Why is it important to have a COVIDSafe plan?

COVID-19 will be with us for some time, so it’s important that our business has a plan - and continues to plan - to keep our workplace healthy, safe and virus-free.


Maintain good hygiene and cleaning

<table>
<thead>
<tr>
<th>What do you need to do?</th>
<th>How will you do this?</th>
<th>When will it happen?</th>
<th>What supplies do you need?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure alcohol-based hand sanitiser stations are at entry and exit points</td>
<td>Purchase and supply recommended concentration of sanitiser</td>
<td>In effect already, with a weekly refill check</td>
<td>Hand sanitiser ~70%, already supplied and extras in stock</td>
</tr>
<tr>
<td>Ensure alcohol-based hand sanitisers are at each workstation</td>
<td>Purchase and supply recommended concentration of sanitiser</td>
<td>In effect already, with a weekly refill check</td>
<td>Hand sanitiser ~70%, already supplied and extras in stock</td>
</tr>
<tr>
<td>Ensure all frequently touched areas and surfaces are cleaned and disinfected several times a day</td>
<td>Identify high use areas – doors, handrails, kitchen sink, bathroom handles, light switches. Roster of JC downstairs and NT upstairs</td>
<td>In effect already: 3 times a day – first thing in the morning, midday and at the end of the day</td>
<td>Paper towels, disinfectant sprays and wipes</td>
</tr>
<tr>
<td>Ensure PPE (gloves, masks/face shields) are supplied and stock maintained for all staff and ensure they are aware of when they are to be worn</td>
<td>Purchase of PPE and extra supplies are in visible locations (eg., Cal Room downstairs, on the table in the middle of the room upstairs and at reception and at the back door/logistics table)</td>
<td>In effect already, with a weekly refill check</td>
<td>Disposable gloves, disposable masks, plastic face shields</td>
</tr>
<tr>
<td>Set up washing station in the warehouse for all incoming and outgoing goods to be cleaned and disinfected</td>
<td>A bucket with warm water and soap will be used to wash all incoming equipment prior to being brought into the office. Outgoing goods will be disinfected where applicable too. Note: caution to be taken with gas detectors due to sensitivity to sensors</td>
<td>Daily</td>
<td>Bucket, water, soap, disinfectant</td>
</tr>
<tr>
<td>Put up hand washing poster in the bathroom and kitchen areas for all staff and customers to follow</td>
<td>Several flyers are in the kitchen and both the men’s and women’s bathroom – above the sink and on the walls – clear and obvious positions</td>
<td>In effect already</td>
<td>Printed material, blu-tac</td>
</tr>
<tr>
<td>Task</td>
<td>Description</td>
<td>Status</td>
<td>Implementation Details</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Put up warning and information posters on front and back entry doors</td>
<td>A number of flyers noting AES’ commitment to keeping staff and customers safe by following Covid Safe recommendations – in clear and obvious positions</td>
<td>In effect already</td>
<td>Printed material, blu-tac</td>
</tr>
<tr>
<td>Ensuring kitchens have enough soap/handwash, disinfectant sprays and paper towels</td>
<td>Purchase and supply quality disinfectant handwash and sprays and a large supply of paper towels</td>
<td>In effect already, with a weekly refill check</td>
<td>Disinfectant handwash, spray, paper towel, hand towels</td>
</tr>
<tr>
<td>Ensuring bathrooms have enough disinfectant soap/handwash, sprays, paper/hand towels for drying of hands</td>
<td>Supply of disinfectant handwash, sprays and paper towels and the daily changing of hand towels where in use</td>
<td>In effect already, with a weekly refill check and daily replacement of hand towels</td>
<td>Disinfectant handwash, spray, paper towel, hand towels</td>
</tr>
<tr>
<td>Ensuring rubbish bins are available to dispose of paper towels</td>
<td>There are large bins in the kitchen and bathroom areas as well as a large skip bin in the warehouse for disposing of paper towels</td>
<td>In effect already</td>
<td>Rubbish bins, skip bin</td>
</tr>
<tr>
<td>Ensuring staff have information on how to wash and sanitise their hands correctly and proper cough hygiene</td>
<td>Posters have been pinned around the kitchen and bathrooms and at reception too</td>
<td>In effect already</td>
<td>Posters, blu-tak</td>
</tr>
<tr>
<td>Where possible: enhance airflow by opening doors and adjusting air conditioning</td>
<td>Doors from Reception through to the Warehouse can be opened to receive clean air flow from outside</td>
<td>As required</td>
<td>Opening of doors</td>
</tr>
<tr>
<td>Monitor supplies of cleaning and disinfecting products and regularly restock</td>
<td>There is currently a large supply of all cleaning and disinfectant solutions, disinfectant sprays, wipes and paper towels found in the kitchen downstairs and/or in the Cal room downstairs. There is also a supply upstairs in the kitchen and in NT's office</td>
<td>Weekly visual check</td>
<td>Soap/handwash, disinfectant solution, hand sanitiser, paper towels, wipes</td>
</tr>
<tr>
<td>Reinforcing the importance of not attending work if unwell</td>
<td>Regular Teams meetings and discussions along with posters advising same</td>
<td>In effect already and a continuing discussion</td>
<td>Daily reminders</td>
</tr>
<tr>
<td>Ensure company cars comply with Covid Safe plan</td>
<td>Reiterate cleanliness and hygiene of all company cars, should another member of staff need to use it</td>
<td>Immediately</td>
<td>Wipes and sanitiser in each car</td>
</tr>
</tbody>
</table>

