

P003: Protocol for High Risk Personnel - COVID-19

Context: This Protocol is to be used to communicate the definition of and advice for High Risk Personnel as per Australian Government Guidelines.

Everybody is at risk of contracting COVID-19, so you need to protect yourself and others. High Risk Personnel are at greater risk of a more serious illness with COVID-19. It is the potential consequences that differentiate High Risk Personnel.

Application: Whilst this Protocol is written for personnel attending Batchfire Resource's places of business, "The Workplace," given the evolving COVID-19 pandemic, equally the communication has relevance for all individuals outside of working hours.

Who Are High Risk Personnel? * The Australian Government Department of Health advises that based upon available information to date, those at high-risk for severe illness from COVID-19 include:

- People aged 70 years and older
- People aged 65 years and older with chronic medical conditions which include:
 - Chronic renal failure
 - Coronary heart disease or congestive cardiac failure
 - Chronic lung disease (severe asthma (for which frequent medical consultations or the use of multiple medications is required), cystic fibrosis, bronchiectasis, suppurative lung disease, chronic obstructive pulmonary disease, chronic emphysema)
 - Poorly controlled diabetes
 - Poorly controlled hypertension
- Aboriginal and Torres Strait Island people over the age of 50
- Travellers returning to Australia
- Travellers from Interstate
- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised including cancer treatment (more detail at Australian Government website)**
- People of any age with severe obesity (body mass index [BMI] >40) or certain underlying medical conditions, particularly if not well controlled, such as those with diabetes, renal failure, or liver disease
- People who are pregnant should be monitored since they are known to be at risk with severe viral illness, however, to date, data on COVID-19 has not shown increased risk.

High Risk Personnel in The Workplace

- If you fall into one or more of these categories, you must let your supervisor or Manager know. **You do not need to disclose your condition.** Batchfire Resources would like to work with you to minimise potential exposure.
- Call your healthcare professional if you have concerns about COVID-19 and your underlying condition or if you are sick.
- For more information on steps you can take to protect yourself, refer to the Australian Government website.**
- Familiarise yourself with and comply with the COVID-19 Management Plan and Protocols.

Attachments

1. Protocol for High Risk Personnel – Audit Checklist 001

* The most recent update of recommendations on vulnerable people is available at the Australian Government website:

<https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-advice-to-national-cabinet-on-30-march-2020>

** 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>

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#advice-for-people-most-at-risk>

Attachment

P003 Protocol for High Risk Personnel - Audit Checklist 001

Inspection / Audit conducted	
Name of Auditor:	
Audit Date	
Area audited	

Protocol Requirements	YES	NO	NA
<p>Who Are High Risk Personnel? ** The Australian Government Department of Health advises that based upon available information to date, those at high-risk for severe illness from COVID-19 include:</p> <ul style="list-style-type: none"> • People aged 70 years and older • People aged 65 years and older with chronic medical conditions which include: <ul style="list-style-type: none"> ○ Chronic renal failure ○ Coronary heart disease or congestive cardia failure ○ Chronic lung disease (severe asthma (for which frequent medical consultants or the use of multiple medications is required), cystic fibrosis, bronchiectasis, suppurative lung disease, chronic obstructive pulmonary disease, chronic emphysema) ○ Poorly controlled diabetes ○ Poorly controlled hypertension • Aboriginal and Torres Strait Island people over the age of 50 • Travellers returning to Australia • Travellers from Interstate • People with chronic lung disease or moderate to severe asthma • People who have serious heart conditions • People who are immunocompromised including cancer treatment (more detail at Government website)* • People of any age with severe obesity (body mass index [BMI] >40) or certain underlying medical conditions, particularly if not well controlled, such as those with diabetes, renal failure, or liver disease • People who are pregnant should be monitored since they are known to be at risk with severe viral illness, however, to date, data on COVID-19 has not shown increased risk 			
<p>1. Have all employees in this category been identified?</p> <p>Reference evidence of individuals identified:</p>			
<p>2. Record of Discussion: Have identified personnel had a record of discussion regarding falling into the category of high risk personnel</p>			

Audit Findings		
Finding	Compliance / Non-Compliance / Opportunity for Improvement	Recommendations
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Auditor Sign off			
Name		Date:	