COVID-19 MANAGEMENT PLAN

Metropolitan Roads Program Alliance

COVID-19 Management Plan

Document Information

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Revision Control

Revision	Status	Date	Comment
A	Initial Draft	3/4/2020	Draft for Alliance review
B	Second Draft	7/4/2020	Revised to incorporate AMT comments and Worksafe draft guidelines
0	Issue for Use	8/4/2020	Issue to Alliance
1	Issue for Use	23/04/2020	Reviewed following mapping drill and release of MBV COVID19 Guidelines Rev 3
2	Issue for Use	15/06/2020	Revise for RTW with relaxed social distancing
3	Issue for Use	16/07/2020	Revised with MTIA LXRP COVID-19 Notification Template
4	Issue for Use	04/08/2020	Revised with Face Coverings/Masks, Temperature Testing and Mandatory Work Safe Reporting
5	Issue for Use	06/08/2020	Reviewed against COVID Safe Plan Template – minimal changes
6	Issue for Use	08/08/2020	Include High Risk COVIDSafe attachment
7	Issue for Use	21/08/2020	Update to Workplace Mapping
8	Issue for Use	31/08/20	Update Close Contact definition
9	Issue for Use	21/09/20	Include management of disruption risks, Contact Harald details
10	Issue for Use	28/09/2020	Updates due to Step 2 of the road map restrictions
11	Issue for Use	06/10/2020	Updates to COVID Marshal details Section 11
12	Issue for Use	04/11/2020	Incorporate Rev 8 of the BCIV guidelines, return to work guidelines updated, and rearrange order of information presented.
13	Issue for Use	24/11/2020	Amendment/relaxation to mask requirements in line with DOH advice
14	Issue for Use	17/12/2020	Amendment on mask/vehicles and Density Quotient
15	Issue for Use	11/01/2021	Amendment on masks
16	Issue for Use	22/03/2021	Include State QR codes, changes from Industry guidelines Rev 10 and 11
17	Issue for Use	03/09/2021	Inclusion of asymptomatic testing and various minor updates.
18	Issue for Use	18/09/2021	Inclusion of updates to Workplace Direction (No 43) & Vaccination Directions (No2)
19	Issue for Use	04/10/2021	Inclusion of updates to CHO Directions including Mandatory Vaccination Directions (No 5) & Workplace Additional Industry Obligations (No 48) and the Best Practices Standards V1
20	Issue for Use	24/11/2021	Inclusion of latest updates for 90% vax rate.
21	Issue for Use	01/12/2021	Update to temperature screening, Covid marshalls, comprehensive clean, mechanical and engineered ventilation
22	Issue for Use	10/01/2022	Update to reporting positive cases, Testing requirements and Update of the Incident Reporting Flowchart
23	Issue for Use	16/03/2022	Update to the latest Pandemic (Workplace) Order (No.6) as of 25/02/2022:
24	Issue for Use	05/05/2022	Review and update of plan to reflect latest Workplace Orders, Public Safety & Quarantine isolation & testing Orders as at 22nd April

Approval

Action	Name	Role	Signature
Document Author	Dean Riha	Alliance Manager	
Document Reviewer	Barbara Pitsos	Alliance Safety Manager	
Document Owner	Dean Riha	Alliance Manager	

The approved copy of this management plan and the entire Alliance Management System will be held in the Project Collaboration System and electronically distributed to the Project team and other relevant personnel.

Printed copies are considered uncontrolled documents and will not be allocated a copy number or issued amendments.

Contents

COVID-19 Management Plan

1.   Introduction

1.1   Plan Purpose

The Metropolitan Roads Program Alliance (MRPA) Program COVID-19 Management Plan has been developed as a part of the Metropolitan Road Program Alliance response to the COVID-19 pandemic currently affecting management and delivery of infrastructure projects across the broader community. The spread of the COVID-19 pandemic is affecting MRPA related works across our development program (normally managed from our Richmond office, Goodwood Street) and delivery of our Additional Works Packages (currently Evans Road, Cardinia Road, Clyde Road, South Gippsland Highway, Western Package level crossing removals and the Car Park for Commuter Program).

The Metropolitan Road Program Alliance is closely monitoring the spread of COVID-19 with our primary aim being to ensure the health, safety and wellbeing of our teams whilst delivering high quality and productive works on site and whilst working remotely where practical.

MRPA have been providing advice and information on a regular basis for staff and contractors.

MRPA recognises the increasing need to manage our workforce's exposure to the COVID-19 virus by setting clear guidelines for our people to follow. We will continue to monitor and manage this situation, placing appropriate preventative measures across the program so that all stakeholders including our employees, subcontractors, consultants, clients and the communities in which we work are kept safe and well.

This document outlines the expectations for containing and managing the impact of COVID-19 across the Alliance. These expectations are based on advice given by the Department of Health, Victorian Department of Health and Human Services, Building and Construction Industry of Victoria as well as participant parent organisations. The COVID-19 Management Plan is in line with the expectations of the most current COVID Safe Plan Template provided by the Victorian Department of Health and the Pandemic Orders issued by the Minister for Health.

It identifies matters to be considered at individual workplaces with regards to managing the spread of COVID-19. Further Fact Sheets from the Australian Government Department of Health are available online through the DHS website or through the Victorian Department of Health website.

The document also provides advice on mitigating the commercial risks of COVID-19.

2.   Reference Documents, Directions and Guidelines

This plan has been developed in accordance with state government directions and guidelines that are in place at the time of writing of this plan. The documents include the following:

- Public Health and Wellbeing Act (Vic), 2008;

- Public Health and Wellbeing Regulations, 2019;

- Victoria's pandemic management framework

- Victorian Building and Construction Agreed Industry COVID-19 Guidelines;

- Pandemic Order Register;

- Pandemic (Workplace) Order;

- Pandemic (Additional Industry Obligations) Order;

- Pandemic (Movement and Gathering) Order;

- Pandemic COVID-19 Mandatory Vaccination (General Workers) Order;

- Pandemic COVID-19 Mandatory Vaccination (Specified Workers) Order;

- Pandemic COVID-19 Mandatory Vaccination (Specified Facilities) Order; and

- Pandemic (Quarantine Isolation and Testing) Order.

3. Information updates and Management

3.1 MRPA COVID-19

To manage the threat of COVID-19, the MRPA Alliance Management Team (AMT) members initially met three times a week. The group addressed the evolving issues and challenges as a result of COVID-19 and worked to reduce existing contamination hazards within the project and implement protocols to improve resilience to COVID-19. Meeting intervals have since been revised as the conditions and the risks of the pandemic change.

A COVID-19 working group was established and to meet as required to discuss any suspected or positive COVID-19 cases, and any government directions and their implications. At this time a Covid-19 working group is currently not activated due to the current requirements and impact.

The AMT and the COVID-19 working group, in consultation with the Alliance partners shall continue to monitor current information relating to COVID-19 utilising information supplied by the Department of Health, Victorian Department of Health and Human Services, Chief Health Officer (CHO) Directions, Pandemic Orders, National Coronavirus Hotline and other relevant health advice. Relevant information will be conveyed to the wider alliance team by the Alliance Manager or delegate.

3.1.1 Federal government application

This is no longer being used, however for reference the below information was conveyed to Alliance personnel.

If you wish to use these resources you will need to:

1. Download WhatsApp onto your phone;

2. Add the government's WhatsApp number into your WhatsApp contacts. The number is +61 400 253 787;

3. Send the WhatsApp account a message;

4. You will receive a message back; and

5. Follow the instructions to get the information you need.
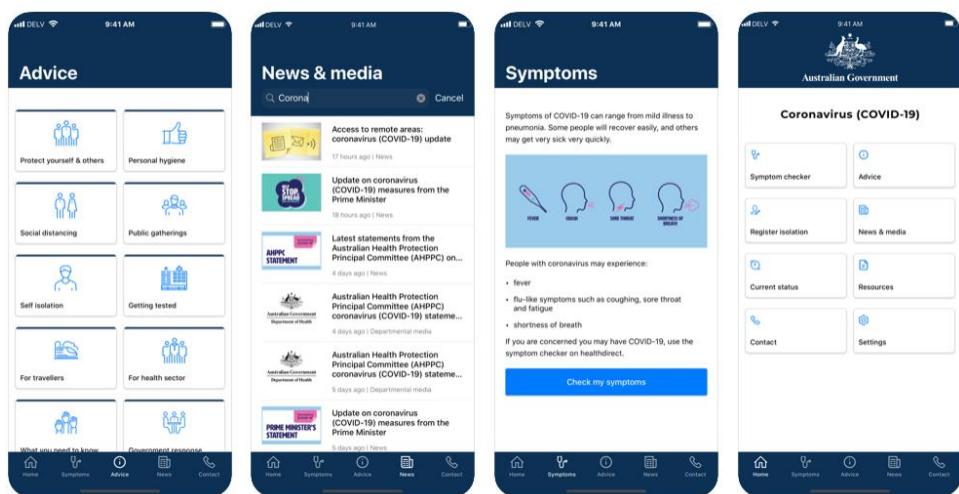
3.2 Rapid Industry Group

A COVID-19 Taskforce was established by the Victoria Government to oversee the resources and response capability of the Building and Construction Industry in response to the current health crisis. At this time the Rapid Industry Group is not enacting this role however where circumstances change the group may be re-established. As reference the Taskforce comprised of representatives from:

- Victorian Department of Health and Human Services (DHHS) – renamed as Victorian Department of Health in Feb 2021;

- WorkSafe Victoria;

- Victorian Building Authority (VBA);

- Department of Premier and Cabinet (DPC); and

- Chair of Victorian Building Industry Disputes Panel.

A dedicated Industry Liaison Role has been established to be the authoritative single point of contact to provide rapid guidance to industry parties for clarification or explanation of these industry guidelines. This role is expected to be phased out as restrictions are eased.

If further clarification or explanation is required, the Victorian Government Hotline should be contacted on 1800 675 398, then select option 5.

The 1800 number is linked to a specialist team at the Victorian Building Authority who will provide assistance and advice. The team is operating under the auspices and guidance of the Task Force and Industry Liaison Role. On site assistance may be made available to address specific situations if required.

As at 19th November 2021 there is currently no requirement or obligation to notify the nominated Industry Liaison Officer, Michael Paynter of positive COVID cases. However in the event that this changes the appointed liaison officer or other such individual as appointed shall be notified of positives cases within the workplace.

