

## **CORONAVIRUS (COVID-19) SITUATION MANAGEMENT FOR PARK AGILITY STAFF AND CONTRACTORS**

Following the declaration of COVID-19 as a pandemic by the World Health Organization on 11 March, we urge all Park Agility staff and contractors to be aware of their responsibility in helping to contain the spread of the virus and protect the vulnerable in our community.

Regular updates from the Australian Government can be found here:  
<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

Outlined below are practical steps and recommendations to implement immediately to ensure a safe working environment for our team, our clients and the community at large.

- Practice good hygiene – government guidelines include:
  - covering your coughs and sneezes with your elbow or a tissue
  - disposing of tissues properly
  - washing your hands often with soap and water, including before and after eating and after going to the toilet
  - using alcohol-based hand sanitisers
  - cleaning and disinfecting surfaces
  - if you are sick, avoiding contact with others and staying more than 1.5 metres away from people
  - cleaning and sanitising frequently used objects such as mobiles, keys and wallets
- If you have travelled overseas in the last 14 days; been in contact with a member of the public or relative that may have or has been exposed to COVID-19; or shown any symptoms of a virus; seek medical advice and isolate yourself for 14 days from the date of potential exposure, or onset of symptoms.
- Where possible, avoid ‘Hot Spots’ in our community and if not, take precautions. For example, after utilising handrails, public transport, shopping trolleys or contact with any frequently used surface then please wash/sanitize your hands.
- Other than practicing good hygiene, “Social Distancing” appears to be the critical mitigation strategy. Everyone who can work from home has been encouraged to do so.
- Consider your need to attend any events/gatherings of any size. Minimising interaction will assist with containing the spread of the virus
- Meetings should be conducted online wherever possible, otherwise limited to smaller groups whenever face to face is needed.
- It is our intent to have no more than 2 to 4 people in the office at Banksmeadow on any given day over the coming weeks/months. Please carefully consider your need to travel into the office in coming weeks.

- Interstate travel should be limited to only that considered **absolutely necessary**. Everyone is encouraged to carefully weigh up the risk/benefits of any planned travel and push it out/back wherever it makes sense to do so.
- Staff are encouraged to not shake hands with people in general and to stay 1.5 metres away from one another, plus to use hand sanitizer often, particularly when sharing workspaces and tools.
- Fortunately, project implementation requires minimal interaction with other people on sites. We are now only using smaller installation teams of 2 to 4 people and further, limiting inter-team movements and interactions to the greatest extent possible. Teams that are formed already should stay together as a unit and operate independently and not as one larger team. Rotations may be day shift and night shift or each team working in different areas of the facility.
- Accommodation and cleaning arrangements are being reviewed.
- The use of PPE, especially medical type gloves, is encouraged whenever practical.
- Service calls that would normally be conducted at night when there are few people around should now only be conducted at night.
- SenseIQ Training will only be conducted online for the next couple of months. Online training also applies to any training needs internally.
- If anyone in the team comes down with any of the known COVID-19 symptoms of painful throat, fever, lethargy then please call and let me or someone else in the team know. We will then discuss planned actions in relation to your own care as well as short term hand over of responsibilities. A full outline of symptoms [can be viewed here](#).

Park Agility will update these new working requirements based on information from the Department of Health as it comes to hand.

Please prioritise looking after yourselves, each other, your families and the community at large as we continue to navigate this pandemic.

Park Agility

Brad Burrows  
Director and General Manager

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Work Health Safety Officer and Company Secretary