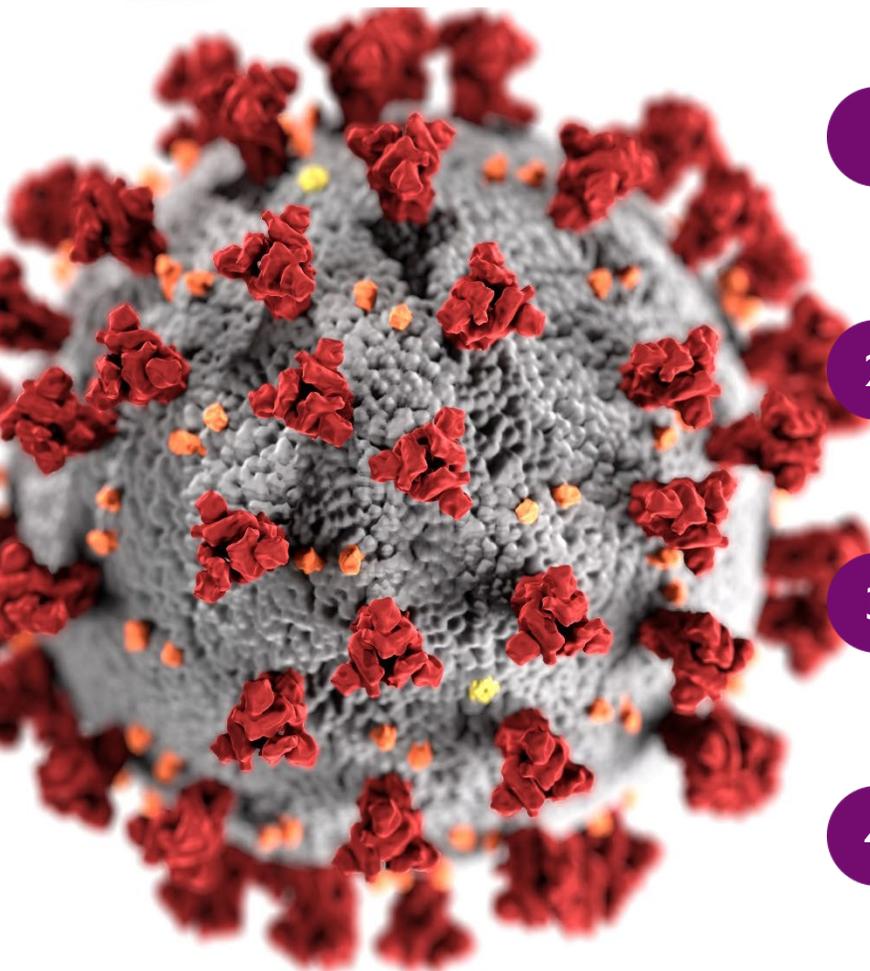




Members of the WorkPac Group



COVID-19 Outbreak - IMT Business Continuity Plan Version 002 Issue Date: 19.03.20



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THE WORKPAC GROUP – WHAT YOU NEED TO KNOW

COVID-19 OUTBREAK BUSINESS CONTINUITY PLAN

BUSINESS CONTINUITY PLAN (BCP)

A BCP helps you to respond quickly and effectively to unexpected changes, and to develop potential scenarios so that you can continue to pre-empt and proactively adapt to changes. It allows you to pivot quickly, and move your people, resources and time to where it is best used and to capture opportunities as your business environment continues to change. You build a more resilient and robust business that can come out stronger and better positioned than before.

PURPOSE

To support EMT (Executive Management Team) and manage a suspected or real outbreak. In such a way, that will ensure safety to people and a rapid response following symptoms either suspected internally or connected with a client's operations.

SCOPE

The BCP is the main response to Business Continuity risks which considers immediate action to suspected or real viral outbreaks.

ADDRESSING RISK

We continuously update our Plan with insights from identified credible official sources and external and internal advisers. The Plan assists us in making clear informed decisions and to focus and allocate our time, people and resources in the most effective way.

Plan implementation is supported via facilitated daily BCP status session, which ensure we adapt and update our approach and keep current with changes in the COVID-19 crisis.

SCENARIO PLANNING

Developing 3 scenarios (Low, Medium and High severity) where you can create strategies and actions and implement immediately

THE WORKPAC GROUP LEADERSHIP TEAM - COVID-19 IMT

Leadership as a single group of contact

We are closely following the advice from authorities and will continue to monitor the situation. Our leadership team is meeting daily to discuss evolving issues with regular communication issued to team members and clients. We will ensure we keep you informed of updates and developments as soon as they come to hand.



