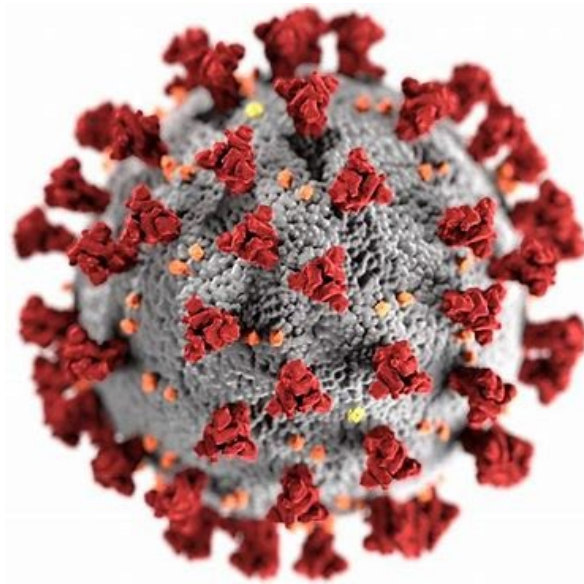


# Woolnorth Renewables COVID-19 Response Plan

September 2021



## Version Control

Revision	Date	Summary of update	Updated by	Approved by
0	25/05/20	Initial release	B. Galbraith, C. Sims	C. Sims
1	28/05/20	Updated MRWF occupancy tables, updated LST office attendance requirements, addition to external contractor requirements	B. Galbraith	C. Sims
2	20/08/20	Updates to reflect Tasmanian Government restrictions lifting.	B. Galbraith	C. Sims
3	23/11/20	Updates to reflect Tasmanian Government position and general edits	B. Galbraith	C. Sims
4	28/09/21	Ensure plan is up to date with relevant changes	C. Sims	C. Sims

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# 1. Summary

The purpose of this response Plan is to provide a consolidated overview on what strategies are being implemented by Woolnorth Renewables (WNR) in response to the COVID-19 pandemic. This Plan represents the current management strategies and is principally targeted at WNR's Tasmanian operations.

The important key actions are maintaining social distancing, staying home if you are sick and high standards of hygiene and cleanliness:

- Stay home if you are unwell.
- Wash or sanitize your hands regularly.
- Maintain hygiene standards – cough and sneeze into your elbow, dispose of tissues straight into a bin.
- Comply with social distancing requirements. Keep 1.5m away from other people, follow safe building occupancy limits, avoid touching others and close physical interactions where possible.
- Communicate clearly with external contractors to ensure they understand Woolnorth Renewable's Minimum Standards.

## 1.1 Key Actions of this Plan

- Minimum Standards and Precautions have been modified. They remain relevant.
- Use of external Contractors is not restricted but workers from other states in Australia are considered on a case-by-case basis.
- Employee engagement and consultation will continue as an important element of the Response.
- Comply with all social distancing requirements and signage at WNR facilities. This includes adhering to maximum occupancy limits posted on the entry to each room.
- Site specific controls and work arrangement are largely relaxed. The room occupancy numbers are required as is cleaning and hygiene requirements.
- Specific work arrangements at BPWF and SBWF have been relaxed.
- WFH is no longer mandatory. Employees can return to offices. Maximum occupants for rooms must be complied with.
- Intrastate is not restricted, Interstate at the General Manager discretion.
- WNR is targeting a mandatory vaccination (where Reasonably Practicable) requirement by 1 January 2022.
- Planning for an outbreak added – see Section 7.10.
- Section 8, deals with local Woolnorth Renewable site Outbreak Response.

## **2. Overview**

The purpose of this response Plan is to provide a consolidated overview on what strategies are being implemented by Woolnorth Renewables (WNR) in response to the COVID-19 pandemic. The plan is principally focussed on WNR's Tasmanian operations, but all aspects of the Plan should be applied to WNR's Victorian development where they are relevant (also see Section 5.6 on additional considerations). This plan (and WNR's response) has the following broad objectives:

- To protect and keep the WNR team (including family) as safe as possible.
- To adhere to the regulations that have been put in place by the Tasmanian State Government and the Australian Commonwealth Government (limited consideration is given to the Victorian situation).
- To minimise the potential for significant business losses or interruption.

