



REACTIVE GENERATORS

Coronavirus Disease 2019
Business Continuity Plan

Classification: Public

Last updated: 24 March 2020

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 2019 (COVID-19).

Workers of Reactive Generators Pty Ltd are exempt from Quarantine and Border Restrictions as the Organisation provides “Critical maintenance/repair to critical infrastructure in Queensland”.



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 (37.8° C or greater using an oral thermometer), signs of a fever, and any other 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 line manager and stay home if they are sick.
- 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 – communications/interactions with clients may take the form of Skype or teleconference meetings.
- In the event key staff become isolated, we may engage contract or 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.

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.

Routine environmental cleaning of our Workplaces:

- 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.

Further 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 workplace is able to operate even if key staff members are absent.
 - 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

Contact



Domestic
(07) 3710 8212
International
+61 07 3710 8212



Email
info@reactivegenerators.com.au



Website
www.reactivegenerators.com.au



ACN
606 165 548



QLD Electrical Contractors No.
83906



NSW Electrical Contractors No.
337 334C