Michael Paynter

Industry Liaison Officer

Building and Construction Industry

Department of Health and Human Services

m. 0418268555

e. michael.paynter@dhhs.vic.gov.au

COVID-19 Management Plan

4. Management System

The table below shows the Management Systems documents developed in response to the COVID-19 pandemic. Some of these documents may be used as tools to consult and communicate the requirements of this plan;

Document Name	Purpose
Workplace Risk Assessment (WRA)	Global level risk assessment demonstrating system and HIRAC controls to be implemented across the Alliance.
Office Shutdown Inspection Checklist	Checklist for ensuring the requirement for shutdown as per the Shutdown Plan are met and necessary that the site shutdowns to manage an outbreak
Working from home application short-form	To formalise employee working from home, each parent organisation has their own version to be submitted to parent HR rep.
Alliance Working Remotely Register	Register to identify location of Alliance staff on any particular day.
Alliance Welfare	List of reporting lines to monitor the welfare of team members.
Staff Monitor Register	To monitor the IT equipment being taken home.
SWMS (Various)	Safe work method statements providing information and instruction to operational work crews conducting high risk work activities – copies to be made available on site and the 'Junction'.
COVID 19 Inspection Checklist	Daily work task review of implemented site controls and social distancing requirements completed by nominated COVID-19 champions (located on Salesforce)
Daily Pre-Start	Daily safety consultation, which may include COVID-19 related instruction or updates. Includes declaration of health and travel circumstances.
Site, short service, delivery and visitor inductions	Explain site rules and requirements as they related to COVID-19. Include declaration of health and travel circumstances.
Toolbox	Regular safety focused discussions on COVID–19 / displayed on safety noticeboards. Includes updates on latest advice, consultation and site requirements
Contingency Plan	Contingency plan to assist the response and mapping process of a positive COVID-19 case
MTIA LXRP COVID-19 Notification Template	This template is to be used as a flash notice to communicate early details of a COVID positive event across LXRP
Department of Health Guidance	As per the Victorian Department of Health workplace guidance for managing suspected and confirmed cases, employers
MRPA Guideline Temperature Testing	Temperature testing is not required as per previous updates to the Pandemic Orders however where necessary the below was undertaken: The MRPA Thermal Temperature Readings Guideline provides an overview of; • thermal temperature testing requirements • temperature testing process flow • steps the MRPA, Colbrow Medic contractors and potential other predetermined MRPA employees/testers are to take immediately following a temperature reading
Preventing infection in the workplace (DOH)	This guide provides advice on cleaning and disinfecting for facilities or workplaces after an employee, resident or visitor* has been diagnosed with COVID-19.
COVID-19 Response Plan	COVID-19 Response Plan details procedures to be undertaken in the event of a suspected or positive case of COVID-19 at an MRPA site.

5. Current COVID-19 Work Practices

5.1 Taking responsibility

Maintaining high levels of awareness and hygiene is crucial for everyone. Please follow these simple guidelines:

ARE YOU EXPERIENCING COVID-19 SYMPTOMS?
- DO NOT COME TO WORK OR LEAVE THE SITE IMMEDIATELY.
- NOTIFY YOUR DIRECT MANAGER BY PHONE.
- CALL THE NATIONAL CORONAVIRUS HOTLINE 1800-020-080 FOR ADVICE OR YOUR MEDICAL PRACTITIONER.
- IF YOU ARE NOT SENT FOR TESTING, STAY AT HOME UNTIL YOU ARE RECOVERED AND THEN RETURN TO WORK.
  - POSITIVE (SEE ABOVE 'HAVE YOU CONTRACTED COVID-19')

HAVE YOU RECENTLY ARRIVED INTO THE COUNTRY FROM OVERSEAS?
- DO NOT COME TO WORK. SELF-ISOLATE AS PER DEPARTMENT OF HEALTH GUIDELINES.
- IF YOU BEGIN TO SHOW SIGNS OF SYMPTOMS OF COVID-19, CALL THE NATIONAL CORONAVIRUS HELPLINE 1800-020-080 FOR ADVICE OR YOUR MEDICAL PRACTITIONER.
- IF YOU ARE SENT FOR TESTING, REMAIN AT HOME IN SELF-ISOLATION UNTIL YOUR TEST RESULTS ARE RECEIVED.
  - NEGATIVE: FOLLOW ANY INSTRUCTIONS FROM YOU MEDICAL PRACTITIONER AND SEE OUT REMAINDER OF ANY SELF-ISOLATION PERIOD AND THEN RETURN TO WORK.

HAVE YOU HAD 'CLOSE CONTACT' WITH SOMEONE WHO IS A CONFIRMED CASE OF COVID-19?
- DO NOT COME TO WORK. IF NOT A HOUSEHOLD CONTACT, UNDERTAKE PCR TEST AND SELF-ISOLATE UNTIL NEGATIVE RESULT. IF HOUSEHOLD CONTACT, UNDERTAKE PCR TEST, SELF-ISOLATE FOR 7 DAYS (FULLY VACCINATED) OR 14 DAYS (UNVACCINATED).
- NOTIFY YOUR DIRECT MANAGER BY PHONE.
- IF YOU ARE NOT SENT FOR TESTING, STAY AT HOME UNTIL YOU ARE RECOVERED AND YOUR SELF-ISOLATION PERIOD HAS EXPIRED AND THEN RETURN TO WORK.

HAVE YOU BEEN SENT FOR A COVID-19 TEST?
- IF YOU ARE SENT FOR TESTING, REMAIN AT HOME IN SELF-ISOLATION UNTIL YOUR TEST RESULTS ARE RECEIVED.
  - NEGATIVE: SEND A SCREENSHOT OF YOUR NOTIFICATION OF CLEARANCE FROM COVID-19 TO YOUR HR CONTACT. RETURN TO WORK ONCE CLEARANCE FROM COVID IS GIVEN AND YOU HAVE RECOVERED FROM ANY ILLNESS YOU MAY HAVE HAD.
  - POSITIVE (SEE ABOVE 'HAVE YOU CONTRACTED COVID-19')

MANAGERS, HAS SOMEONE IN YOUR TEAM BEEN SENT FOR A COVID-19 TEST?
- NOTIFY HR THAT SOMEONE IN YOUR TEAM IS BEING SENT FOR A COVID-19 TEST.
- COMMUNICATE WITH YOUR TEAM. LET THEM KNOW THAT A TEAM MEMBER IS CURRENTLY BEING TESTED. TEAMS WILL CONTINUE TO WORK AND MAKE NECESSARY ADJUSTMENTS TO TEAM STRUCTURE/ACTIVITIES WHILST AWAITING TEST RESULTS.
- MAKE SURE THAT ANY PLANT, EQUIPMENT, SHARED FACILITIES ETC. (E.G. HAND TOOLS, TOILETS, SHARED VEHICLES, PHOTOCOPIES, LUNCH FACILITIES) ARE CLEANED AS PER THE CLEANING GUIDELINES OR PLANT & EQUIPMENT CLEANING GUIDELINES. PPE (GLOVES, MASKS, EYE PROTECTION) MUST BE WORN WHILST CLEANING THE PLANT, EQUIPMENT OR FACILITIES.
- MANAGER IS TO CONTACT HR MANAGER & SAFETY MANAGER TO NOTIFY. SAFETY MANAGER TO NOTIFY WORKSAFE VICTORIA OF NOTIFIABLE COVID-19 INCIDENT (13 23 60). PROTOCOLS FOR CONFIRMED COVID-19 CASE COMMENCE. WORKGROUP TO BE NOTIFIED BY MANAGEMENT OF POSITIVE CASE. CLOSE CONTACT CASES TO BE IDENTIFIED AND NOTIFIED BY DHHS AND FURTHER COVID-19 TESTING TO BE CONDUCTED IN LINE WITH DHHS DIRECTION OR VIA ADVICE FROM NATIONAL CORONAVIRUS HOTLINE 1800-020-080. OTHER CONTACTS WILL BE NOTIFIED BY THE WORKPLACE. THE CONTACT WILL BE ASSESSED ON A CASE BY CASE BASIS AND ADVICE SOUGHT FROM THE DHHS. IF SYMPTOMS DEVELOP, IMMEDIATELY NOTIFY MANAGER AND FOLLOW FLOWCHART FOR "ARE YOU EXPERIENCING SYMPTOMS?"

HAVE YOU CONTRACTED COVID-19?
- DO NOT COME TO WORK.
- NOTIFY YOUR DIRECT MANAGER BY PHONE AND PROVIDE WRITTEN CONFIRMATION THAT YOU HAVE CONTRACTED COVID-19. THIS MAY INCLUDE SENDING A SCREENSHOT OF NOTIFICATION RECEIVED.
- FOLLOW INSTRUCTIONS FROM YOUR MEDICAL PRACTITIONER AND ALL ADVICE PROVIDED BY THE DEPARTMENT OF HEALTH.
- REMAIN AT HOME IN SELF-ISOLATION UNTIL RECOVERED AND CLEARED BY DHHS TO RETURN TO WORK.
- PROVIDE YOUR DIRECT MANAGER WITH WRITTEN CONFIRMATION THAT YOU ARE FIT TO RETURN TO WORK.

NOTES

ADVICE FROM THE DEPARTMENT OF HEALTH & HUMAN SERVICES TO BE ADHERED TO AT ALL TIMES.

WWW.DHHS.VIC.GOV.AU/CORONAVIRUS

WRITTEN CONFIRMATION OF THE REQUIREMENT TO SELF-ISOLATE I.E. TRAVEL ITINERARY, MEDICAL CERTIFICATES MAY BE REQUIRED. SPEAK TO YOU DIRECT MANAGER.

CLOSE CONTACT IS:

*SOMEONE WHO HAS HAD FACE TO FACE CONTACT OR SPENT TIME IN A CLOSED SPACE WITH SOMEONE WHO HAS CORONAVIRUS (COVID-19) WHILE THEY WERE INFECTIOUS.

*SOMEONE WHO HAS BEEN IN AN OUTBREAK OR OTHER SETTING WHERE THERE IS A HIGHER RISK OF TRANSMISSION OF CORONAVIRUS (COVID-19)

OTHER CONTACTS:

OTHER CONTACTS IN THE WORKSPACE WHICH DO NOT MEET THE CLOSE CONTACT DEFINITION, MAY BE ASSESSED ON A CASE BY CASE BASIS BY DHHS TO DETERMINE WHETHER COVID-19 TESTING IS REQUIRED.

WHEN IS A WORKSAFE VICTORIA NOTIFICATION REQUIRED?

