

This guide provides guidance to on how to manage an assumed or confirmed case of Coronavirus as determined by the advice of a registered public healthcare provider.

The guide provides a structured process for appropriate and timely decisions, actions and communications to:

- Limit the impact of a person with assumed or confirmed COVID-19 on other employees, contractors, customers, suppliers and visitors
- Maintain essential operations and services to ensure safety and quality of products
- Limit the impact to the business

The procedure is broken down into four sections for ease of use:

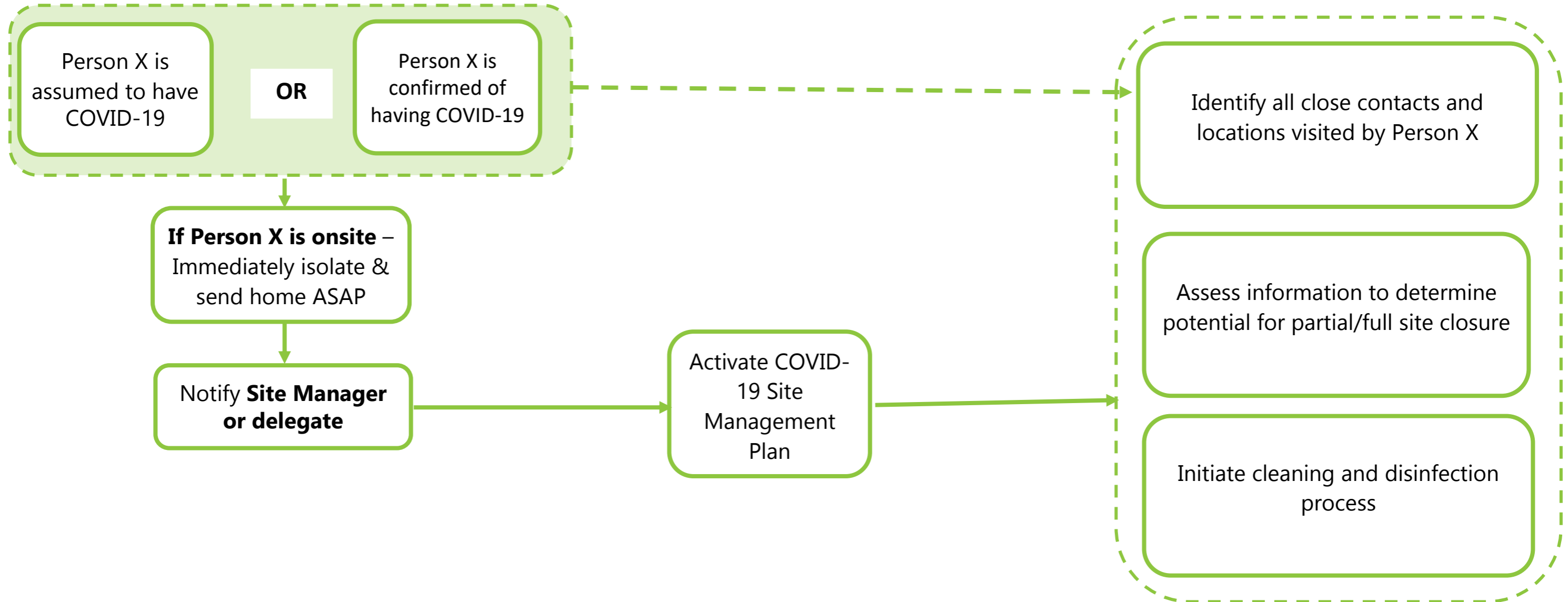
- Immediate Response
- Identify Close Contacts
- Site Closure and Re-opening
- Cleaning and Disinfection

Confirmed case: A person (Person X) who has received a positive result from a COVID-19 test undertaken by a registered healthcare provider.

Assumed case: A Person (Person X) who has COVID-19 symptoms and has sought medical advice through a registered healthcare provider, such as a clinic, doctor or hospital but has not been directed* to undertake a COVID-19 test. Based on the symptoms assessed the person has been advised to stay home and self-isolate for 14 days. *This may arise if there is a capacity or test kit shortage within the healthcare sector to complete COVID-19 tests

Special note: This guide sets out minimum requirements and all measures deployed at a site level should comply with Federal, State and local Government regulations, and advice from public health agencies.

IMMEDIATE RESPONSE



IDENTIFY CLOSE CONTACTS¹

Identify any close contact Person X has had with other employees, contractors, Site visitors, customers and suppliers within the period 24hrs prior to Person X displaying symptoms and business being notified of the assumed or confirmed case.

As soon as notified of the confirmed or assumed case, contact Person X and complete the Contact, Location and Cleaning Checklist.

Ensure Person X is wearing a P2 mask (if on-site) and interviewer maintains at least 2m/6ft distance.

Where Person X is unable to provide information due to illness, the SMT will determine next steps-based information gathered from other sources.