As outlined above (our first objective), the safety of the entire WNR team and their families has been the highest priority. This key objective has been central to the development and implementation of the mitigation and control measures outlined in this Plan. Broadly, WNR have introduced the importance of effective hygiene measures and our response has had a strong focus on maintaining people and workforce segregation. WNR have also attempted to be proactive, maintain and encourage employee engagement in our response, ensure our staff are well informed and have attempted to instil a message of vigilance and importance.

This document is intended to be updated as circumstances surrounding the COVID-19 pandemic change. This version of the document is reflective of the current Government advice. It is also important that team members are able to access the Plan, contribute to it and provide feedback to further assist our response and recovery.

The Plan applies to WNR employees, sole traders working for WNR and any other contractors visiting a WNR site.

## **3. Risk Assessment**

WNR undertook a high-level risk assessment in the early phases of developing the business' response. This assessment was wide ranging and essentially assisted in the development of many of the controls documented herein. The risk assessment was considered important in the early phases of the pandemic but is no longer a critical document to assist in the business's management responses. The risk assessment could be re-utilised if required.

## **4. Core Control Measures**

WNR have responded to COVID-19 through a series of controls measures that have been adapted and modified to respond to the level of apparent risk and the advice of Government. The current adequacy of the control measures and the WNR response is being monitored and altered by the HSE team.

## 4.1 Minimum standards and precautions

The following basic points outline the core minimum standards expected at all Woolnorth Renewables sites. These can be considered the base of the WR response:

- **Do not come to work if you feel unwell**, even if you only have very mild symptoms. See section 8.1. Advise your Supervisor ASAP and seek testing.
- Do not come to work if you have (or likely to have) come into contact with a person who is confirmed to have COVID-19. Advise your Supervisor ASAP and seek testing. See section 8.1.
- If you begin to feel unwell during a shift, advise your Supervisor ASAP and make plans to leave the worksite. Seek testing. See section 8.1.
- If you become unwell either at home or work, and you have worked in close proximity to a colleague, they will also need to isolate at home until a COVID-19 test can be completed. See section 8.1.
- Maintain 1.5m distance from others where possible.
- As far as is reasonably practical, wash your work clothes every day.
- As far as is reasonably practicable, don't touch other people.
- As far as is reasonably practicable, get vaccinated (see section 7.8)
- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze.
- Be aware of common 'touch' points (doorknobs, keyboards etc) and follow good hand hygiene steps.
- Thoroughly clean (using hot water and dishwashing liquid), dry and put away shared kitchen items (cups, utensils, crockery).
- For work where there is a requirement for prolonged close contact (<1.5m), implement additional measures that are practical and reasonable. This can include a routinely checking the wellness of the work party, additional PPE, communicating purposefully and clearly to maintain the maximum people segregation as possible.
- Where it is not possible to maintain 1.5m distance between others (e.g. conducting a service or generally working in a turbine) pay particular attention to avoid touching your face. Always carry and use hand sanitiser. If there is no hand sanitiser or similar product available contact your supervisor or the HSE team.
- Intrastate travel is permitted subject to the requirements of Section 7.4 can be achieved.
- All interstate/international travel for business is limited to essential activities with special measures and controls. Any business travel of this nature must be authorised by the General Manager.

- WNR staff and contractors are strongly encouraged to install the Tasmanian Government Check In App.

## **4.2 Workers with cold or flu like symptoms**

If a worker has cold or flu symptoms or feels generally unwell, they must stay at home. The worker should contact their manager or supervisor and explain the situation. The worker shall submit to a COVID-19 test by calling the Public Health Hotline. Tasmania - 1800 671 738 or Victoria – 1800 675 398. The worker must not return to the workplace until they are completely well and have received a negative result from their COVID-19 test.

It may be appropriate for the Worker to perform work duties from their home (as it is currently a requirement to self-isolate after a test). This should be discussed on a case-by-case basis.

If you have specific questions regarding COVID-19 testing, you should call the Public Health Hotline on 1800 671 38.

**Also see section 8** for additional guidance on the current actions required for workers who develop flu like symptoms at work.