EMPLOYERS AND SELF-EMPLOYED PERSONS, WITH MANAGEMENT OR CONTROL OF A WORKPLACE MUST NOTIFY WORKSAFE IMMEDIATELY AFTER BECOMING AWARE THAT:

1. AN EMPLOYEE, INDEPENDENT CONTRACTOR, EMPLOYEE OF THE INDEPENDENT CONTRACTOR OR SELF-EMPLOYED PERSON HAS RECEIVED A CONFIRMED DIAGNOSIS OF CORONAVIRUS (COVID-19) AND;

2. THE EMPLOYEE, INDEPENDENT CONTRACTOR, EMPLOYEE OF THE INDEPENDENT CONTRACTOR OR SELF-EMPLOYED PERSON HAS ATTENDED THE WORKPLACE WITHIN THE RELEVANT INFECTION PERIOD.

What is coronavirus?

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The main driver of transmission of COVID-19 is from symptomatic patients, through coughing or sneezing.

Transmission by people without symptoms, and via contact with surfaces that have been touched by an infected person, though less common, is also possible.

What should I do if I feel unwell?

For those people who are no longer working remotely, if you start to feel unwell DO NOT come into work. Notify your line manager and HR. If you are at work and start to feel unwell, notify your line manager and HR and go home immediately. Whilst you are at home – follow the Department of Health Guidelines. If you have any symptoms of COVID-19 you should undertake further PCR testing or a Rapid Antigen Test (RAT) to determine if you have the virus.

I'm required on site, who should I tell if I'm unwell?

If you are feeling unwell and need to stay home for ANY reason or if you are already working from home and feel unwell:

- Inform your line manager and our Alliance HR team (Matt Inkster, or other representative) so we can take necessary steps to ensure everybody's wellbeing whilst away from their normal place of work;

- Your line manager should keep in regular contact with you whilst working from home or whilst being away from work – your wellbeing is important to us;

- Keep in mind our primary purpose of allowing people to return to work in a controlled manner after been unwell is to prioritise the health and wellbeing of our entire team. We have a significant pipeline of works in front of us and we want everyone working, wherever it is safe to do so; and

- If you are worried call the health line on 1800 022 222.

Always remember and apply these standard hygiene measures:

- Hand hygiene – wash hands regularly with soap and water, and/or use hand sanitiser;

- Staying at home when you are sick;

- Coughing and sneezing into a tissue or your elbow and then performing hand hygiene; and

- Cleaning surfaces regularly.

In addition, at this time limit any hand-to-hand contact.

I'm required on site, however I'm concerned as I have a pre-existing medical condition that puts me in the high risk group. What should I do?

Please contact your direct manager and/or your HR representative to discuss your medical condition and concerns and seek advice about potential alternative working arrangements. This also applies to individuals who may be caring for someone at home who is considered vulnerable.

MRPA is following the direction from the Department of Health with respect to those that are considered vulnerable or most at risk of serious infection. They are:

- People with compromised immune systems i.e. respiratory issues;

- Elderly people;

- Aboriginal and Torres Strait Islander peoples (as they have higher rates of chronic illness); and

- People with chronic medical condition.

I'm concerned that one of my work colleagues is showing COVID-19 symptoms. What should I do?

We ask that you stay calm, be respectful and raise it with your direct manager or HR representative. If you feel that you need to talk to someone else, please speak to Matt Inkster or a HR representative. Do not take it upon yourself to police the workplace.

5.2   Employee Responsibilities

Employees are expected to:

- Remain vigilant, fully adopt promoted personal hygiene and "Social Distancing" practices and quickly adapt to expected rapidly changing management protocols;

- Conduct individual risk assessments at home and at work regarding their personal circumstances and what they need to do to mitigate the impact of being exposed to the COVID-19;

- Demonstrate commitment to self, family, team, organisation and community through being proactive and responsive;

- Advise their Employer and place of work if COVID positive; and

- Comply with the obligations of this Management Plan and the Pandemic Orders directed by the Minister for Health.

Should a worker exhibit any symptoms associated with COVID-19, they must initially undertake a Rapid Antigen Test (RAT) or in the absence of and access to a RAT test, should undertake a PCR test at their nearest testing facility. The current advice is to get tested if you show any symptoms of coronavirus.   Refer to the Victorian Department of Health website for further information https://www.coronavirus.vic.gov.au/getting-tested   .

With regards to meetings, gatherings and training sessions:

- Think meetings via video conferencing (Skype, Team Meetings etc) first. Note, all meetings should include a link to allow for video conferencing;

- Challenge if the meeting is necessary;

- Challenge who should attend;

- Challenge duration;

- Check in with your training provider to see what's possible online;

- International visitors must meet any current Australian Government and Victorian Government isolation requirements until a point in time when Government restrictions are relaxed;

- Interstate visitors should continue to follow Victorian Department of Health guidelines before attending MRPA;

- Non-essential visitors should not attend sites;

- External gatherings in accordance with State government restrictions will be permitted as long as physical and social distancing measures are followed;

- All employees, including field staff should maintain a distance of 1.5m from other employees where practicable. This includes during pre-start and toolbox meetings and also inside office buildings;

- Prestart to be conducted in an open area where practical, whilst maintaining the 1.5m separation to other personnel;

- Consider running multiple smaller pre-start meetings where space limitations exist;

More details with regard to working on project sites can be found in the below sections. From a practical point of view, we all need to remain vigilant about personal hygiene to prevent illness. Recommended actions for all workers, as a minimum include:

- Wash hands frequently and carry hand sanitizer for use when soap and water are not readily available;

- Avoid touching the face area and keep some distance from people who are not well;

- Seek medical attention if you develop symptoms, especially fever or shortness of breath;

- Do not come to work if you are showing signs of any recognised COVID-19 symptoms;

- Regularly wash surfaces that are frequently touched such as door handles, light switches, kitchen and bathroom areas;

- Establish "Social Distancing" and consider wearing of masks where distancing may be compromised;

- Avoid shaking hands and body to body contact; and

- Do not attend work if you are unwell or considered to be at critical risk due to medical circumstances.

NOTE: The above applies to all MRPA personnel including consultants, subcontractors, etc whilst working on MRPA sites.

Every member of MRPA is responsible for keeping up-to-date on the impact of COVID-19. Information from the Australian Government is included on the Victorian Department of Health website.

Employees can find further information on the Coronavirus through their parent company SharePoint sites or from the Government sites listed below:

The Australian Government Department of Health web site: https://www.health.gov.au/news/health-alerts

The Victorian Government Department of Heath website: https://www.health.vic.gov.au/covid-19/coronavirus-covid-19

The World Health Organisation website: https://www.who.int/health-topics/coronavirus

Coronavirus Hotline: 1800 675 398

Coronavirus Health Information Line: 1800 020 080

Additional support available includes EAP, Beyond Blue, Lifeline, and other support programs.

5.2.1   Additional Training for Selected Roles on Site

In addition to the previously mentioned requirements the following training as well as the evidence required to validate this training is required to be completed for each of the nominated workgroups.

Role	Training Needs	Evidence required	Plan Reference
Security guard for gates	. Inducted to site – full induction . Inducted into the COVID19 Management Plan . Inducted into the Thermal Temp Readings Guideline (where applicable) . Inducted into the Vaccination Verification Guideline . QR code management	. Has copy of the plans available during work activities . A sign on sheet demonstrating that the role has been inducted into the plans	. COVID19 Management Plan COVID19 Management Plan . Guideline – Thermal Temperature Readings . Guideline- COVID-19 VACCINATION VERIFICATION
COLMED Medics or anyone conducting temp testing (where applicable)	. Inducted to site – full induction . Screening competency as per plan . Inducted into the COVID19 Management Plan . Inducted into the Thermal Temp Readings Guideline . QR code management . HLTINFCOVOO1 - Comply with infection prevention and control policies and procedures OR similar (i.e. complete infection control training and competency through a clinical governance program or government provided training) . Minimum current Provide Advanced First Aid Certificate (HLTAID006) or equivalent . · Minimum current Provide Advanced Resuscitation Certificate (HLTAID007) or equivalent . Induction into the user guide of the equipment used	. Has copy of the plans available during work activities . A sign on sheet demonstrating that the role/person has been inducted into the plans	. COVID19 Management Plan . Guideline – Thermal Temperature Readings
COVID Marshalls (where applicable)	. Inducted to site – full induction . Inducted into the COVID19 Management Plan . Identified and Rostered for all shifts . Inducted into the Thermal Temp Readings Guideline (when applicable) . Inducted into the routine COVID19 inspection . Formal training – either Victorian Department of Health - Infection Control Training - COVID 19 (online) OR - HLTINFCOVOO1 - Comply with infection prevention and control policies and procedures (via training team – which is the temp testing training) . First Aid Level 2 . Inducted into the Vaccination Verification Guideline	. Has copy of the plans available during work activities . A sign on sheet demonstrating that the role/person has been inducted into the plans . Training recorded on PDP	. COVID19 Management Plan . Guideline – Thermal Temperature Readings . Guideline- COVID-19 VACCINATION VERIFICATION
Cleaners (all)	. Inducted to site – full induction . Formal training – either Victorian Department of Health - Infection Control Training - COVID 19 (online) **OR** – HLTINFCOVOO1 - Comply with infection prevention and control policies and procedures (via training team) . Inducted into the 'How to Clean and Disinfect Procedure' . **Is signed onto a SWMS specific to the task + SDS**	. Has copy of the plans available during work activities . A sign on sheet demonstrating that the role/person has been inducted into the plans . Training recorded on PDP . SWMS copy available and signed	. COVID19 Management Plan . SWMS and SDS

5.3   CALD Groups

During site induction requirements, inductors will prompt inductees to disclose a need for translated information from people from culturally and linguistically diverse (CALD) backgrounds

Coronavirus (COVID-19) translated information for people from culturally and linguistically diverse backgrounds will be accessed and made available for CALD groups via Victorian Department of Health https://www.coronavirus.vic.gov.au/translated-information-about-coronavirus-covid-19.

5.4   Workplace Design

All employees have the right to access safe facilities whilst at work.

A guide for employers, Preparing for a pandemic, which includes some guidance around workplace design can be accessed from the WorkSafe website (https://content.api.worksafe.vic.gov.au/sites/default/files/2021-07/ISBN-Preparing-pandemic-guide-employers-2021-07.pdf).   This Management Plan incorporates the recommendations of the WorkSafe guideline.

5.4.1   Office

All employees are encouraged to follow the advice of the Australian Government and local State Government requirements. Work from home remains available as an alternative to attending the office in accordance with State requirements and the flexibility framework of the alliance. Please discuss your circumstances with your line manager.

For those working in a MRPA project office, social distancing standards are required to be maintained. It is also the responsibility of the employee working on site to ensure their site desk and surrounding area is cleaned daily. All unnecessary items need to be removed from desks to allow for the cleaners access to desk surfaces.

When conducting a physical meeting all items should be removed from tables to allow for a thorough clean of the room.

Deliveries are to be controlled at reception areas.