Darren Yeates
Chief Executive
Officer



Tracy McClenaghan
General Manager,
Health & Social Care



Hamish Griffin
General Manager



Tracey Mesken
Head of Marketing



Cameron Hockaday
General Manager,
Commercial



Phil Cleverly
National Risk and
Safety Manager



Tasha Stratford
General Manager,
Operations



Scott Nobes
Regional Risk
Manager

The WorkPac Group COVID-19 IMT

WorkPac continues to closely monitor the COVID-19 situation. The health and safety of our people, our customers and the broader community remains our top priority.

Plan - put together contingency plans for possible future scenarios

Implement - identify the key actions you need to take, and take them

Pivot - regularly review how your situation is changing, adapt your plan, and then pivot as we need. Our team is ready!

It's business as usual for our team, however, you may experience some changes in how you interact with us. We'll have several staff working from home to reduce the risk of exposure to the virus, and our team's in a good place to support this



HEALTH AND SAFETY OF OUR WORKERS

COMMUNICATION

- 48-hour SMS updates sent to our entire workforce (internal and external)
- Internal WorkPlace COVID-19 page with daily updates
- Internal Guidelines enabling links to relevant Government website
- External website – www.workpac.com/covid19 with updates for all external partners
- Internal communication for employees in the field available on myworkpac.com/main/covid-19

SCREENING TOOLS & DOCUMENTS

- COVID-19 risk Screening tool implemented for all employees, contractors and visitors to locations
- Guidelines for internal and external employees
- Business Guidelines, FACT Sheets and decision tree to support our BCP processes

LOCAL BUSINESS CENTRES

- Implementation of appointment only for all visitors including suppliers
- Local test to enable bandwidth of full capacity “remote working” arrangements to remain operational support for our employees, clients and partners.
- Enable work from home for employees

BUSINESS SUPPORT FUNCTIONS

- Safety and Risk team engaged with IMT and able to work remotely
- Implementation of remote contact communication platforms
- Local test to enable bandwidth for core functions and team to work from home such as payroll to all employees
- Tools and Procedures implemented for business use

WELL-BEING AND HEALTH CHECKS

- Well Being Survey conducted across entire Workforce in the field and internal staff
- Specialised team dedicated to engage with responses and provide relevant actions
- EAP support provided to all queries received
- Additional Flu shots available to greater workforce including remote locations

Travel: Land and Air

Travel restrictions and isolation requirements apply to people travelling overseas, returning to or visiting Australia.

Domestic and Land travel has been scaled down to essential travel only, to minimize risk and exposure for our people.

TRAVEL RESTRICTIONS – AIR

- WorkPac is restricting work travel both internationally and domestically. Before any travel is confirmed approval must be made by General Management
- If you are planning business travel in conjunction with our client's requirements, written approval must be gained, along with a Journey Management Plan sent to our internal OSH team.
- All other travel should be carefully assessed and monitored closely, considering the situation at the destination and the risks involved including the risk of quarantine or isolation.

TRAVEL RESTRICTIONS – LAND

- WorkPac is restricting land travel between workplace locations and business centres to minimise risk of transmission and exposure.
- Accommodation has also been restricted to avoid social engagement in public locations
- Exceptions can be reviewed by General Management if for safety reasons.

QUARANTINING

- All internal or external employees and internal staff arriving internationally must self-isolate for 14 days as per Federal Government instructions
- All other requirements as per the Federal Government are implemented immediately regarding isolation, medical advice and future planned travel

Screening Tool

Used for all contact made with all people

1. Do you currently have any respiratory or flu like symptoms – shortness of breath, cough or sore throat?
2. Do you currently have a fever (temperature equal to or greater than 37.3C or 99.4F)
3. In the last 14 days have you been in close contact* with someone with a confirmed case of COVID-19?
4. Have you travelled Internationally within the last 14 days? If yes, list countries.
5. Do you have any international travel booked in the future? If yes list countries

GUIDE OF ACTIONS

- If you have answered Yes to Question 1 or 2 do not enter the workplace, contact your doctor by phone to arrange a health check and appointment if needed, and isolate yourself until symptoms are completely resolved. Use cough etiquette and avoid other people.