### Stay Physically Distant

<table>
<thead>
<tr>
<th>What do you need to do</th>
<th>How will you do this?</th>
<th>When will it happen</th>
<th>What supplies do you need?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move work stations, desks and tables further apart to comply with social distancing</td>
<td>Physically assess and move where necessary</td>
<td>Onset of Covid restrictions in March 2020</td>
<td>Nil</td>
</tr>
<tr>
<td>Put up physical distancing posters in plain sight</td>
<td>Put up in places that customers and staff can easily see – front door, reception, kitchen, back door, back wall in warehouse</td>
<td>In place already</td>
<td>Poster, blu-tac</td>
</tr>
<tr>
<td>Identify roles that can be adapted to work from home</td>
<td>Assess all areas of our business and what can be done remotely</td>
<td>Already in place since onset of Covid restrictions in March with a review at Stage 4</td>
<td>Staff upstairs (Sales, Accounts) are all to work from home remotely</td>
</tr>
<tr>
<td>Communicate the requirement for employees not to work across multiple sites</td>
<td>Verbal discussions have been had that all ‘onsite servicing’ and customer visits is to cease with the introduction of Stage 4 restrictions in Melbourne</td>
<td>With effect from Monday 4 August 2020 until Stage 4 restrictions have been lifted</td>
<td>Service and Sales staff</td>
</tr>
<tr>
<td>Rearrange staff workstations to ensure physical distancing</td>
<td>Move Service personnel further apart to ensure there is a safe distance between them</td>
<td>In effect already</td>
<td>Move 1 staff member</td>
</tr>
<tr>
<td>Establish contactless delivery and pickup by customers and couriers</td>
<td>Display signage and have tables blocking access into our warehouse for all delivery drivers and customers dropping off and picking up instruments. Signage at reception door stating drop off is now at warehouse door only</td>
<td>In effect already</td>
<td>Signs, tables</td>
</tr>
<tr>
<td>Encourage staff to physical distance during lunchtime in shared facilities with others</td>
<td>Many are choosing to eat at staggered times and/or at their/spare desks</td>
<td>In effect already</td>
<td></td>
</tr>
<tr>
<td>What do you need to do?</td>
<td>How will you do this?</td>
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<tr>
<td>--------------------------------------------------------------------------------------</td>
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<td>----------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Communicate verbally and via intranet to staff about the changes during 2020 and 2021 restrictions</td>
<td>Discuss a plan outlining all key messages</td>
<td>Completed within days of govt. announcement</td>
<td>Meeting organised</td>
</tr>
<tr>
<td>Communicate to our customers via our website, social (Linkedin) platforms and through a paper copy in deliveries going out about changes to our business practices and adherence</td>
<td>Put up a notice (banner) on our website and an article on our LinkedIn page. Print off a small flyer to add into all shipments going out</td>
<td>Ongoing &amp; completed within hours/day of govt. announcement</td>
<td>Inhouse</td>
</tr>
<tr>
<td>Communicate verbally to staff about the changes during various restrictions</td>
<td>Outlining all key messages</td>
<td>Ongoing &amp; completed within hours/day of govt. announcement</td>
<td>Meeting organised</td>
</tr>
<tr>
<td>Create a customer check in system in case of an outbreak eg., QR code</td>
<td>Current IT provider to create an electronic QR code checking in systems for all visitors to the office when a mobile phone is unavailable</td>
<td>By 2/11/2020. Completed.</td>
<td>Instructions to IT provider</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Instructions to staff on how to use</td>
</tr>
<tr>
<td>Create a customer check in system in case of an outbreak eg., QR code</td>
<td>Create government recommended QR code check in for those with a mobile phone. Posted at front and back doors</td>
<td>25/6/2021</td>
<td>Create via government recommended QR code and email staff advising of 2nd option available for check-in</td>
</tr>
</tbody>
</table>