5.4.2   Hot Desks

The use of hot desks shall be controlled in a manner that allows for use by different personnel. Common mouse, keyboards shall be removed from hot desks to limit potential for shared tools. Disinfectant wipes shall be made available for personnel to sanitise desks before and after use. Common surfaces are cleaned nightly but it is the responsibility of each individual using a hot desk to conduct an additional clean before and after use to further mitigate the risk of spreading coronavirus.

5.4.3   Field - Site

MRPA currently maintains active site locations for both staff and workforce at the following locations:

1. Clyde Road Level Crossing

2. Western Packages (including Robinsons Road and Fitzgerald Road Level Crossing)

3. Carpark program as required to deliver approved works.

4. Camms Road Level Crossing

5. Goodwood Street, Richmond (office only)

5.4.4   Cribs and Construction Site Kitchens

In line with the Victorian Government Pandemic Orders and the Best Practice Standards a number of measures should be considered within crib huts and site kitchens before being used for eating and drinking.

Where practical, workers should consider having meal or other breaks outside, while maintaining physical distancing from others.

Crib huts and onsite kitchens should consider;

- Adequate air movement (ventilation) with fresh air. Crib rooms should include increase natural ventilation which can be achieved by:

    a) Opening doors and windows allowing fresh air from outside. This should especially be on opposing walls, to allow air to flow through the space; and

    b) Allowing natural ventilation from open wall faces, doors and windows.

Meal rooms with a dishwasher should use cycles that wash using a detergent. Alternatively, staff may bring their own crockery/cutlery.

Disinfectant wipes used in kitchen and eating areas should be compliant with food safety requirements.

Alcohol-based hand sanitiser are available throughout the meal area for workers to perform hand hygiene before and after breaks as they enter and exit break rooms.

It is preferred that workers do not move between crib huts during meal breaks.

Chairs should be allocated to specific tables. Where possible, tables and their allocated chairs should be a minimum of 1.5 metres apart. Tables and other frequently touched surfaces should be made of non-porous material that can be cleaned using a neutral detergent and/or a disinfectant solution or 2 in 1 wipes. Detergent/disinfectant solution should be available for staff to use before and after sitting at the break room table.

Note: Density Quotients no longer required unless new pandemic orders are issued

5.4.5   Office Kitchen

Office kitchens should follow the same philosophy as crib huts and onsite kitchens.

Benches, fridge handles and microwave controls are to be cleaned with anti-bacterial regularly.

Wash/sanitise your hands prior to preparing and eating food.

Staff are encouraged to spread out in accordance with "Social Distancing" practices whilst eating. Furniture shall be established in a way that promotes this.

Place all food waste in the bins and clean up after yourself.

Shared utensils, coffee mugs, plates etc to be placed in dishwashers after use and washed thoroughly each night. Common surfaces to be kept clean and cleaned nightly.

Note: Density Quotients no longer required unless new pandemic orders are issued.

5.4.6   Undercover areas

Regard should be given to ensuring appropriate undercover areas are provided for times of inclement weather. For example, our projects sites all have large undercover areas that will allow for a sufficient number of people to be housed undercover whilst maintaining social distancing.

5.4.7   Toilet and Amenities

Soap dispensers and anti-bacterial sprays are in the toilet facilities.

Signs displaying correct hand washing practices are placed around sites and offices.

Shower cleaning disinfectant shall be placed in showers for those individuals that require to shower at work. Showers shall be cleaned nightly by the office cleaners. Additional cleaning by individuals can be undertaken as required with supled shower cleaner. Personal towels should not be stored in bathrooms.

5.4.8   Change Rooms

Adequate facilities (showers and / or change rooms) shall be made available at fixed sites to facilitate any personnel wanting to change work clothes before being worn on site or before leaving site and frequenting a public location or interacting with family.

Signs should display and record cleaning details conducted regularly.

5.4.9   Site cleaning

To support the sites hygiene maintenance, increased and targeted cleaning is occurring with scheduled hospital grade cleaning being conducted across the program. Cleaning and disinfecting of surfaces is to be conducted using cleaning products as per the DOH guidelines, preventing infection in the workplace.

A checklist for each individual room, plant and/or facility at the site is required to be filled out following the cleaning of this area to document the frequency and detail of each clean.

5.4.10 Common use equipment

Vehicles

Vehicles utilised on the work site will be allocated to individual employees and a nominated passenger (where vehicle is dual cab) as a preference to providing pool vehicles.

Regular cleaning of pool vehicles will be implemented for all pool vehicles.

Both the entering and exiting drivers are responsible for wiping down and disinfecting the vehicle prior to handing the keys back.

A cleaning log sheet detailing the cleaning procedure, who has travelled in each vehicle and what time the cleaning and travelling has occurred is required to be filled out as employees enter/disembark from shared vehicles.

Regarding the use of vehicles; there is no longer any restriction on the number of persons occupying vehicles when travelling at work. However, as physical distancing cannot be achieved, face masks are recommended unless travelling alone.

When workplace directions stipulate restrictions to carpooling these restrictions shall take precedence.

Communal / shared tools

Where possible, hand tools should be provided to each individual employee and not shared. Similarly, UHF radios shall also be provided to individual employee and not generally shared.

Where common tools cannot be allocated to an individual employee, cleaning products will be made available to wipe tools down after use by each employee. Hand sanitiser shall also be provided nearby for the employee.

Sites should utilise the new contactless pre-start sign on process wherever possible to limit potential for spread of COVID-19.

When completing forms, checklists etc. personnel should utilise their own personal pen and not share others.

Shared iPads

The sharing of iPads shall be avoided where practical. In circumstances where a screen or iPad is shared, such as for induction purposes, users must sanitise hands prior and after use and wipe down the screen using an antibacterial agent.

5.5   PPE

PPE is one mitigation that has been recommended by various sources to support our employees. PPE is the lowest form of control and shall only be used where higher-level controls are not reasonably practicable or in combination of.

The following PPE is recommended for all employees on sites:

1. Gloves: it is standard site policy that employees are required to wear gloves on site each day when conducting manual handling activities;

2. Masks: Masks must be worn when Pandemic Order's require. In the event that an employee was suffering from COVID-19 symptoms, a disposable face mask will be provided to employees to wear while exiting the workplace and travelling home. Masks are required to be carried at all times. Refer section 5.8 below for detailed information about masks / face coverings;

3. Where distancing measures cannot be implemented; face masks, goggles and gloves are strongly recommended; and

4. PPE from symptomatic personal or suspected to be contaminated must be disposed of in a biohazard waste bin. These shall be located in the first aid room or the temperature testing shed.

Adequate PPE shall be made available in case of need. This information and the safe use of PPE will tool boxed as required to workers.   Workers should use only their own PPE and not share PPE from other workers unless equipment has been disinfected/cleaned.

Training for PPE requirements including face coverings shall be in the form of routine communication to the workforce via:

- Safety bulletins, alerts;

- Induction's; and

- Toolbox's.

Training shall include the information captured in the Face Covering Guideline MRPA. In addition, nominated persons on site shall be trained in either DOH - Infection Control Training - COVID 19 OR - HLTINFCOVOO1 - Comply with infection prevention and control policies and procedures. The requirement for training will sit primarily with either the nominated site MRPA thermal tester or where relevant the COVID19 Marshall.

5.6   Face Coverings and Masks

Face covering types shall be worn as per the Face Covering Guideline MRPA. The term face covering includes Face Masks (a fitted face mask that covers the nose and mouth to provide the wearer protection against infection (but does not include a face shield)) only. When required by State Pandemic Order, when physical distancing cannot be maintained or when SWMS / work procedures require use, a face covering should be worn to cover both your nose and mouth. Face coverings will be worn in line with Victorian Department of Health and Government advice.

For the purposes of construction works:

- Masks must be carried at all times; and

- Strongly recommended in plant and vehicles that are shared at the same time or in the same shift; (noting social distancing in plant is recommended and all plant must wiped down after use and recorded on a log).

Exceptions remain such as a medical condition or if wearing a face covering creates a risk to the person related to their work, as determined through OH&S guidelines. This also applies for plant and vehicle operators on site.

Face masks include respiratory N95/ P2 masks, cloth masks and single use face masks (commonly known as surgical masks).

There are also other types of facial covers such as face shields, bandanas, scarves and fish tubes. These are not permitted to be worn for safety reasons and where other forms of face coverings are available, and when the Pandemic Order's require masks to be worn.

Training in the selection, use and disposal of face masks and coverings will be provide to the MRPA workforce through communications avenues such as Pathways or Site Toolboxes and Pre Starts. The following table represents the type of face coverings and face masks that are to be adopted on MRPA.

Type of Mask	Properties	Use Frequency	Cleaning Frequency	Lifespan	Application Advice
Face (surgical)	Surgical masks are loose-fitting, generally disposable masks that form a physical barrier between the mouth and nose of the wearer and the immediate environment.	Single use frequency. Single use masks should be discarded and replaced if it becomes moist, wet or hard to breathe through	N/A throw out after each use.	Single use	Vehicle travel, office environment, public transport or general site work or site visits
Respirator Mask – P2 & N95	P2 and N95 masks are designed to help reduce respiratory exposure to airborne contaminants. They are used when there is a high probability of transmission from particles or droplets in the air. P2 and N95 masks must have a good facial fit to minimise contamination.	Multiple use frequency during a shift/day	Cleaning is not recommended and masks should be replaced daily.	Daily or follow manufacturer instructions	Typically, for harsher construction environments – not recommended for community use. This mask is used when other airborne contaminants may be a risk such as fumes, dust and other hazards. Refer to SWMS
Face (cloth) Mask	A cloth mask is a nose and mouth covering made from a washable fabric such as cotton or denim. Cloth masks may be recommended for wearing by the general public where there is community transmission and where it is difficult to maintain physical distancing. It is important that cloth masks are properly designed and constructed to ensure they provide adequate protection and handled and washed appropriately.	Multiple use frequency	Each day after use. Cloth masks can be washed in the washing machine with other clothes, or hand-washed using soap and the warmest appropriate water setting for the cloth. Your cloth mask should be dry before re-using it. You can use the heat setting on your dryer or lay out flat to air dry. If possible, place the cloth mask in direct sunlight. Wash your hands after handling used face masks.	Fair wear and tear	Vehicle travel, office environment, public transport or general site work or site visits
Face Shield	No longer acceptable for protection against COVID19 as per Victorian Department of Health advice, when masks are required by Pandemic Order.				

*Surgical masks are for typically for single-use only and should be disposed of responsibly in the rubbish bin.

**For multiple use of masks you should write your name on the side of the covering BEFORE you use it. Place the covering in a clean breathable spot i.e. container, zip lock bag or a paper bag between use.