Inform Managers of close contacts to share potential impact information

Notify Health Authority or other regulatory bodies of potentially exposed external persons

Request identified close contacts to self-isolate for 14 days and seek medical attention if symptoms develop.

If close contact employee can work from home, arrange for the transfer of required equipment and tools.

Communicate as appropriate to managers, supervisors and employees of assumed or confirmed case and close contacts and actions taken/required.

Recommended Timeline – <3 hours

<5 hours

< 6 hours

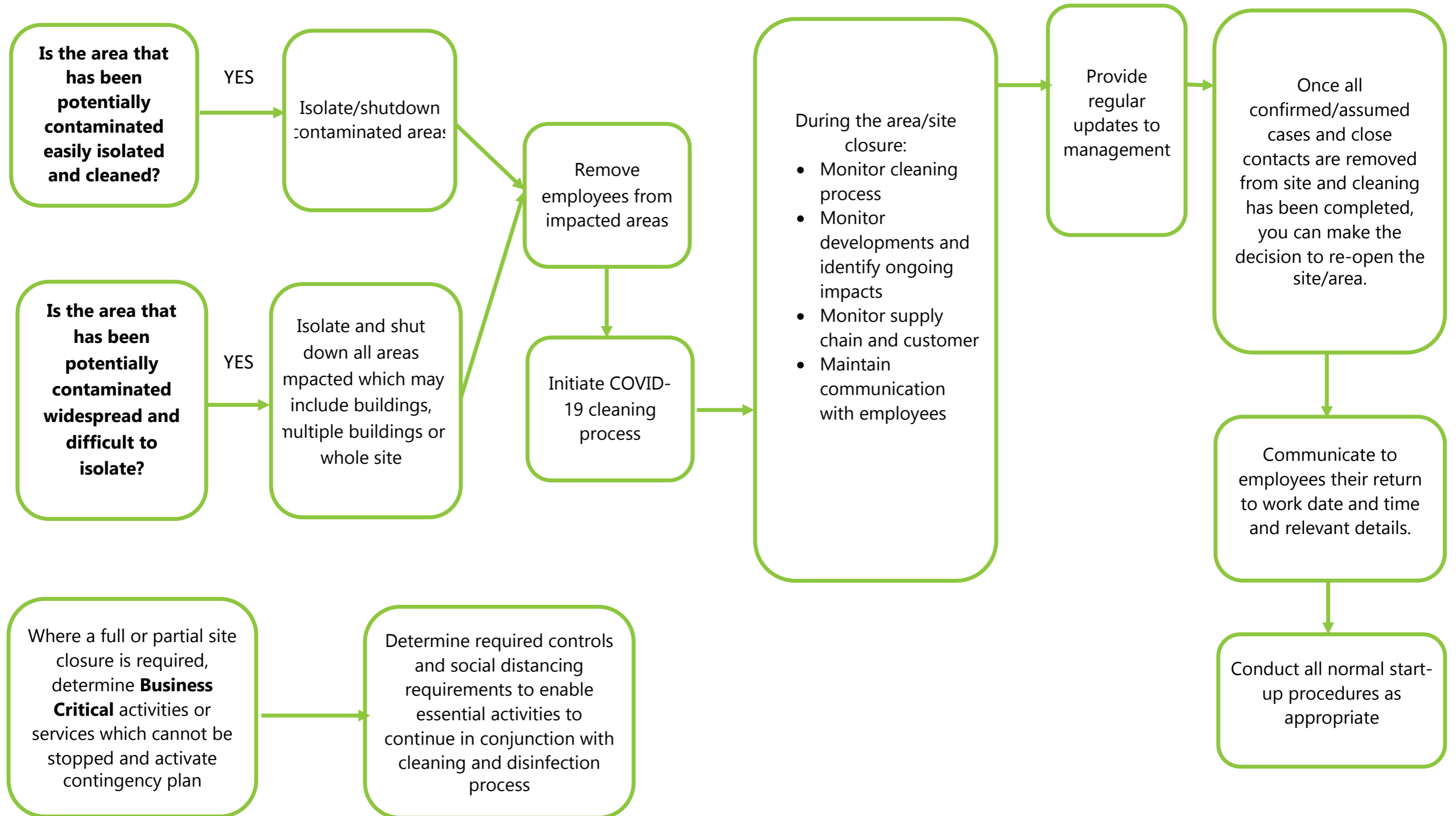
¹Definition of close contacts

As a minimum, a close contact is defined as requiring:

- greater than 15 minutes face-to-face contact (**less than 6ft or 2m**) in any setting with an assumed or **confirmed case** in the period extending from 24 hours before onset of symptoms in the confirmed case, or
- sharing of a closed space (room) with an assumed or **confirmed case** for a prolonged period (e.g. more than 2 hours) in the period extending from 24 hours before onset of symptoms in the confirmed case.

Where regional government advice on the definition of close contacts varies from the above, use whichever definition provides the greater protection.

SITE CLOSURE AND RE-OPENING



CLEANING AND DISINFECTION