AES response to a COVID-19 infection

See following page:
# AES CovidSafe Plan at 25 Jun. 21

**Queries? Call or text Active Environmental Solutions on 0412 045 056**

<table>
<thead>
<tr>
<th>Affected Person</th>
<th>MD/GM</th>
<th>Other Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>AES Person with a confirmed case of COVID-19 or is a close contact of such a person</td>
<td>AES Managing Director, General Manager or delegate</td>
<td>All other AES Personnel</td>
</tr>
</tbody>
</table>

## 1. Receiving notification of a positive test result or close contact

1.1 Receive notification of a positive test result or close contact

1.2 Notify MD/GM directly or through a Team Leader

1.3 Notify possible close contacts e.g. family, friends, associates.

1.4 Comply with DHHS & WorkSafe directions (if any)

1.5 Stay at home - **DO NOT GO TO WORK**

1.6 Self isolate at home for 14 days from date of positive test or close contact

1.7 Monitor for symptoms such as fever, sore throat, runny nose, shortness of breath or a loss of their sense of taste or smell - if bad contact doctor / or call 000

1.8 After 10 days get tested for COVID-19.

1.9 Continue to self isolate & monitor for symptoms until the test result is received

1.10 Receive Test Result

1.11 Notify MD/GM of result

1.12 If the result is positive for COVID-19 continue to self isolate. After 3 days get tested again for COVID-19.

1.13 If the result is negative for COVID-19 wait for advice on when to finish self isolation & when return to work.

1.14 Receive clearance from DHHS (if applicable)

1.15 Receive & acknowledge notification from MD/GM to return to work

1.16 Return to work as notified by MD/GM

## 2. Receiving & acknowledging notification from affected person, Team Leader, or DHHS

2.1 Receive & acknowledge notification from affected person, Team Leader, or DHHS

2.2 Notify all personnel to 1) stay home & not go to work, get tested 2) self isolate until test result is known, 3) notify MD/GM of test result & provide evidence. Refer Note 1.

2.3 Notify WorkSafe Vic. Call 13 23 60.

2.4 Comply with DHHS & WorkSafe directions (if any)

2.5 Notify customers & suppliers of the situation where applicable.

2.6 Arrange for personnel to work from home where possible.

2.7 Organise an external cleaning contractor to clean & disinfect areas of the workplace that may have been infected.

2.8 Determine & record who were possible close contacts in the workplace in the previous 14 days (may need for contact tracing).

2.9 Initiate the AES WHS Incident Procedure.

2.10 Receive & acknowledge notifications from personnel and/or DHHS of test results

2.11 Receive clearance from DHHS to open the work site (if applicable)

2.12 Open the work site (if applicable)

2.13 Notify employees when to return to work

2.14 Notify customers & suppliers of the situation where applicable.

2.15 Receive & acknowledge notification from MD/GM to return to work

2.16 Return to work as notified by MD/GM

## 3. Receiving & acknowledging notification from GM and / or DHHS

3.1 Receive & acknowledge notification from GM and / or DHHS

3.2 Comply with DHHS & WorkSafe directions (if any)

3.3 Stay at home - **DO NOT GO TO WORK**

3.4 Get tested for COVID-19 as soon as possible.

3.5 Self isolate at home until the test result is received

3.6 Monitor for symptoms such as fever, sore throat, runny nose, shortness of breath or a loss of their sense of taste or smell - if bad contact doctor / or call 000

3.7 Receive Test Result

3.8 Notify MD/GM of result

3.9 If the result is positive for COVID-19 go to step 1.1

3.10 If the result is negative for COVID-19 wait for advice on when to finish self isolation & when return to work.

3.11 Receive clearance from DHHS (if applicable)

3.12 Receive & acknowledge notification from MD/GM to return to work

3.13 Return to work as notified by MD/GM

3.14 Notify customers & suppliers of the situation where applicable.

3.15 Receive & acknowledge notification from MD/GM to return to work

3.16 Return to work as notified by MD/GM

## 4. Receiving & acknowledging notification from close contacts

4.1 Receive notification from affected person, Team Leader, or DHHS

4.2 Notify all personnel to 1) stay home & not go to work, get tested 2) self isolate until test result is known, 3) notify MD/GM of test result & provide evidence. Refer Note 1.

4.3 Notify WorkSafe Vic. Call 13 23 60.

4.4 Comply with DHHS & WorkSafe directions (if any)

4.5 Notify customers & suppliers of the situation where applicable.

4.6 Arrange for personnel to work from home where possible.

4.7 Organise an external cleaning contractor to clean & disinfect areas of the workplace that may have been infected.

4.8 Determine & record who were possible close contacts in the workplace in the previous 14 days (may need for contact tracing).

