

BUSINESS CONTINUITY PLAN

**CORONAVIRUS
(COVID-19)**



Classification: Public

Last updated: 15 December 2021

Approval: Managing Director

Application: This document is relevant to all employees, contractors, visitors and clients of Reactive Generators Pty Ltd.

This document is live and is based on what is currently known about the coronavirus disease (COVID-19).

Workers of Reactive Generators Pty Ltd are exempt from Quarantine and Border Restrictions as the Organisation provides "Critical maintenance/repair to emergency infrastructure in Queensland" as "Specialist or Essential Workers".

Background

An outbreak of respiratory illness has been caused by a new (novel) coronavirus first identified in Wuhan, Hubei Province, China. Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. COVID-19 is a disease caused by a form of coronavirus.

There have been a number of confirmed cases of this strain of coronavirus in Australia to date, including in QLD and NSW. New variants known as Omicron and Delta are increasingly being detected also and their emergence is being closely monitored.

Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly. People with coronavirus may experience symptoms such as:

- fever
- respiratory symptoms
 - coughing
 - sore throat
 - shortness of breath.

Other symptoms can include runny nose, acute blocked nose (congestion), headache, muscle or joint pains, nausea, diarrhoea, vomiting, loss of sense of smell, altered sense of taste, loss of appetite and fatigue.

The World Health Organization has confirmed that the main driver of transmission is from symptomatic patients, through coughing or sneezing. Transmission by people without symptoms is possible, but rare.

Current Strategies

Reactive Generators Pty Ltd will actively encourage sick employees to stay home:

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever, free of any signs of a fever and any other ill symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Reactive Generators Pty Ltd employees should notify their manager and stay home if they are sick.
- If an employee has notified Reactive Generators Pty Ltd of any such symptoms, they shall be encouraged to attend the nearest COVID-19 testing centre. A negative result must be presented before return to work can be approved as per RGD013 Return to Work (RTW) Policy.
- We are making our sick leave policies flexible and consistent with public health guidance, in particular:
 - Office staff may be provided facilities and other benefits to work from home.
 - Field staff may be provided the opportunity to undertake duties from home.
- In the event key staff become isolated, we may engage contractor temporary staff to ensure minimal disruption to the provision of services.
- As part of making our Sick Leave Policy flexible, we may accept requests for leave without a healthcare provider's consent from employees who are sick with acute respiratory illness to validate their illness.
- Reactive Generators Pty Ltd will maintain flexible Policies that permit employees to stay home to care for a sick family member.

Current Strategies - continued

Reactive Generators Pty Ltd will facilitate a Healthy and Safe Workplace:

- Encouraging staff stay home when sick.
- Place posters that educate staff on cough and sneeze etiquette, and hand hygiene.
- Provide tissues and no-touch disposal receptacles for use by employees.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Provide face masks and monitor updates for usage as per Governments directions.
- Provide transport and or reimbursements for attendance to a local COVID -19 testing centre.

Routine environmental cleaning of our Workplaces and Service Vehicles:

- Reactive Generators Pty Ltd will ensure trained cleaners routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

Proactive Strategies

Reactive Generators Pty Ltd may implement additional Measures in response to Currently Occurring Sporadic Importations of the COVID-19:

- Employees who are well but who have a sick family member at home with COVID-19 shall notify their line manager and refer to relevant guidance for how to conduct a risk assessment of their potential exposure.
- If an employee is confirmed to have COVID-19, fellow employees have to be informed of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by relevant legislation. Employees exposed to a co-worker with confirmed COVID-19 should refer to relevant guidance for how to conduct a risk assessment of their potential exposure.
- Where practicable, Reactive Generators Pty Ltd will consider cancelling non- essential business travel per travel guidance on the Government's website.
- Travel restrictions may be enacted by other countries which may limit the ability of employees to return home if they become sick while on travel status.
- Consider cancelling large work-related meetings or events.
- We will prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness.
- We will monitor and respond to absenteeism at the workplace. Implement plans to continue essential business functions in case we experience higher than usual absenteeism.
- Cross-train personnel to perform essential functions so that the work place is able to operate even if key staff members are absent.

Proactive Strategies - continued

- Assess essential functions and the reliance that others and the community have on services or products. Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of operations if needed).
- As per the Australian Government's Department of Health Social Distancing guidelines our workers will.
- Wear appropriate PPE.
- Wear gloves prior to making contact with "high touch surfaces" such as fuel pumps.
- Where purchasing items avoid use of cash, instead use "tap and go". Following handling of any cash always clean hands with soap and water.
- Use your own pens at sign in locations, etc.
- Where sufficient PPE has not been provided, do not continue – contact your manager.
- When removing PPE such as gloves and masks use proper practices to avoid contamination.
- Wash hands frequently with soap and water or use alcohol-based hand sanitiser.
- Cover cough and sneeze, dispose of tissues, and use soap and water.
- Avoid contact with customers/clients (stay more than 1.5 metres from people, no handshaking).
- Regularly disinfect high touch surfaces/equipment.

Legal duties

Under the WHS Act 2011/OHS Act 2004, employers must, so far as is reasonably practicable:

- Provide and maintain a working environment that is safe and without risks to the health of employees and independent contractors.
- Provide such information, instruction, training or supervision to employees and independent contractors as is necessary to enable those persons to perform their work in a way that is safe and without risks to health.
- Monitor the health of employees of the employer.
- Monitor conditions at any workplace under the employer's management and control.
- Provide information concerning health and safety to employees, including (where appropriate) in languages other than English.
- Ensure that persons other than employees of the employer are not exposed to risks to their health or safety arising from the conduct of the undertaking of the employer.

Employees must:

- Take reasonable care for their own health and safety take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace.
- Co-operate with their employer with respect to any action taken by the employer to comply with a requirement imposed by or under the WHS Act 2011/OHS Act 2004.

**For up-to-date information and resources visit the
Australian Government Department of Health**

Find your nearest COVID-19 testing centre

