Management Plan
COVID-19

Rev	Date	Amendments	Authorised By
1.0	30/03/2020	New Document	RMT Lead
2.0	3/4/2020	Section 3,4,6,	RMT Lead
3.0	27/09/2020	Section 9: Communication	RMT Lead
4.0	17/11/2020	Slight modifications made in relation to COVID-19 – Relaxation of strict segregation and the impact on associated protocols for operational personnel WRAC – Facilitated 6 November 2020.	Manager Health, Safety & Training

1 CONTENTS

1   PURPOSE

The purpose of this Plan is to provide guidance for the preparation, management and control of the COVID-19 pandemic within the Batchfire Resources Pty Ltd (Batchfire) workplaces.

2   SCOPE

This COVID-19 Management Plan applies to all personnel attending Batchfire places of business "The Workplace". The information contained in this Plan is by no means exhaustive and is supported by Batchfire protocols and procedures and relies on guidance and direction from the Queensland and Australian governments.

The information in this plan was correct on the date of issue. Any government restrictions announced post publication of this document will be strictly adhered to.

3   DEFINITIONS

Word	Definition
Batchfire	Batchfire Resources Pty Ltd and subsidiary organisations
Close Contact	Defined as anyone who has had face-to-face contact with a confirmed case for a period more than 15 minutes, or those who have shared an enclosed space with a confirmed case for more than two hours or as may be updated at the Queensland Health Website.
Containment Room	A signed, contained and isolated room (not open plan) with immediate or adjacent access to a dedicated toilet, which shall also be contained upon use: one each at Callide (Southern) and Boundary Hill.
COVID-19	An infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
Government	Australian Government and/or Queensland Government
Protocols	Documented and authorised Batchfire wider protocols and procedures in place to assist with COVID-19 risk management and mitigation.
RMT	Response Management Team
The Workplace	Batchfire Resources places of business

4 RESPONSIBILITIES

Party	Responsibility
All Personnel	To work or carry out the activities in a way that does not expose themselves or other persons to an unacceptable level of risk: 1. Compliance with all COVID-19 Protocols in The Workplace. 2. Washing and sanitising hands regularly, avoid touching of the face and shaking of hands 3. Cleaning and disinfecting frequently touched objects e.g. mobile phone, communication equipment, workstations, crib tables, fridges, microwaves and kitchen areas. All personnel are to take ownership of the cleanliness of their work area and equipment. 4. Avoiding face to face meetings, in circumstances where there is a perceived risk of increased COVID-19 transmission (informed by QLD Chief Health Officer Public Health Directions) - make use of Video Conferencing, Skype or MS Teams meetings 5. Staying at home if unwell; informing your Supervisor or Manager and seeking medical attention 6. Avoiding close contact with people who are sick 7. Avoiding unnecessary travel: Australian Guidelines outline that All Australians should stay home unless: • shopping for essentials - food and necessary supplies; • medical or health care needs, including compassionate requirements; • exercise in compliance with the public gathering requirements; or • work and study if you can't work or learn remotely. 8. Complying with all Protocols put in place by Batchfire as well as any directive from the government 9. All personnel working at or interacting with The Workplace are reminded of their General Obligations under the CMS&H Act 1999 s33(1) and s39.

Party	Responsibility

Batchfire Responsibilities	Reducing the risk presented from COVID-19 in The Workplace:
	
	1. Publishing and reviewing COVID-19 Protocols for:
	    • Workplace Entry
	    • Social Distancing and Segregation
	    • High Risk Personnel
	    • Workplace Hygiene and Cleaning
	    • Isolation
	    • Communication and Education
	    • Travel and Accommodation
	2. Regularly reviewing the status of COVID-19 Alerts
	3. Keeping employees informed of risks in the workplace to enable them to take proactive measures

5 WHAT IS COVID-19?

COVID-19 is a respiratory illness caused by a new virus. Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. The COVID-19 is a new strain that has not been previously identified in humans.