Self-isolation is required if you have met the following criteria:

- If you have no symptoms and answered yes to Question 3. Self-isolation is required for 14 days from your last contact. Symptoms shown in this time will require medical advice, if none you may return to the workplace after confirming with WorkPac.
- If you answered yes to Question 4 and have recently returned from mainland China, South Korea, Iran or Italy. Self-isolation is required for 14 days from date of return. If you remain symptom free by the end of the 14 days, you are cleared to return to work. If you have recently travelled or transited through from Asia, Europe or Middle East, you are required to monitor your symptoms for 14 days.
- If you entered Australia on or after the 16th March, you are required by the Federal Government to self-isolate for 14 days before returning to any workplace
- If you answered yes to Question 5, WorkPac will conduct an assessment on date noted of your return and advise you of actions required
- If you have answered No to all the above, you are able to enter the workplace and continue with business as usual activities.

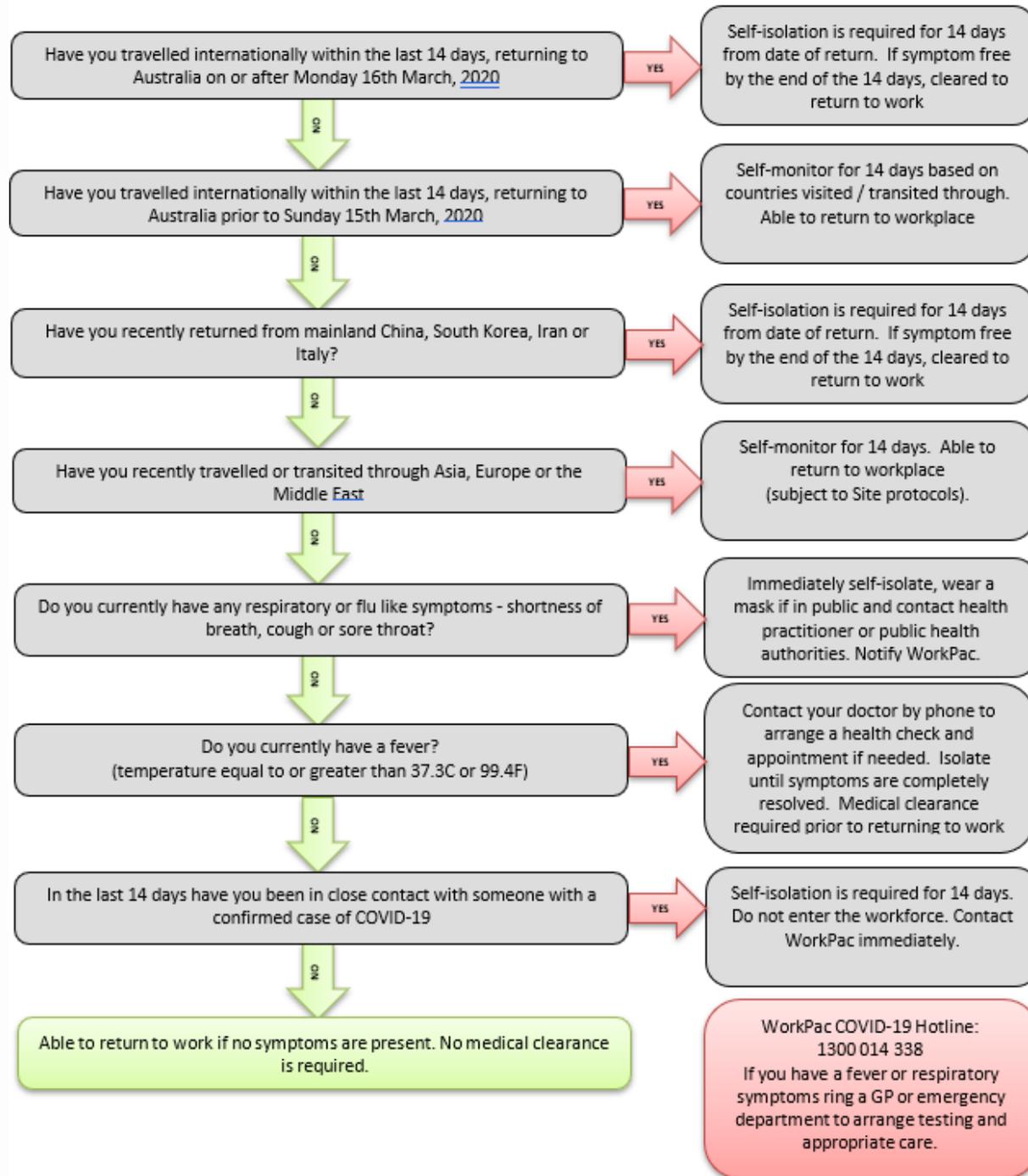
Additional details about COVID-19 are available at the Australian Government Website:

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

*Close contact is defined as anyone who has been within 2 metres of a person infected with the virus for a "prolonged period of time," as well as those who have had direct contact with the infected person/s.