***N95/P2 coverings must be compliant with Australian Standard 1716. Clean shaven applies if airborne contaminants are a risk

**** No red, green or yellow colours

*****Make sure that your Cloth mask does not have holes or a valve. This can result in breathing out the virus if you have coronavirus (COVID-19) – note cloth mask valves are typically not compliant to the recommended AS1716

5.7   Screening

Screening of site personnel including contractors, employees and visitors, shall be undertaken. Measures may include:

- Visitors pre-filing the Visitor Induction Form prior to site arrival where practical. Visitors must complete the form and return to the responsible/nominated site escort with the declaration page completed in full. Once the visitor is cleared and no concerns raised, the visitor may attend site and complete the induction process;

- COVID-19 responsibilities and MRPA expectations will be included in the online induction for newly inducted personnel. This will ensure they receive this information prior to attending site;

- Visitor Sign In and daily pre-start form sign on require each person to declare to the best of their knowledge, in relation to Covid19 they are:

    a)   free from symptoms, Are not currently a positive case or any other person required to self-isolate, self-quarantine or awaiting a test result.

5.7.1   Temperature Screening

Temperature screening is no longer required.

5.7.2   Asymptomatic Testing

Government agencies and/or Industry parties may introduce voluntary asymptomatic COVID-19 testing programs on an industry or site basis. Consequent upon the new and more transmissible Delta variant or other variant, workers are encouraged to participate in these programs.

5.7.3   Surveillance Testing

Currently surveillance testing for MRPA works is not required. Surveillance testing (asymptomatic testing) for some industries has been specified by the State Government and is found on the Victorian Department of Health website https://www.health.vic.gov.au/covid-19/surveillance-testing-industry-list-covid-19.

5.7.4   Vaccination Status

In accordance with previous CHO Directions and Pandemic Order's an operator (Principal Contractor) of a construction site must collect, record and hold information on the following matters by 13 November 2021:

- Whether the worker has received a full COVID-19 vaccination; or

- Whether the worker cannot receive a COVID-19 vaccine because they have an exception from Australian Immunisation Register (AIR) via specified medical practitioner.

Currently the only way for a worker to prove their vaccination status is by displaying the COVID-19 digital certificate (available from Services Australia) as a hardcopy or on their mobile phone.

A worker is defined as any person (including a volunteer) performing work at a construction site, including:

- An employee of the operator; and

- Any contractor engaged by the operator or by a third-party.

A **construction site** is defined as a premises at which civil works, building or construction activities are taking place (the primary premises) and includes:

- Premises that are nearby to the primary premises at which work relating to the operation of the primary premises is undertaken (secondary premises); and

- Any vehicle used to carry out work at the primary premises or secondary premises – which captures all delivery drivers entering a construction site.

A construction site operator must keep a record to demonstrate its compliance. A record may include the name of the worker, their vaccination status, who sighted evidence of compliance, the date the evidence was sighted, and the nature of that evidence (for example, AIR or medical exemption).

There is no requirement to retain the evidence sighted. For staff or workforce who have nominated a medical exemption as their vaccination status, any such exemption must be authorised by Matt Inkster, Barbara Pitsos or representatives of the Delivery Management Team

While employers may request that employees disclose their vaccination status, the worker is free to decline to disclose. However, in this circumstance, the worker will be considered unvaccinated for the purposes of entering the construction site and must be barred from entering. If the site operator has safety concerns arising out of a worker being turned away from a construction site, they do not need to enforce non-entry, but should contact site security or police for assistance.

Workers will be provided information to address any worker privacy concerns by explaining how evidence is required from a legal and safety perspective and that any evidence retained is voluntary only.

Each subcontractor and supplier required on our construction sites will be asked to provide vaccination status declaration for all workers they may need to utilise on our construction sites. We will utilise a similar form as provided on the coronavirus website with some modifications (noting the white card number could be replaced with any other form of identification). https://www.coronavirus.vic.gov.au/sites/default/files/2021-10/Site-based-vaccine-status-register-30Sep.pdf

The declaration provided to us will need to include the following information for each person:

* Name
* Construction Induction Training (White) Card Number or other identification
* Vaccination Status ie
    - Second Dose
    - Medical Exemption #
* Evidence of Sighting eg seen actual or digital
    - Vaccination Certificate
    - Medicare App
* Declaration of Person sighting evidence
* Dated

Each subcontractor and supplier will be requested to complete a declaration prior to arriving to site with progressive updates required whenever additional personnel under their umbrella attend site.

Vaccination status information will be held in PDPau – a salesforce database. The database can be used to cross-check vaccinations status of workers at site against those signed into pre-start meetings and can also be used to provide evidence of compliance if requested by appropriate authorities.

It is expected the Services Vic QR Code check will supersede this collection of information.

5.8   Returning after self-isolation or quarantine

If you are returning to work after a required self-isolation or quarantine period please contact your line manager before returning to work and/or a member of the HR team (Matt Inkster or HR Representative). They may direct you to provide confirmation (I.e. medical certificate or text message from medical provider) stating you are fit to return to work if current Pandemic Order's require this prior to re-commencing work. Where individuals have

undertaken a Rapid Antigen Test (RAT), photographic evidence may be required to be provided prior to returning to site.

Please keep in mind our primary purpose of allowing people to return to work in a controlled manner after been unwell is to prioritise the health and wellbeing of our entire team. We have a significant pipeline of works in front of us and we want everyone working, wherever it is safe to do so.

5.9   Social Distancing

"Social distancing" is a term developed to define the separation of people to stop or slow the spread of infectious diseases such as COVID-19. It means less contact between you and other people.

Social distancing practices are encouraged by government agencies to be implemented in aspects of your life, including:

- At home and at work;

- Socialising;

- In transit (i.e. public transport);

- At shopping centres; and

- Anywhere you normally interact with others.

Social distancing guidelines recommended while at work include:

- Maintaining a 1.5 metres distance from others;

- Stop shaking hands to greet others;

- Hold meetings via video conferencing or phone call;

- Reschedule large meetings;

- Hold essential meetings outside if possible;

- Promote good hand, sneeze and cough hygiene;

- Provide alcohol based hand rub for all staff and workers – including on site for plant and tool wipe down;

- Regularly clean and disinfect surfaces that many people touch;

- Open windows or adjust air conditioning for more ventilation;

- Limit food handling and sharing of food in the workplace;

- Promote strict hygiene among food preparation (canteen) staff and their contacts; and

- Reschedule, stagger or cancel non-essential meetings.

Field based employees need to consider the task they are undertaking, from not only a risk and safety perspective, but also from a social distancing perspective. If employees have concerns they cannot meet the social distancing requirements for a particular task they are required to wear a face mask as required by the Pandemic Order's.

5.9.1   Community Consultation

Consider necessity of door knocking of residents and business with regard to social distancing requirements before completing these tasks. Letter box dropping of information with appropriate PPE controls (gloves) and adherence to social distancing may be a more appropriate solution.

If an employee is approached by a member of the public, social distancing measures should be maintained and the member of the public encouraged to call the LXRP call centre on 1800 105 105 if they have any concerns.

5.10   Travel

5.10.1   General information on the Authorised Worker Permit Scheme

When nominated by the State Government, Authorised Worker Permits for permitted workers and employers may be required. The Authorised provider and authorised worker list can be found on the coronavirus website (https://www.coronavirus.vic.gov.au/authorised-provider-and-authorised-worker-list).

When nominated restrictions apply, employers that require their staff to attend a work site must issue an Authorised Worker Permit to their employees – this is the employer's responsibility. Advice on access to childcare for permitted workers may also be required depending on State restrictions at the time.

When required by the State, it is incumbent on the employer to issue the work permit. Employers can issue a worker permit to their employee if:

- The organisation is on the list of permitted activities;

- The employee is working in an approved category for on-site work, and

- The employee cannot work from home.

In rare circumstances an employee does not need a worker permit. This includes:

- If an employee is at risk at home, such as at risk of family violence;

- Law enforcement, emergency services workers or health workers who carry employer-issued photographic identification, which clearly identifies the employer;

- An employee must not use a worker permit, even if they have been issued one, if:

  o   They test positive to coronavirus (COVID-19) and are required to self-isolate.

Where directed by the Victorian Government or relevant appointed Government Department employees may be required to carry a worker permit and should carry photo identification when travelling to and from the workplace. A worker permit can be shown electronically to authorities such as a photo, or scanned copy, on a mobile device.

5.10.2 Regional / Metro Travel

In some circumstances Regional Victoria and Metropolitan Melbourne (or other restricted areas from time to time) may operate under different restrictions. The Pandemic Orders will define these Restricted Areas if differences between regions exist. The Pandemic Order Register can be found on the Victorian Department of Health website https://www.health.vic.gov.au/covid-19/pandemic-order-register.

5.10.3 International Travel

International business travel is to be undertaken in line with the current Australian Border Restrictions and quarantine requirement differ for different countries visited.

Refer to the Up to date information at the Australian Government Department of Health web site: https://www.health.gov.au/news/health-alerts

5.10.4 Domestic Travel

If domestic business travel is to be undertaken then current border restrictions (if applicable) must be reviewed prior to travel and any relevant travel permits approved.

5.10.5 Personal Travel

While COVID restrictions for travel exist, employees intending to travel internationally are encouraged to review Australian Border Restrictions and the quarantine requirements upon return to Australia prior to booking.

Currently international travel is restricted in some circumstances. Should you choose to travel internationally for personal reasons, please notify your line manager before travelling as you may be quarantined or be required to self-isolate upon your return.

If you are required to quarantine or need to self-isolate under these circumstances, and can't reasonably perform your role remotely we will require that you take leave. This will be determined on a case-by-case basis.

If you are travelling, you're encouraged to regularly review the Smart Traveller website and subscribe for updates.

5.10.6 Spouse or Partner Travel

Any employee whose spouse/partner, or a person they may live with has travelled internationally and with whom contact has been made within the time frame of any required quarantine period after arrival (i.e. prior to the completion of the isolation period), then they will be required to follow the advice from the Australian Government regarding self-isolation.

If a spouse/partner or co-habitant has returned from international travel, you should consult with your HR team and parent company and seek medical attention if you start to feel unwell.

6. COVIDSafe Plan and Classification of construction activities

6.1 COVIDSafe Plan

The COVIDSafe Plan concept was introduced by DOH to support businesses to reopen safely, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

In order to be compliant with State public health directions:

- All projects will be required to apply this MRPA COVID-19 Management Plan (and have a COVIDSafe Plan if required under the current State public health directions);

- If required, the COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs);

- In addition to completing the COVIDSafe Plan, MRPA are still required to meet your obligations under the Occupational Health and Safety Act 2004; and

- MRPA will comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.