## **4.3 External Contractors**

### **4.3.1 Tasmanian based**

Prior to any external contractor commencing works on a WNR site they must complete and submit the declaration form inserted as Appendix 1.

All external contractors must have a COVID-19 Safety Plan, as required by the Tasmanian Government. A copy of this plan must be provided to the WNR Contract Manager prior to the contract workers arriving on site.

If a contractor does not have a consolidated COVID-19 Safety Plan, they must agree to follow this Plan and comply with it, insofar as it applies to their work at a WNR site. Where necessary, Contractors are expected by WNR to have their own appropriate risk management documentation, to manage the specific risks of their work while at a WNR site, including Covid-19.

The use of external contractors shall remain continuously under review and where necessary either suspended or additional controls put in place to minimise any potential risks.

### **4.3.2 Travelling from Interstate**

Where external contractors are required to travel from interstate, the situation in that state will be assessed to determine the COVID-19 risk prior to the workers being engaged. In every case, contractors travelling from interstate shall have the correct documentation and permissions from the Tasmanian Government before arrival in Tasmania. These will be provided to WNR if requested.

The requirements of each package of work will be assessed on a case-by-case basis, taking into account the importance of the work, the urgency of the time frame and where the workers are travelling from. The wider WNR team at the site where the work is to be

undertaken will be consulted and informed of the work that require workers to travel from interstate and the specific control measures that are proposed to cover (COVID-19) risks associated with the work.

External contractors that visit any WNR site may be subject to stringent measures to manage the risk of introducing COVID-19. This will be developed on a case-by-case basis, depending on where the contractors are travelling from and the work to be completed.

WNR expects that all requirements placed on a worker brought into Tasmania to perform 'essential work' will be implemented and complied with. WNR is obliged to and will report non-compliances to the relevant Tasmanian authorities.

In cases where a contractor, who is based at a WNR site, is required to work with a person who has been granted essential traveller status (i.e. from an area not classified as a safe jurisdiction) at a location that is not a WNR site, that contractor will not be permitted to attend a WNR site for 14 days from the last day of contact with the essential traveller. If this is not feasible and the contractor is required to attend a WNR site, they should be isolated from the rest of the work team and assigned one person to work with them. This additional person will also need to be isolated from the work team. This could be managed in a similar way to how the work teams were segregated during the COVID-19 lock down, by using a separate location for breaks and dropping parts and tools at each turbine for this work pair to use. This should continue for 14 days from the last day of contact with the essential worker. This is a higher risk approach and should only be used if there is no other feasible option.

Additional controls may be placed on interstate-based personnel visiting WNR sites. Project managers should contact the HSE Team for guidance on what controls are appropriate.

#### **4.4 Keeping the Workforce Informed and Engaged**

WNR commits to keeping the workforce engaged in its approach to minimising the risk of Covid-19 to them and the broader workforce. A range of information has been provided to the workforce and information will continue to be provided as required. Similarly, consultation has assisted to shape the response strategy and controls and this will remain an important aspect of the businesses approach.

Signage has been provided to all WNR Sites to keep workers informed of their obligations regarding social distancing, room occupancy limits and hygiene. Information is also supplied on the symptoms to be vigilant for and what to do if a worker develops these symptoms.

#### **4.5 Employee assistance program**

Woolnorth engage Newport and Wildman to provide access to a range of resources and in person support to our employees. This includes 24-hour phone counselling for people that feel in need of assistance (as well as providing face to face counselling at a few days notice). Newport and Wildman highlight:

*The ability to share your worries can help you to gain perspective and find solutions. We can provide an outlet valve for the stresses that modern workplaces can bring. As many of us try to balance multiple responsibilities it is helpful to remember that Newport & Wildman is part of the network that is here to support you in supporting those around you.*

Employees can access support and other resources in several ways, either through the website <https://newportwildman.com.au/> and specifically by using the Employees Login Tab (which will require you to register – it’s easy), or by the telephone support line on 1800 650 204 (24 hour, 365 days per year).

It is important to highlight that the service and support is **completely confidential** and no personal information is shared or available to Woolnorth.

Questions regarding the service can be directed to Supervisors or Managers.