** Effective from midnight Sunday 15th March ALL international passengers arriving in Australia have been instructed by the Federal Government to self-isolate, regardless of departure country.

COVID-19 SELF TESTING FLOWCHART



Education and Resources

The WorkPac Group will ensure that direct links regarding Coronavirus (COVID-19) resources available is made available. Signage and sanitiser stations have been set up at all WorkPac Group locations.

A list of resources in English about COVID-19, including fact sheets, guidelines and other publications can be found at <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-resources>



[Coronavirus \(COVID-19\) resources](#)

16 March 2020 | Collection

A collection of resources for the general public and industry about coronavirus (COVID-19).



[Coronavirus \(COVID-19\): National Health Plan resources](#)

16 March 2020 | Collection

A collection of resources for the general public, health professionals and industry outlining a range of funding measures the Australian Government is taking to combat coronavirus (COVID-19).



[Coronavirus \(COVID-19\) campaign resources](#)

16 March 2020 | Collection

A collection of coronavirus (COVID-19) campaign resources for the general public.



[Coronavirus \(COVID-19\) resources for health professionals, including aged care providers, pathology providers and healthcare managers](#)

13 March 2020 | Collection

A collection of resources for health professionals, including aged care providers, pathology providers and healthcare managers, about coronavirus (COVID-19).

Response Activities to COVID-19 Pandemic



Travel and large work-related gatherings or meetings:

- In the interest of minimising exposure to our staff, we have cancelled all international travel and are restricting domestic travel where possible.
- We have also temporarily suspended or cancelled any large meetings, functions or gatherings until further notice. We are also limiting the degree of face to face interactions for both our Customer and Candidate activities.
- We are encouraging virtual meetings or limiting the number of people in meeting rooms to 50% capacity.

People attending our offices:

- We are asking people attending our offices to complete a COVID-19 risk assessment tool.
- We are also asking visitors not attend our offices if they are experiencing any flu-like symptoms and instead arrange meetings using alternative means.
- Signs are on display at our offices and we are providing details of our infection controls to people attending our offices and requesting that they also follow these.

Social Distancing and Good hygiene Practices:

- We have educated our teams about the principles of social distancing and the importance of these measures, as awkward as they may seem, in limiting the spread of the COVID-19 virus through person to person contacts.
- Our staff have been educated on good hygiene protocols including regular hand washing/ sanitizing, disposing of tissues properly, cleaning and disinfecting surfaces and particularly commonly used objects such as keyboards, phones, keys and wallets.

Internal COVID-19 Response Team

- We have established a dedicated internal COVID-19 response team. Please do not hesitate to get in touch if you would like to discuss any of the above or if we can assist you or your organisation in any way at covid-19@workpac.com

If you would like to know more about our COVID-19 response visit our website www.workpac.com/covid19

WorkPac Group will be aligned with The Australian Government Department of Health recommendations and guidance. Where there is need for additional internal or client guidance materials these will be included in this plan during updates. Listed below are links to relevant documents.

INFORMATION ON COVID-19 HEAD TO:

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

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

<https://www.safeworkaustralia.gov.au/doc/coronavirus-covid-19-advice-pcbus>

<https://www.who.int/dg/speeches/detail/who-director-general-s-opening-remarks-at-the-media-briefing-on-covid-19---11-march-2020>

<https://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/coronavirus-and-australian-workplace-laws#health-and-safety-information>

NATIONAL TESTING CENTRES:

Queensland: http://www.qml.com.au/Portals/0/TRM/1466_QT_CoronavirusACC_HubList_Feb20_V6.pdf

New South Wales: <https://www.health.nsw.gov.au/infectious/diseases/Pages/coronavirus-testing.aspx>

Western Australia Regional:

<https://pathwest.health.wa.gov.au/Patients/Documents/COVID19%20Regional%20Collection%20Centres%2010.03.20.pdf>

Western Australia Metro: <https://pathwest.health.wa.gov.au/COVID-19/Pages/default.aspx>

Victoria: <https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

South Australia: <https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+topics/health+topics+a+-+z/covid+2019/covid-19+response/covid-19+clinics+and+testing+centres>

Canberra: <https://www.health.act.gov.au/services-and-programs/act-pathology/collection-centres>