shall participate in first meeting to conduct a risk assessment and commence the formation and development of the Action Plan.
- 3.3. Perkins Builders wishes as far as possible to protect its clients, its employees, its contractors and suppliers, its consultants, its volunteers, and the general public from infection or contagion by epidemics and/or pandemics.
- 3.4. Perkins Builders will facilitate, through its policies and procedures, strategies designed to reduce risks to its clients, its employees, its contractors and suppliers, its consultants, its volunteers, and the general public.
- 3.5. Perkins Builders will comply with all directions from the federal government, relevant state government, authorised public health Managers and or recognised medical authorities in relation to the epidemic or pandemic.
- 3.6. Perkins Builders will develop and implement an Action Plan relevant for the epidemic / pandemic.
- 3.7. Perkins Builders shall develop and implement an Epidemic / Pandemic Management Strategy Procedure in line with the requirements of the federal, state and local government directives relevant to the location of operation. Perkins Builders will be guided by the information and directions provided by the relevant local health authorities, relevant State Government, Federal Government and or the World Health Organisation, and its occupational safety and health obligations.

4. ACTION PLAN

The Action plan shall as a minimum, outline the following:

- **Formation of Epidemic / Pandemic Working Group** – Perkins Epidemic / Pandemic Working Group upon direction from the Managing Director shall form and participate in a meeting. The meeting shall be used as a forum to complete a risk assessment and commence the formation and development of the Action Plan.

- **Epidemic / Pandemic Working Group** – the Epidemic / Pandemic Working Group shall consist of the following personnel:
 - Managing Director (MD).
 - General Manager.
 - HSE Manager.
 - Group HR Manager.
- **Definitions** – Perkins will adopt terminology used by federal government, relevant state government, authorised public health Managers and or recognised medical authorities in relation to the epidemic or pandemic.
- **Restrictions** – Perkins will identify and implement restrictions in line with directions and or advice from the federal government, relevant state government, authorised public health Managers and or recognised medical authorities in relation to the epidemic or pandemic.
- **Best practice** – Perkins will review, adopt and apply best practice measures as deemed necessary in addition to recommendations from the federal government, relevant state government, authorised public health Managers and or recognised medical authorities in relation to the epidemic or pandemic.
- **Categories** – Perkins will identify relevant categories pertaining to the epidemic or pandemic (as appropriate).
- **Scenarios** – Perkins will identify relevant scenarios or potential scenarios pertaining to the epidemic or pandemic (as appropriate).
- **Scenario Action** – Perkins will identify relevant actions for scenarios pertaining to the epidemic or pandemic (as appropriate).
- **Controls** -
 - Training - Toolbox meetings shall be held on all premises to provide information and training on the requirements associated directly with the Epidemic / Pandemic including illness prevention, how to avoid spread and shall be conducted in accordance with the requirements of the Fitness for Work Policy, Employee Health Procedure and Epidemic / Pandemic Action Plan. Administrative – Perkins will implement administrative controls (site attendance declarations shall be completed by all personnel prior to entry of a Perkins premise [site or office]). Refresher training shall be conducted monthly for the duration of the Epidemic / Pandemic to prevent complacency. Stop and Reset training shall be conducted at the discretion of the Managing Director.
 - Communication – Perkins will develop Employee Alerts and shall be sent out weekly (as minimum), a letter shall be sent to all subcontractors and supplies, signage shall be erected and email notifications sent to all stakeholders; communication shall include compliance to policy and procedure requirements, restrictions, updates in information regarding the epidemic / pandemic, any cases recorded in Perkins operations and action taken along with proposed return to restricted or normal operations.
 - Hygiene and Cleaning – Perkins will implement additional cleaning regimes, hygiene posters (good hygiene practices) erected, and hand sanitiser stations installed; All personnel shall be counselled on washing hands thoroughly with soap and water, the use of and how to apply hand sanitiser, coughing and sneezing into your elbow, blowing your nose and disposing of tissues immediately followed by washing hands.
 - Supply of product – Perkins will supply adequate facilities including running water, hand soap, hand sanitiser and disposable hand towel at all premises and stocks shall be monitored to ensure availability at all times by designated personnel at each premise. (Reception staff for office locations, Site Manager and HSE/Q Officers for site locations).
 - Physical distancing – Physical distancing shall be enforceable within all aspects of Perkins operations in line with the directions and recommendations of the federal government, relevant state government, authorised public health Managers and or recognised medical authorities in relation to the epidemic or pandemic.
 - Travel – Travel will be limited to essential travel only. Essential travel (approved by the Managing Director) will only be permitted where physical distancing measures can be maintained in accordance with the requirements of the federal government, relevant state government, authorised public health Managers and or recognised medical authorities in relation to the epidemic or pandemic.