If employees have not travelled from an area where COVID-19 is spreading or been in contact with an infected person, their risk of infection is low.

6 WHAT ARE THE SYMPTOMS?

Symptoms can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick, very quickly.

The symptoms for minimum criteria for testing are any person with a fever OR acute respiratory infection (e.g. shortness of breath or cough) with or without fever or as may be updated by the Government. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and death.

If any employees or visitors are experiencing any of the symptoms listed in Appendix A, COVID-19: Identifying the symptoms, they must not attend a Batchfire workplace, as the spreading of the COVID-19 in a confined communal area can progress very quickly. All employees have a duty of care for themselves and others. Employees must inform their immediate manager or supervisor of their symptoms. It is preferred that under this scenario that the employee has already self-isolated and the notification is completed via phone or email.

Additionally, if employees have any of the symptoms and satisfy the criteria below, they should seek medical assistance and get tested:

• have returned from overseas or interstate travel in the last 14 days;

• are a contact of a confirmed or probable COVID-19 case;

• believe they may have been in close contact with a person with a confirmed or probable case of COVID-19; or

• meet other criteria as updated by the Government.

7   INFECTIOUS PERIOD

The infectious period of COVID-19 remains unknown and begins well prior to the onset of symptoms. Cases are considered to pose a risk of onward transmission and require isolation until symptoms have subsided.

8   PROTOCOLS

The management of the COVID-19 risk is prescribed within the Protocols listed within this Management Plan as outlined under References.

Health and Government advice continues to evolve as more becomes known about COVID-19, its detection, symptoms, prevention and treatment. As such the COVID-19 Protocols are subject to ongoing review.

Protocols shall remain in place for the foreseeable future in The Workplace and for as long as the COVID-19 Pandemic persists.

9   COMMUNICATION

To avoid misinformation, any communication on COVID-19 will be discussed and reviewed by the Batchfire Resources COVID-19 Response Management Team Lead.

The Health, Safety and Training Department will maintain open lines of communication with relevant Government Departments, the Batchfire Appointed Medical Advisor, the RMT (where required) and all employees, contractors and visitors.

All queries relating to this Plan should be directed to the Health, Safety and Training Department by emailing:

CallideSafety@batchfire.com.au

10   PRIVACY

In the case of a Pandemic, the usual laws that protect privacy are overridden in the interests of public health. This means that if you believe you have been exposed to the virus or you have possible symptoms, you must disclose this under your duty of care obligations to your employer.

11   SUPPORT & PSYCHOLOGICAL WELLBEING

As the situation with the Coronavirus (COVID-19) unfolds, it is acknowledged that individuals may be experiencing feelings of stress and anxiety. These are normal and understandable reactions in situations of uncertainty and change. It's important to look out for signs of stress and anxiety and find ways to manage these effectively.

Avenues of support are:

- The Workplace Managers and Supervisors;
- EAP support via telephone

The Employee Assistance Provider (EAP), Converge, provides all employees and immediate family members access to highly professional and confidential counselling services. The EAP can be used to address issues of a work related or personal nature that may be impacting on health and wellbeing.

The phone service is 24hrs.

12 REFERENCES

12.1   Direct References

Document Number	Document Name
P001	Protocol for Entry
P002	Protocol for Social Distancing
P003	Protocol for High Risk Personnel
P004	Protocol for Workplace Hygiene and Cleaning
P005	Protocol for Isolation
P006	Protocol for Communication and Education
P007	Protocol for Travel and Accommodation

12.2   Australian and Queensland Government Guidelines and References

This Management Plan and supporting Protocols have been developed from Australian and Queensland Government Guidelines and References. These are listed within the relevant Protocols to which they apply. It is recognised that the management advice and direction provided by the Australian and Queensland Government alike is continuing to evolve at the time of authoring this Management Plan. As such the referencing within listed Protocols provides direction to website links which should be read and treated as live.