4.9 Initiate the AES WHS Incident Procedure.

4.10 Receive & acknowledge notifications from personnel and/or DHHS of test results

4.11 Receive clearance from DHHS to open the work site (if applicable)

4.12 Open the work site (if applicable)

4.13 Notify employees when to return to work

4.14 Notify customers & suppliers of the situation where applicable.

4.15 Receive & acknowledge notification from MD/GM to return to work

4.16 Return to work as notified by MD/GM

4.17 Receive & acknowledge notification from MD/GM to return to work

4.18 Return to work as notified by MD/GM

## 5. Receiving & acknowledging notification from DHHS

5.1 Receive notification of a positive test result or close contact

5.2 Notify all personnel to 1) stay home & not go to work, get tested 2) self isolate until test result is known, 3) notify MD/GM of test result & provide evidence. Refer Note 1.

5.3 Notify WorkSafe Vic. Call 13 23 60.

5.4 Comply with DHHS & WorkSafe directions (if any)

5.5 Notify customers & suppliers of the situation where applicable.

5.6 Arrange for personnel to work from home where possible.

5.7 Organise an external cleaning contractor to clean & disinfect areas of the workplace that may have been infected.

5.8 Determine & record who were possible close contacts in the workplace in the previous 14 days (may need for contact tracing).

5.9 Initiate the AES WHS Incident Procedure.

5.10 Receive & acknowledge notifications from personnel and/or DHHS of test results

5.11 Receive clearance from DHHS to open the work site (if applicable)

5.12 Open the work site (if applicable)

5.13 Notify employees when to return to work

5.14 Notify customers & suppliers of the situation where applicable.

5.15 Receive & acknowledge notification from MD/GM to return to work

5.16 Return to work as notified by MD/GM

## 6. Receiving & acknowledging notification from WorkSafe Vic.

6.1 Receive notification of a positive test result or close contact

6.2 Notify all personnel to 1) stay home & not go to work, get tested 2) self isolate until test result is known, 3) notify MD/GM of test result & provide evidence. Refer Note 1.

6.3 Notify WorkSafe Vic. Call 13 23 60.

6.4 Comply with DHHS & WorkSafe directions (if any)

6.5 Notify customers & suppliers of the situation where applicable.

6.6 Arrange for personnel to work from home where possible.

6.7 Organise an external cleaning contractor to clean & disinfect areas of the workplace that may have been infected.

6.8 Determine & record who were possible close contacts in the workplace in the previous 14 days (may need for contact tracing).

6.9 Initiate the AES WHS Incident Procedure.

6.10 Receive & acknowledge notifications from personnel and/or DHHS of test results

6.11 Receive clearance from DHHS to open the work site (if applicable)

6.12 Open the work site (if applicable)

6.13 Notify employees when to return to work

6.14 Notify customers & suppliers of the situation where applicable.

6.15 Receive & acknowledge notification from MD/GM to return to work

6.16 Return to work as notified by MD/GM

## 7. Receiving & acknowledging notification from MD/GM

7.1 Receive notification of a positive test result or close contact

7.2 Notify all personnel to 1) stay home & not go to work, get tested 2) self isolate until test result is known, 3) notify MD/GM of test result & provide evidence. Refer Note 1.

7.3 Notify WorkSafe Vic. Call 13 23 60.

7.4 Comply with DHHS & WorkSafe directions (if any)

7.5 Notify customers & suppliers of the situation where applicable.

7.6 Arrange for personnel to work from home where possible.

7.7 Organise an external cleaning contractor to clean & disinfect areas of the workplace that may have been infected.

7.8 Determine & record who were possible close contacts in the workplace in the previous 14 days (may need for contact tracing).

7.9 Initiate the AES WHS Incident Procedure.

7.10 Receive & acknowledge notifications from personnel and/or DHHS of test results

7.11 Receive clearance from DHHS to open the work site (if applicable)

7.12 Open the work site (if applicable)

7.13 Notify employees when to return to work

7.14 Notify customers & suppliers of the situation where applicable.

7.15 Receive & acknowledge notification from MD/GM to return to work

7.16 Return to work as notified by MD/GM
Notes

1. Communication: The ICE list has contact details for all Active Environmental Solutions personnel.

   1. Issue a group SMS with a standard message including (a) name of sender (b) request for confirmation of receipt of the SMS (c) contact details for queries.

   2. Follow up with voice calls, social media, e-mails as appropriate to keep personnel, customers, suppliers informed & to answer queries.

Reference:

<table>
<thead>
<tr>
<th></th>
<th>In case of Emergency (ICE) Contact List</th>
<th>Aleks Todorovic 0412 045 056</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Coronavirus hotline</td>
<td>1800 675 398 Call if you suspect you may have coronavirus (COVID-19) - open 24 hours, 7 days</td>
</tr>
</tbody>
</table>

Revised by: E. Davidson
Approved by: A Todorovic