- Meetings – Meetings shall be conducted via teleconference or video conference. Face to face meetings will not be permitted with external parties. Face to face meetings shall only permitted for internal meetings where physical distancing measures can be achieved and maintained. Meeting facilities shall be thoroughly cleaned immediately following each meeting. Back-to-back meetings without cleaning is not permitted.
- Functions – all functions will be placed on hold immediately. Functions will be reinstated or cancelled upon direction or recommendation from the federal government, relevant state government, authorised public health Managers and or recognised medical authorities in relation to the epidemic or pandemic.
- **Emergency Drill / Exercise** – the Action Plan shall be tested for adequacy, accuracy and relevance at least once within the first 3 months of the epidemic / pandemic period. Further testing shall be conducted at the discretion of the MD.
- **Lessons Learnt** – the Action Plan and any subsequent policies and processes shall be reviewed following the Emergency Drill / Exercise to identify and anomalies and or deficiencies. The Epidemic / Pandemic Working Group shall conduct this review and shall report any findings and recommendations to the MD.
- **Management Strategy** – Perkins Builders shall develop and implement a specific epidemic / pandemic management strategy in line with the requirements of the federal, state, and local government directives relevant to the location of operation, to ensure the management, monitoring and recovery stages are conducted in accordance with the relevant requirements. An epidemic / pandemic Management Strategy procedure shall be developed and provided as an appendix to the relevant epidemic / pandemic Action Plan. Perkins Builders will be guided by the information and directions provided by the relevant local health authorities, relevant State Government, Federal Government and or the World Health Organisation, and its occupational safety and health obligations.

5.1 Managing Director

The Managing Director (MD) is responsible for:

- Allocation of resources, equipment and materials as necessary to establish working environments outside of the usual Perkins premises (as deemed necessary for the continuation of the operation of the organisation);
- Nominating the Epidemic / Pandemic Manager.
- Nominating the Epidemic / Pandemic Working Group and its activation.
- Ensuring that the organisation's Leave and WHS policies are consistent with the intention of the Epidemic / Pandemic Procedure.
- Assessing the organisation's vulnerabilities, in the light of the epidemic or pandemic, to:
 - Perkins Builders own human resources (HR).
 - Perkins Builders suppliers of products and services.
- In the event of an epidemic or pandemic,
 - Giving notice to Clients, employees, subcontractors, suppliers, consultants, volunteers and other persons likely to be affected that epidemic or pandemic procedures are in effect.
 - Activating the operation of the epidemic or pandemic processes specified below
 - Instituting any administrative measures necessary to reduce the impact of the vulnerabilities detailed above.
- Activation of the Epidemic/Pandemic Action Plan.

5.2 Epidemic / Pandemic Manager

The Epidemic / Pandemic Manager is responsible for:

- Working with the Epidemic / Pandemic Working Group on the preparation of a comprehensive Epidemic / Pandemic Action Plan.
- Advising the MD on when epidemic / pandemic procedures should be activated.

- Familiarising employees with recommended procedures regarding epidemic / pandemic avoidance.
- Working with the Perkins Builders Executive Management Team to identify mission-critical employees and functions.
- Providing direction and guidance to employees regarding health and wellbeing of oneself and others, isolation requirements, quarantine requirements, testing and tracing.
- Documenting cases within Perkins operations on the and commence tracing.
- Reporting cases to the MD.
- Reporting cases to external parties as required by the federal government, relevant state government, authorised public health Managers and or recognised medical authorities in relation to the epidemic or pandemic.