The MRPA COVIDSafe Plans are included in Attachment 1.

6.2 Project Classifications

In addition to the general public health COVID restrictions for all businesses, some specific industries have additional restrictions and obligations to comply with.

For the purpose of planning and workplace management, MRPA Level Crossing Removal Projects including the carpark upgrade program have been classified as State Critical Infrastructure Works. Construction of critical and essential infrastructure is not subject to additional business operating reductions.

Additional information can be found in the construction sector guidance within the coronavirus website.

https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-construction

7. Managing COVID cases and Workplace Mapping

7.1 COVID-19 Diagnosis or *Contact*

Contact definition

A contact assessment for workplaces is defined in Attachment 2 - Contact Assessment and Management Matrix. Scenarios that may lead to a person being a contact include:

- Face-to-face contact with a confirmed case of COVID-19 during their Infectious period;

- Non-transient (1-15 minutes) or prolonged (>15 minutes) of face to face contact;

- Direct physical contact;

- Vaccination status;

- Whether mask was utilised; and/or

- Contact in an indoor space.

A contact may also be determined by the Chief Health Officer or Deputy Chief Health Officer when there is reasonable evidence of exposure to a possible human source or an exposure site. This is particularly important for Priority groups and settings.

Other contacts include, but are not limited to:

- Household or Household-like contact - You have spent more than four hours with someone who has COVID-19 inside a house, accommodation or care facility;

- Social contact - People you know who you spent 15 minutes with face to face, or more than 2 hours with in the same indoor space, while you were infectious

Expanded definitions of Contacts or persons who have been exposed to COVID-19 can be found in the Pandemic (Quarantine, Isolation and Testing) Order or the coronavirus.vic.gov.au website.

If you are showing symptoms of COVID-19 and/or have had contact with a confirmed carrier whilst at work you are required to use a Rapid Antigen Test (RAT), or get a PCR test if you can't access a RAT. If you are a close contact you are required to follow the latest Quarantine Isolation and Testing Order.

If you are diagnosed with COVID-19, you are to comply with the Department of Health's isolation procedures.

If you undertook a RAT or PCR test and returned a positive result, the period of self-isolation ends seven days after the date on which the person undertook a COVID-19 RAT or PCR test, from which they were diagnosed with COVID-19.

Any employee or worker confirmed to have contracted COVID-19 will be placed on leave until fully recovered and able to return to work, once cleared to do so or as stated via the most current Pandemic Orders – Quarantine, isolation and testing. The relevant HR Manager or parent company must be notified immediately.

Colleagues or co-workers who have been identified as contacts following a MRPA contact tracing exercise may be provided with an option to undertake Rapid Antigen testing onsite, where this is available, subject to test kits supply and follow the frequency of testing as set out via the Pandemic Orders

Where individuals are deemed or notified they are a contact in a social setting or as otherwise informed via the Department then directions of the Minister for Health shall be followed.   The checklist for COVID contacts can be found on the Coronavirus.vic.gov.au website.

COVID-19 Management Plan

7.2 Workplace Mapping

Workplace mapping is a system to maintain record of employee movements whilst on site or at a MRPA office each day.

On MRPA Project sites, workplace mapping will be achieved by adopting the following requirements;

- Given the inherent nature of site establishment and logistics of each project site or remote working group (i.e. for early works investigations) a project site or remote work group will be considered as a work unit;

- All sites should have readily available mud maps or site office layout plans identifying key work locations and amenities;

- All personnel attending site shall be inducted in accordance with MRPA induction procedure. Up to date contact details are maintained as part of the site induction processes and can be accessed via induction records either on PDP or eforms;

- All personnel must sign onto the Daily Pre-Start (utilising contactless Pre-Start - QR Codes wherever possible). Visitors entering offices must utilise the Visitor Sign In/Out - QR code. To support the mapping process there are several sign-on requirements which must be met as per the below;

Testing Type	Field Staff	Visitors (not working)	Visitors (attending site)	Office Staff (not accessing site)	Staff (accessing Office & Site)
Services Vic QR code (where applicable)	✓	✓	✓	✓	✓
Visitor/Staff Sign On (where applicable)	-	✓	✓	-	-
Visitor/Staff Sign Out (where applicable)	-	✓	✓	-	-
Contactless Prestart	✓	✓	✓	✓	✓

✓ Signifies a mandatory sign on

- The Daily Pre-Start log will identify working groups and distinguish work group areas for site activities. The workforce completing operational/construction activities shall be captured in the electronic diary/eDJR – these should be completed by COB on the following shift;

- Logs will be maintained for a period of a minimum of 14 days and be readily available and easily accessible. The logs must include worker full names and company of origin. This also includes original copies of day dockets;

- Identification of work unit locations where physical distancing may not be achievable, masks must be worn.

- ~~All individuals entering a project site or alliance office will be required to sign on via the Services Vic QR code system as of 27 March 2021; and~~

- ~~Where facilities can cater, further separate the work unit into nominated frequented spaces i.e. allocated workgroups to a lunchroom, shared vehicle, bathroom, storage containers, meeting room. This can be achieved using logs or a daily roster (image below for example).~~

GENERAL NOTES					
Vistior and non project staff call up prior to entering compound and sign visitor log					
Provide detail on docket where exposer >15min to persons outside work crew					
Crib group times	smoko	lunch	Work crew	Area	
O/S	perfer to crib offsite/in plant		North fill	North	
1			South Fill	Structures	
2			RE wall	South	
3			Formwork		
			Reo		
			Services		
			etc		
First name	Last name	Plant / Vehicle rego	Work crew	Area	Crib group

Personnel may need to attend multiple sites – those personnel are expected to follow the requirements above. For workers from a fixed site who work remotely outside the site boundary, their works at a minimum must be detailed in the Daily Pre-Start and include the parent company conducting the work activity and the location of work.

Meeting rooms shall be booked using the online booking system with Microsoft Outlook to enable tracking of staff utilising the meeting rooms.

In the event of a COVID-19 diagnosis or contact, the above mapping process will assist in distinguishing contact risks, follow up details and decontamination guidance. It will establish necessary information to be able to respond to a confirmed case and further mapping opportunities.

7.2.1   Contact Harald

Note: the use of Contact Harald are not currently in useat this time due to the change in contact tracing requirements.

Contact Harald has been trialled at our Cardinia Road level crossing removal site and has now been rolled out across all of our level crossing removal sites and offices. Contact Harald is a Bluetooth enabled contact tracing technology that allows for tracing of contact between individuals via a Bluetooth card that is issued to each individual on site.

The Contact Harald Bluetooth card and lanyard was originally given out to doctors, nurses, staff and patients. The Contact Harald system measured technical performance, ability to speed up contact tracing and the ability to record 'contact events' with better accuracy than memory recall or manual logging. The data proved that cards can be used as part of an effective, fast contact tracing and isolation solution. The technology has now being expanded to into the construction and infrastructure sector to assist in contact tracing.

Contact Harald will reduce, but not replace the need of other worker traceability functions and will work in conjunction with these to allow for more immediate tracing knowledge.

Contact Trace Journey
Zero IT integration

REGISTER
All employees are registered and assigned a Contact Harald card

WEAR
With Contact Harald card around their necks, workers get to work

REPORT
Employee reports signs of COVID-19

TRACE
Contact tracing through database (Privacy preserved)

ISOLATE
Only compromised workers notified, isolated and tested

Card technology

Bluetooth Proximity Tracking Card
Specially made always-on secure Bluetooth cards record card-to-card proximity.

No apps to download, no phone, no WiFi, no IT setup and no charging.

Privacy & security

PROXIMITY ONLY
System only logs timestamp and proximity

NO LOCATIONS
No locations registered or tracked

CONSENT
Explicit employee consent model

ANONYMOUS, ENCRYPTED
Anonymized and encrypted data management

SECURE ACCESS
Card ID to individual to phone number stored securely, only accessed by employer

SECURE SHARE
Employer option to share compromised employees cases with public health officials

7.3   Confirmed Case Response Plan

MRPA will communicate to relevant individuals within the workplace if they have been deemed a workplace contact and direct the individual to result and notify Victorian Department of Health and follow Victorian Department of Health processes in the event of a confirmed case in the workplace. It is important that the privacy of the individual involved be maintained, and only disclosed whereby concern for another person arise or with the formal consent of the person with the positive COVID-19 case.

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As part of the business contingency plan to a confirmed case;

1. The incident reporting flowchart will be initiated (refer to MRPA Incident Reporting Flowchart MRPAIRF);

2. Crisis Management Plan will be enacted where required and nominated by the Alliance Manager;

3. The MRPA COVID-19 Confirmed Case Response Plan will be utilised to assist and guide the mapping and response process. For Project sites, this will be completed with the following personnel involved;

    a. Alliance Safety Manager;

    b. Relevant Project Safety Manager;

    c. Project Safety Lead;

    d. Integration, Communications and Strategy Manager;

    e. Senior Communications Advisor;

    f. Senior Health and Safety Advisor;

    g. Project Safety Advisor;

    h. Project Superintendent; and

    i. Project Foreman.

4. ;

5. Daily Pre-start and Visitor logs for contact tracing are to be collected, and be made easily accessible in the event this information is required (noting that the risk period is likely to be restricted to a maximum of 48 hours prior to the individual showing symptoms or the date and time of testing for an asymptomatic individual). Records also include dockets, electronic site diary/eDJR, and daily rosters within the last 48 hours.

6. Up to date contact details shall be collected and obtained from induction records, respective to those identified in mapping process (i.e. those registered on the Daily Pre-Start logs and Visitor logs within the last 48 hours initially. These must be made available to Victorian Department of Health if requested;

7. All mapped contacts shall be notified by HR, or as nominated by the Delivery manager and advice provided as to next steps;

8. There is currently no requirement for an independent third party to carry out deep cleaning of your place of business but must follow routine cleaning to prevent the spread of COVID-19 in the workplace. Cleaning and disinfection processes can be completed by dedicated cleaning persons onsite. The persons tasked with cleaning shall be inducted into this Plan and have completed DHS Infection Control training.   However where it has been identified that third party cleaning should be completed or where an outbreak is believed to have occurred the Site Manager and/or Delivery Manager shall engage a professional third party cleaner.