## **5. Site Specific Controls**

There are currently few limitations recommended by Government that impact the way our offices and sites operate. The only material restrictions in force are those that relate to room occupancy limits. At all work locations, there are no other actions in place that change the way workers interact or do work. There is no workforce segregation strategies deemed necessary. Working from home remains open to workers, however its basis is no longer Covid-19 specific.

If Covid-19 is detected again in Tasmania, and it is necessary for Woolnorth to re-apply workforce segregation strategies, this Plan will be reviewed, and the actions of previous Plans implemented.

In addition to the points below, Section 7 details other important aspects of WNR’s Management Strategy.

### **5.1 Wind Farm sites – Bluff Point, Studland Bay, Musselroe**

#### **5.1.1 Woolnorth Vehicles (and hire cars) – all sites**

The maximum number of occupants permitted in any Woolnorth vehicle is four where that vehicle has five seats. For single cab vehicles, only two worker should travel in this vehicle. Where reasonably practicable, the number of occupants should be limited. When a vehicle is to be swapped with another work pair, frequently touched surfaces must be cleaned with alcohol wipes. This will be the responsibility of the person finishing with the vehicle.

#### **5.1.2 Control buildings**

Control buildings have no restrictions provided that the maximum occupancy limits are adhered to. These occupancy limits are posted at the entrances to each room. Standard hygiene precautions that had been previously established are still in place. This includes washing hands and/or using hand sanitiser, frequent cleaning of touch points and through cleaning of crockery and cutlery.

#### **Site Attendance Registration**

For entry atriums at BPWF and SBWF, maximum number of occupants apply – see section 6.

Where possible logging into field entry remotely via a mobile device is encouraged, however the shared sign in computer may be used.

Due to the size of the atrium at BPWF and SBWF, to comply with Government regulations only one person is permitted to be in the space at any time. In the instance that the log on computer is used, it must be cleaned with sanitising wipes after use. Each worker must wash or sanitise their hands after using the log on computer.

#### **Technicians and Supervisors Officers**

Maximum number of occupants apply – see section 6.

Normal use of the Technicians Offices are permitted. Social distancing, density limits and hygiene measures must be adhered to.

If shared computers, or other office equipment, are used, they must be sanitised before and after use with the wipes provided.

#### **Lunchrooms and kitchens**

Maximum number of occupants apply – see section 6.

Normal use of kitchen and lunchroom facilities is permitted. Social distancing, density limits and hygiene measures must be adhered to.

Where kitchen facilities are used, the area must be thoroughly cleaned before and after use. This includes washing crockery, cutlery and mugs with hot water and detergent and drying them.

BBQ's are permitted with appropriate hygiene controls in place. This includes ensuring that the person cooking implement high hygiene standards, dedicated cooking and serving utensils are provided and the cooking and dining areas are thoroughly cleaned after the completion of the event. Consideration should be given to using disposable cutlery and plates.

### **5.1.3 Cleaning**

A professional cleaner cleans BPWF/SBWF and MRWF control buildings once a week. In addition to this, touch points and hard surfaces in the control buildings are cleaned with disinfectant/sanitiser 2-3 times a week. This cleaning schedule will be reviewed periodically, however must continue until further notice.

Every worker has a responsibility to ensure the area around them is clean. This includes sanitising hard surfaces, touch points such as door handles and kitchen areas. This should be completed by each worker in their immediate work environment at least once a day.

If cleaning supplies run low or there is an item that needs to be purchased, the Supply Officer and/or Site Supervisor should be informed in the first instance. Managing supplies of cleaning gear will require everyone to work together to ensure that adequate stocks are supplied.

### **5.1.4 Musselore Wind Farm**

#### **Tebrakunna Visitors Centre**

Maximum number of occupants apply – see section 6.

In mid-July, the Tebrakunna Visitors Centre was re-opened to normal operating hours. As the centre is opened (daily or otherwise), common touch points (door handles, items in the toilets) are being cleaned with alcohol-based surface wipes. Maximum occupancy and instructional signage have been posted at the entrance, as well as establishing a QR code and sign in facility for contract tracing. A hand sanitised station has also been installed.