5.3 Epidemic / Pandemic Working Group

The Epidemic / Pandemic Working Group is responsible for:

- Conducting a risk assessment and identifying potential controls.
- Formation and development of the Action Plan.
- Monitoring information provided by the federal government, relevant state government, authorised public health Managers and or recognised medical authorities in relation to the epidemic or pandemic, applying changes to the Action Plan as relevant.
- Communicating Action Plan to employees, Clients, subcontractors, suppliers, consultants, volunteers and others (as relevant).
- Providing advice and guidance to individuals or organisations engaged by Perkins Builders on matters directly related to the epidemic / pandemic where the health of others is at risk.
- Development and implementation of a specific Management Strategy Procedure (as applicable).

5.4 Executive Management Team

Managers are responsible for:

- Ensuring that Clients, employees, subcontractors, suppliers, consultants, volunteers and others are aware of the epidemic / pandemic procedures in effect at any time.

5.5 Employees, Subcontractors, Suppliers, Consultants, Volunteers and others (as relevant)

Employees, subcontractors, suppliers, consultants, volunteers and others are responsible for:

- Abiding by the epidemic / pandemic procedures specified below, when informed by the relevant Perkins Manager that epidemic or pandemic procedures are in effect.

6. POLICY

Perkins Builders will as far as practicable, plan for and make advance preparations for the possibility that its operations will be affected by an epidemic or pandemic.

In the event of an epidemic or pandemic, Perkins Builders will, as far as possible:

- Assist its clients, employees, subcontractors, suppliers, consultants, volunteers and others, as relevant, to minimise their exposure to the illness concerned.
- Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
- Support employees, volunteers, contractors and Clients to take reasonable precautions to prevent infection or contagion.
- Provide standard precautions such as personal protective equipment (e.g. hand sanitiser, soap,).

- Enforce physical distancing, meal break rotations and erect signage.
- Provide clear communication regarding pandemic and any restrictions etc. regularly to Clients, employees, subcontractors, suppliers, consultants, volunteers and others, as relevant.
- Maintain its services and operations throughout the period of concern.
- Where a vaccine is available to prevent infection of relevant disease associated with epidemic / pandemic, Perkins Builders will strongly encourage all employees to receive the relevant vaccine. Perkins Builders may provide reimbursement to employees who obtain the relevant vaccine. Perkins Builders in addition to the annual flu shot may establish a health program where the relevant vaccine is administered to employees within its premises by an authorised medical professional.

In the event of an infectious disease being declared an epidemic or pandemic, Perkins Builders requires personnel covered by this procedure to take the following precautions:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water. Avoid touching your eyes, nose and mouth, or shaking hands with others and make sure you follow good hygiene and encourage others to do the same. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze and disposing of used tissues immediately.
- Maintain at least 1.5 metres distance between yourself and anyone who is coughing or sneezing, has temperature or exhibits symptoms identified by WHO, Federal Government or the relevant State Government as being symptoms of the epidemic or pandemic.
- Stay at home if you feel unwell. If you are well enough to work but would like to minimise the risk of infecting others, seek approval from your Manager if working from home is possible / sustainable temporarily.
- Keep up to date on the latest hotspots (cities or local areas where the pandemic or epidemic is spreading widely). If possible, avoid traveling to places – vulnerable personnel as determined by WHO, Federal Government or the relevant State Government should take extra precaution and only travel on advice from a medical professional.
- If you are or are likely to be contagious, notify the Epidemic / Pandemic Manager as soon as possible. It may be possible or necessary for you to self-isolate by staying at home until you recover or provide negative test result (as applicable).
- Seek medical advice promptly and follow the directions of your local health authority.
- Where a positive test result is achieved the Epidemic / Pandemic Manager shall commence contact tracing (tracing shall be restricted to our premises inclusive of offices and project sites).
- Any reporting to government authorities or as directed by the government shall be conducted by the Epidemic / Pandemic Manager following review by the MD.
- Any media statements shall only be provided and conducted by the Managing Director or their authorised delegate.