Fixture fittings common & office areas:

1. Door handles all levelsDoor handles all levels
2. All external internal stairwell railings
3. Spot clean entrance glass removing finger prints
4. Security point entrance & exit swipe points
5. Intercom buttons at external gate entrance
6. Reception waiting area coffee tables
7. Reception desk top
8. Chair hand / arm rest

Meeting Rooms:

1. Door handles
2. Meeting room booking screens external side entrance door
3. Meeting room desk top audio points conference call speakers & equipment
4. Spot clean finger marks from glass
5. Wipe down tables between meetings
6. Chair hand / arm rests

Kitchen / canteen / Staff Area

1. Bins
2. Dish trolleys
3. Coffee cup disposal sleeves
4. Door and cupboard handle inside commercial kitchens
5. Wipe down steel bench tops
6. Steel door handles on barista beverage fridge
7. Handles inside the barista station
8. Chair / arm rests
9. All basin / toilet / shower fixtures & fittings

Toilets / Wet Areas

1. Toilet / urinals
2. Bins emptied and sanitised
3. Door and cupboard handles
4. Finger marks removed

Kitchenettes

1. Bins
2. Dishwasher control external surface
3. Microwaves
4. Kettles
5. Toaster / Sandwich machines
6. Cupboard surfaces and handles

COVID-19 Management Plan

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LEVEL CROSSING REMOVAL PROJECT | METROPOLITAN ROADS PROGRAM ALLIANCE

Program

Incident Occurs
Notify Supervisor immediately and follow reporting procedures

Rail incident

OHS/ Rail Safety Incident

Incident type & rating

Rail incident examples:

- Train derailment
- Train to train/ vehicle/ person/ object collision
- Accident on level crossing
- Electrocution
- Incident causing major injury or death
- Overhead entanglement
- Damage to service assets
- Malfunction of level crossing equipment
- Track misalignment

- Notify Supervisor immediately
- Supervisor to notify TFPC

TFPC or senior person on site to contact
- Metrol 9610 7272
- Rail Safety Manager- Mark Day 0402 840 843
- V/Line Interface Manager- Nigel Leishman – 0418 423 440
- Centrol (V/Line)- 9619 4706

RTO (MTM or V/Line) to notify ONRSR as per reporting guideline (RSL).

Contractor (involved or witness)

Safety Advisor Reports to Safety Manager

Contractor Foreman Reports to Superintendent

Project Manager Reports to Delivery Manager

Injury and Return to Work Management Marsh (1300 541 758)

Alliance Safety Manager Barbara Pitsos (0400 747 842)

Delivery Manager & G. Superintendent Aidan Thompson (0400 151 881) & Chris Woolfe (0407 099 343)

Alliance General Manager Dean Riha (0418 508 333)

SEQR Project Manager

Rail Safety Manager Mark Day (0402 840 843)

Program Manager Michael Daly (0429 353 081)

V/Line Interface Manager Nigel Leishman (0418 423 440)

LXRP Safety Team or Representative Geoff Blackwood (0447 717 158)

Regional HSEQ Manager Dean Bingham (0417 121 009)

General Manager David Fisher (0417 274 211)

LXRP Stakeholder Communications Manager - where required Alliance General Manager, Alliance Safety Manager

Regulator Notifications i.e. Worksafe / Energy Safe / ONSR Alliance General Manager, Alliance Safety Manager, Regional HSEQ Manager

General Manager- Operational Support Sarah Marshall (0420 363 085)

CEO- Construction Duncan Gibb (0438 316 834)

Incident type & rating (level 3):
- First Aid Injury
- Report only
- Near miss
- Rail Safe Working Breach
- Property damage
- Alternative work injury
- Medical Treatment Injury

Incident type & rating (level 2):
- LTI – Lost Time injury
- Rail Safety
- Serious Injury
- Serious Incident

Incident type & rating (level 1):
- Fatality or permanent disability

Legend:
- Irrespective of incident category, all notifications commence at the incident.
- Notification is mandatory.
- Notification is mandatory.
- Notification is mandatory.
- Notification is mandatory at Secretary Level.
- Rail Incident Only
- —— Direct Reporting
- – – Post AGM brief reporting

*Worksafe 'reportable incidents' will be made to the regulator within the stipulated timeframes detailed in section 38 of the OH&S Act (2004) 'Duty to notify of incidents'. Worksafe 'reportable incidents' must be via the Alliance General Manager and then Regional HSEQ Manager FH/MTM/LXRP (reporting timeframes will depend on severity of incident) ref specific party guideline.

1. **Initial response** Immediately
2. **Initial submission & review** Within 24 Hours
3. **Investigate incident** Within 48 Hours
4. **Follow up & share learnings** Within 7 Days

8.   Working from Home

If you are required to self-isolate, speak to your line manager to agree an appropriate work plan.

It is advisable to take your laptop (including charger, cables and adaptors) and any other personal devices home each night to ensure you can work from home if required.

A working from home register has been created and maintained to monitor personal and IT equipment, staff are to update with any equipment taken from the office i.e. laptop, docking station, keyboard, mouse, chair, stand up desk (refer to the MRPA Staff Monitor Register).

Working from home application forms need to filled out and submitted. Each organisation should refer to their parent organisation for their own version of the forms and submit to their HR representatives.

If you are able to perform your role from home, you should maintain your usual work discipline, responsibilities and calendar, as if you were working in a MRPA Project office.

8.1   Requirements

If working from home has been deemed as an appropriate intervention and is approved by your line manager, MRPA managers will work with their teams to determine how this will be effectively managed in consideration of;

- The feasibility of the work being effectively conducted from home/remotely
- The working environment at home, managing distractions and flexibility around working hours, if required
- VPN access if required
- Protection of MRPA IT assets, data/information with firewalls
- Ergonomic assessments
- Home security, and
- Productivity and performance/outputs

If a MRPA household/family member has a weakened immune system, or is considered high risk, working from home may be the most suitable outcome for the individual.

8.2   Productivity

Working from home requires focus and dedication with the removal of possible distractions. Those working from home are required to temporarily set up a work area in their home that will be more conducive to getting work done. These individual should approach working from home as they would working from the office and maintain their normal schedule and routine, where possible.

Managers will need to monitor outputs and productivity measures from these individuals to ensure that operations continue and are not impacted by the segregation.

We trust that people will do the right thing and know they will help ensure MRPA will not be further impacted by the COVID-19 pandemic.

8.3   Flexibility

Working from home where family members are present or there are family responsibilities, may require hours of work to be flexible to meet work and personal commitments. For example, children arriving home from school may mean that a productive work environment may be challenging. It may be suitable to apply some flexibility around these times. MRPA managers will need to discuss this with each individual to ensure these flexible arrangements are agreed, recorded and reviewed for ongoing suitability.

These flexible arrangements must also meet the needs of the MRPA program to ensure that deliverables and deadlines are met.

8.4   Health and Safety

MRPA recognises its obligations that employers have a duty to, so far as is reasonably practicable, provide a working environment for their employees that is safe and without risks to health, including at home. See MRPA Working From Home Guideline.

Each person working from home is required to complete a workspace and ergonomic self-assessment (refer to the MRPA COVID-19 Work from home short-form). The self- assessment will enable individuals to conduct a review of the work area to ensure that any common risks are identified and addressed or are escalated to be addressed in consultation with their line manager. The MRPA COVID-19 Work from home short-form shall include ergonomic guidance, a self-assessment checklist of common identified risks for remote working environments, scheduling arrangements and check in protocols. Example of ergonomic guidance below;
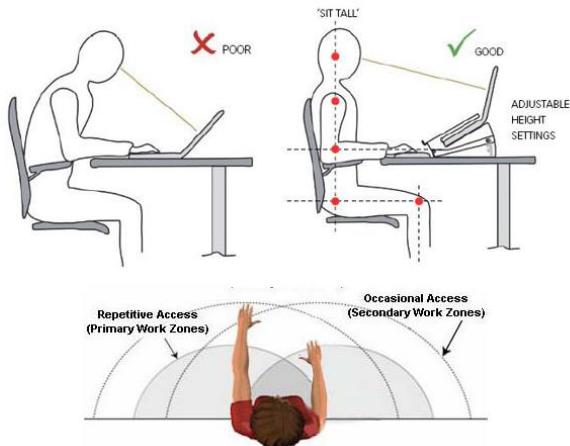
The MRPA COVID-19 Work from home short-form shall be completed in consultation with the employee line manager and submitted to Human Resources for record keeping.

8.5   Mental Health and Isolation

Working from home can make some people feel disconnected from the outside world and their teammates. It is important that individuals maintain contact with their peers and friends from work to ensure that they are keeping up their social connections in the workplace.

It may take a different kind of effort to stay connected to your team outside of online meetings, but this can contribute positively to the general well-being and mental state of your team. It is important that you schedule in phone calls to your team to engage with them and check in to see how they are going.

MRPA is tracking the welfare of its staff through the Welfare Alliance Check List.

For those that feel they need to talk to someone, EAP support is available to you and your families through your parent company providers. For MTM and Fulton Hogan the EAP provider is Assure. For those individuals on site options exist to communicate via free 24-hour counselling service provided by Incolink (1300 000 129).

Feeling Stuck?
Assure Can Help

Assure, our organisation's Employee Assistance Program provider, is here to listen and help.

Talk with an experienced psychologist from Assure about anything that may be affecting you at work or in your personal life.

Assure's support is free and completely confidential.*

To make an appointment or to learn more about your EAP entitlements:

Call **1800 808 374** AUS
0439 449 876 SMS

or visit **assureprograms.com.au**

*There is no cost to you for EAP services that fall within your organisation's EAP agreement with Assure Programs. The disclosure of access in situations where there is risk of harm, or where the client provides written consent to disclose access to their employer, is outlined in our Privacy Policy.

assure
PROGRAMS
PEOPLE MATTER

8.6   Security at home

It is important to ensure that necessary precautions are taken to ensure staff are safe and secure while working from home to protect your safety.

Staff should keep their phone on at all times to make emergency phone calls if required

8.7   Protection of MRPA Equipment

Individuals need to ensure that they protect MRPA's IT equipment and data/information. When accessing parent company network drives or financial systems a company VPN may be required.

8.8   Review

The COVID-19 pandemic is unprecedented and at this stage we are unable to advise how long these arrangements will be in place for although it is expected that social and physical distancing measures will be in place for several months at a minimum. Restrictions are being modified by Government as risk of coronavirus transmission changes. We ask that you work with your team during these uncertain times to ensure that everyone's health and wellbeing is prioritised while delivering the program of work.

We will provide an update on the requirements within this guideline when further information is provided to MRPA from either the parent companies, the client and/or the Government. Section 9 of this plan discusses the return to work plans post the working from home requirements as directed by Victorian Department of Health.

8.9   Staff Productivity and Leave Entitlements

It is anticipated that most staff will maintain productive work practices in a work from home environment. However, it is acknowledged that not all roles are directly transferable to a work from home status for lengthy durations. These roles may include:

- Supervisors
- Surveyors
- Leading Hands

As such the Alliance and all managers will investigate alternative options for resources that are unable to maintain productive work whilst isolated form sites and the project. These alternatives may include:

- Transfer to Carpark Development Team for planning of future opportunities
- Focus on project completions
- Participating in split stage AWP process
- Parent Company and MRPA approved Training courses
- Activation of excess Leave entitlements (including annual & long service leave)

9. Potential Demobilisation / Office Shut down

MRPA and the Project is committed to undertaking all preventative measures to ensure that the site remains open and operational at all times. This is in line with the current Australian Government advice that Construction and Civil Infrastructure is an essential service.

The safety and wellbeing of all employees and their families is paramount as we manage this pandemic. The MRPA AMT, have put control and risk mitigation measures in place to manage risks.

A site check list has been established in the event that the site must close due to an Australian or State Government directive or as otherwise required via the latest Pandemic Orders. To reiterate, this will only be enacted if the Government directive is to close the site down or in the event that there is a confirmed case on site and a deep clean is required. Demobilisation/ office shut down checklists are also available to ensure compliance with the COVID-19 management plan and where the office is required to be closed.

The following projects within the MRPA Program of works will be impacted by a significant shutdown of site activities:

- Clyde Road Level Crossing;
- South Gippsland Highway Level Crossing;
- Western Packages; and
- Carpark for commuter program &
- Camms Rd

10. Returning to workplaces (post directed work from home arrangements)

Continual communication will be ensured to inform all staff when /if social distancing measures are relaxed to allow staff to return to the Goodwood Street Richmond office.

The above COVID-19 measures and protocols will remain in place whilst COVID-19 remains as a risk to the community. With people now more mobile in our community, albeit the presence of COVID-19 cases being low, the risk of transmitting COVID-19 amongst the community remains high and social distancing and high hygiene standards must be maintained.

As such, MRPA will maintain and encourage a flexible workplace arrangement. Staff that believe they can continue to work remotely in a safe, efficient and effective manner should discuss arrangements with their line manager to obtain the required approvals.

For those wanting to work from the Richmond office in addition to remotely, this would also remain acceptable if approved by the relevant line manager.

Changes in working arrangements must be communicated to HR. The working remotely schedule should be completed to maintain a log each person's working location.

MRPA assets removed from the office should be returned and HR advised so the register can be updated

External work gatherings and functions will be held where State COVID-19 restrictions can be met. Appropriate line manager approvals should be requested for external gatherings.

Staggering of start and finish times to allow for travel outside of peak hours shall also be considered when discussing flexible arrangements with your line manager.

Signage, sanitising units, decals shall be installed to communicate and reinforce COVID19 behaviours. A register of available collateral can be located here.

Fixed sites shall implement layout arrangements similar to the arrangements of the Goodwood office, as per below plan, prepared to allow for return of staff in larger numbers;

Seating Plan

v9 Feb 2020

Desk sizes at Goodwood Street are 1800mm long x 750mm wide, enabling the 1.5m separation to be maintained for adjacent colleagues and for colleagues positioned immediately in front in normal work seating positions. Noting desks also have a partition separating desks positioned in front of each other. Desks shall be re-positioned to allow the 1.5m physical separation to be maintained for colleagues working back to back – a separation of desks of 2.3m shall be allowed for (allowing 400mm each desk for a person typically seated at a desk or for a person using a stand-up desk)
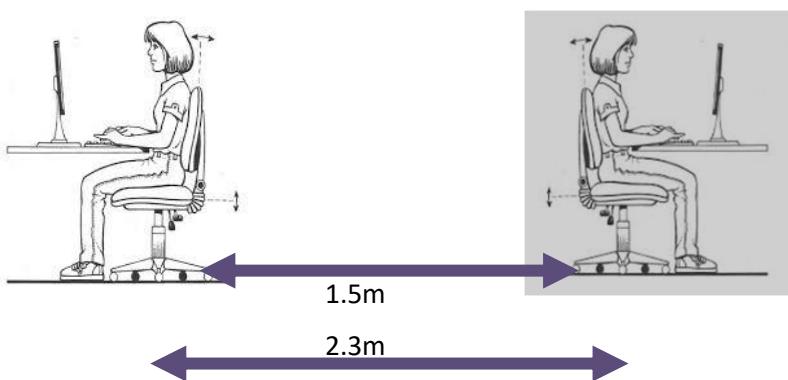
COVID-19 Management Plan

10.1 Workplace Pandemic Order from the Minister for Health

In accordance with current Pandemic Order's the Goodwood Street office has had a number of staff working remotely where practical. The Workplace directions may require a percentage of the workers who would ordinarily work at the office premises be restricted in accordance with the Directions and this COVID19 Management Plan.

The Goodwood Street seating plan is shown below.

Normal desk seating allows for 172 persons with meeting / training rooms allocating an additional 150 persons (20number, 6number, 6number, 14number, 40number, 46number, 12number, 6number capacity individual rooms). The approximate capacity of 320 persons will be restricted in accordance with any Pandemic Oder that remain in place via rostering of work teams on particular days and via the provision of ongoing workplace flexibility arrangements for all staff.

There are a number of staff that perform duties on a daily basis from Goodwood Street that cannot normally conduct these duties remotely. These roles include reception, human resource management, IT management from time to time, fire warden, first aid officer, OHS management, contracts management and the like.

11. Mitigating Commercial Impacts of COVID-19

There is the potential for both positive and negative impacts to future Additional Works Packages as a consequence of COVID-19 including:

Positive Impacts	• Reduced traffic impacts and congestion freeing up transport and access to sites for logistics and deliveries of material. • Reduced numbers of busses and customer service staff required for the delivery of disruptive occupation events.
Negative Impacts	• Cost of compliance with social distancing, masks, temperature testing, cleaning and deep cleaning, contract tracing and ensuring compliance with Government guidelines. • Establishment of additional facilities, staggered shifts and prestart, additional plant and equipment are likely as a consequence of compliance. • Technology providers and equipment may be necessary to support contract tracing initiatives to ensure impact to the works as a consequence of COVID-19 is minimised. • Management of delay and costs associated with an outbreak on site requiring the project to be shut down whilst contract tracing is undertaken, potentially affected employees as well as deep cleaning of facilities prior to restart. • Potential impact to the overall MTIA disruption programming, causing delay and/ or resequencing of the works.

11.1 Contract Management Approach

Given the high degree of uncertainty associated with these impacts, and difficulty of predicting how long current restrictions may remain in place, or what these restrictions may involve or how they may impact the delivery of the works, these impacts are best managed on an 'actual' basis rather than estimating cost and program impacts during development of the Target Outturn Cost (TOC).

11.2 Management Controls

The following controls will be implemented:

• This COVID Management Plan has been incorporated into the Project Management System.

• The following details will be incorporated in monthly reports to LXRP and the ALT;

  o Tracking and forecasting COVID-19 impacts; and

  o Details of compliance, commentary on performance and a summary of (any) updates to this COVID-19 Management Plan.

11.3   Entitlement

To be entitled to recover costs of impacts from COVID-19 we will demonstrate:

- The costs are directly attributable to COVID-19 and have been reasonably and actually incurred;
- That we have complied with the COVID-19 Management Plan; and
- That we have taken reasonable steps to mitigate the impact.

11.4   Mitigation Measures

The type of risks relating to impacts of COVID-19 may include;

- Third party interfaces;
- Supply chain disruption;
- Site establishment and management;
- Resource management;
- Cost escalation;
- Program timeline;
- Delays, suspension or disruption;
- Additional safety management; and
- Stakeholder and supply chain management.

We will always strive to best mitigate each of these risks in a best for alliance approach.

12. Monitoring and Measurements

The implementation of this COVID-19 Management Plan is monitored to assess its effectiveness. A key component of management measurement is a review of performance against the objectives. At a management level, this is monitored by the AMT via the COVID-19 working group. This is supported by regular surveillance and feedback during site inspections and observations.

Further to this the effectiveness of this plan will be monitored through;

- Monitoring and routine inspections using the COVID-19 inspection checklist (generally weekly); and

- Desktop or emergency drills (as required to confirm effectiveness of this plan).

MRPA uses integrated cloud computing technology, Salesforce, through which the project team can closely monitor hazards that have been raised and entered into the system and the overall compliance with this plan.

12.1 COVID Marshal

As per the Victorian Government Pandemic Order's, a COVID Marshal is no longer required.

COVID Marshals may be appointed at the discretion of the respective site managers and are responsible for supporting site compliance and providing advice to employers and workers on the following measures:

- Ensuring workers practise appropriate physical distancing measures;

- Ensuring workers practise minimum-level hygiene measures (as per Infection Control Awareness training);

- Ensuring adequate ventilation;

- Maintaining accurate and robust record keeping (subject to audit); and

- Informing required updates to respective COVIDSafe plans.

COVID Marshals are individuals who have (at a minimum) certifications and training for:

- Infection Control Awareness Training (mandatory); and

- Recommendation only being First Aid (Level 2)

Where a COVID Marshal is required, Workplace Managers must;

- Designate one or more workers as a COVID Marshal whose role is to monitor compliance with the work premises' COVIDSafe Plan;

- That the COVIDSafe Marshal(s) must successfully complete training provided by the employer that is in accordance with guidance from the Department of Health;

- Have a COVID Marshal(s) at the work premises whenever workers are on site; and

- Keep records of duty rosters for COVID Marshals.

12.1.1 COVID Marshal Regular Site Walk

Where a COVID Marshal has been appointed at the discretion of the Site manager or Delivery manager, they are to conduct a site walkthrough regularly (as per the Project Activity Schedule) to assess the site's compliance with the MRPA COVID-19 Management Plan. This site walkthrough is to include the following and is to be completed using the COVID Inspection Checklist on Salesforce:

- Review social distancing compliance throughout the site;

- Spot check Daily Prestart check-in by taking names of workers on site and then reviewing against the check-in data once back at office;

- When reviewing check-in data, review vaccination status to assess whether workers on site are meeting vaccination requirements;

- Spot check Contact Harald use by asking workers to show they have their Contact Harald card on them and ask when the last time their data was uploaded to the system;

- Review the thoroughness of daily cleaning routine and audit the documentation of each clean;

- Review PPE and cleaning product availability and organise additional supplies if needed;

- Review crib room facilities (e.g. tables and chairs in correct positions, correct signage displayed);

- Inspect shared vehicles to assess whether cleaning procedure has been followed and checklist completed;

- Review COVID documents are available to site workers and up to date.

13. Review and Reporting

Ongoing review is recommended to assess the performance of the Alliance during the Pandemic. This shall be through regular consultation with the Alliance Management Team.

Attachment 1 –COVIDSafe Plan (for each project here)
Attachment 2 – Contact Assessment and Management Matrix