The MD, with the advice of the Epidemic / Pandemic Working Group, will consider on a continuing basis whether any events involving the attendance of employees or members of the public should be changed, rescheduled or cancelled to minimise the risk of infection.

The Epidemic / Pandemic Working Group shall develop an Action Plan and submit to the MD for review and approval upon notification of an epidemic or pandemic where this procedure is activated.

Upon approval, the Action Plan shall be communicated to all relevant stakeholders for implementation / information.

7.2 Work Procedures

The MD, with the advice of the Epidemic / Pandemic Working Group, will consider on a continuing basis whether:

- it is necessary or appropriate for nominated employees to work from home.
- employees travel, (or other activities that may cause them to unnecessarily come into contact with other people within Australia or overseas) should be modified or terminated.
- arrangements for employees who work with Clients, subcontractors, suppliers, consultants or the public should be modified to minimise risks for all parties.

The MD, with the advice of the Epidemic / Pandemic Working Group, may require any employee to not attend the workplace, and/or to work from home, or, if this is not feasible or appropriate, to take leave as applicable.

The MD, with the advice of the Epidemic / Pandemic Working Group, may require any employee to provide satisfactory evidence that they are fit to return to work.

7.3 Contractors and suppliers

The MD, with the advice of the Epidemic / Pandemic Manager, will consider on a continuing basis whether arrangements with existing contractors and suppliers need to be modified or supplemented to ensure uninterrupted service delivery and communicated as relevant.

7.4 Reporting

7.4.1 The Epidemic / Pandemic Manager shall document all confirmed cases and commence tracing as applicable (tracing shall be restricted to our premises inclusive of offices and project sites).

7.4.2 The Epidemic / Pandemic Manager shall prepare and submit all reports and information as directed by the relevant Government authority.

8. HEALTH MESSAGING

The Epidemic / Pandemic Manager shall familiarise Clients, employees, subcontractors, suppliers, consultants, volunteers and others, as relevant, with recommended procedures on epidemic / pandemic avoidance guidelines (e.g. handwashing, soap, sneezing etc.) in the form of Employee, Health or Safety Alerts, as appropriate.

Perkins Builders will be guided by the information and directions provided by the relevant local health authorities, relevant State Government, Federal Government and or the World Health Organisation, and its occupational safety and health obligations.

9. LEAVE AND FLEXIBILITY

Perkins Builders recognises that employees may request or require paid and unpaid leave when they are unwell, at risk of or vulnerable to infection, and at the risk of infecting others.

Workers may make use of leave consistent with Perkins Builders leave procedures, relevant industrial instruments and the National Employment Standards (including access to unpaid leave).

Perkins Builders may, at its discretion, direct those affected or reasonably at risk of being affected by the pandemic or epidemic, to remain away from the workplace or work remotely.

10. NOTES

In carrying out the procedures listed below, Perkins Builders will be guided by the information and directions provided by the relevant local health authorities, relevant State Government, Federal Government and or the World Health Organisation, and its occupational safety and health obligations.

Additional Provisions

Perkins Builders may subsidise any reasonable medical expenses incurred by any workers directed by Perkins Builders to obtain medical clearance for the infectious disease before returning to work.

Perkins Builders may, at its discretion offer any employee who is diagnosed with the infectious disease in question additional paid entitlements to cover any period the person is required to spend in quarantine or self-quarantine, presuming that person cannot carry out their duties remotely.

Where possible during an epidemic or pandemic, Perkins Builders will aim to provide workers with flexibility to work remotely and to attend medical appointments.

11. LEGISLATION & INDUSTRIAL INSTRUMENTS

This procedure is not intended to override any industrial instrument, contract, award or legislation.

- *Biosecurity Act 2015 (Cth)*
- *Fair Work Act 2009 (Cth)*
- *Fair Work Regulations 2009 (Cth)*
- *Emergency Management Act 2005*
- *Emergency Management Regulations 2006*