### Shared accommodation

The use of the site accommodation is currently restricted to the Wildspot workforce (eagle team). Workers are spread across two houses to limit the amount of people in shared the shared facilities at any one time. The houses are cleaned weekly by a professional cleaner. Equipment and material are provided at the accommodation to ensure a high standard of hygiene can be maintained.

### Vestas

The Vestas team are required to implement and follow this Plan at a minimum. It is acknowledged that Vestas may be required to follow and implement other Covid-19 management controls.

## **5.2 Launceston Office Based Workers**

Maximum number of occupants apply – see section 6.

Launceston based personnel are not restricted from attending the office environment. Maximum occupancy limits have been signposted at the entrance to each room.

### **5.2.1 Cleaning**

A professional cleaner attends the Launceston HQ building once a week. In addition to this, touch points and hard surfaces are cleaned with alcohol wipes twice a week. This cleaning schedule will be reviewed periodically, however must continue until further notice.

Every worker has a responsibility to ensure the area around them is clean. This includes sanitising hard surfaces, touch points such as door handles and kitchen areas. This should be completed by each worker in their immediate work environment at least once a day.

If cleaning supplies run low or there is an item that needs to be purchased, a HSE Advisor or the HSE Manager should be informed in the first instance. Managing supplies of cleaning gear will require everyone to work together to ensure that adequate stocks are supplied.

## **5.3 Victorian Based Workers**

WNR has a small cohort of Victorian based workers. These workers are based near the Mt Fyans project in the vicinity of Mortlake or in Melbourne.

As the Victorian situation is changing rapidly, WNR will continue to monitor the situation and implement any changes to Victorian based operations as required.

An initial set of management controls was implemented by the project team and these have now been suspended based on the current Victorian guidance issued from the Victorian

State Government. Workers have transitioned to working from home and the Mt Fyans project shop front in Mortlake has been closed until further notice.

There are occasionally contractors engaged by WNR to conduct work at the Mt Fyans site. These site works will only be undertaken if Victorian Government advice permits.

## 6. Establishing Safe Building Occupancy

The maximum number of people allowed in a space is based on the Tasmanian Government's guideline of 1 person per 2m<sup>2</sup>.

The following tables provide the maximum number of people permitted in a room for most WNR workspaces. These calculations don't take into account the presence of furniture, workshop or other equipment such as switch gear. As such, common sense should be used when applying these figures, as well as considering the intent of the limits to allow social distancing.

**In all cases, to the maximum extent possible, 1.5m of distance should be maintained between people.**

### Musselroe Wind Farm

Room	Area (m <sup>2</sup> )	Maximum permitted persons (2 m <sup>2</sup> per person)
Lunch room	16	8
Kitchen nook	11	5
Switch room	195	96
Workshop	235	116
Site Supervisor's office	11.7	4
Technicians office	19.2	8
Office adjacent technicians	8.7	4
Middle office	12	6
End office	10.2	4
Training room	39.4	18
Visitors Centre	40	10

### Studland Bay Wind Farm

Room	Area (m <sup>2</sup> )	Maximum permitted persons (2 m <sup>2</sup> per person)
Lunch room	26.8	13
Office	8.7	4
Control room	12.5	6
Comms room	12	6
Workshop	138	68
Technicians office	12	6
Switch room	40	20

#### Bluff Point Wind Farm

Room	Area (m <sup>2</sup> )	Maximum permitted persons (2 m <sup>2</sup> per person)
Sign in atrium	1	1
Lunch room	18	8
Office	9	4
Control room	10	4
Workshop	42	20
Store room	36	4
Technicians office	13.5	4
Supply office	4	2
Switch room	38	18
Comms room	5	2

#### Launceston Office

Room	Area (m <sup>2</sup> )	Maximum permitted persons (2 m <sup>2</sup> per person)
Sign in atrium	2	1
Board room	28	14

Room	Area (m <sup>2</sup> )	Maximum permitted persons (2 m <sup>2</sup> per person)
Kitchen	19	8
Small offices	5	2
Large offices	8	4
Open plan office	33	16
General Managers office	17	8

## 7. Current Management Strategy

The HSE Manager will be responsible for monitoring Covid-19 restrictions. This may involve relaxing these measures or implementing additional controls in response to how the situation is changing. As required, WNR will completed a dedicated review of the business' control measures. Importantly WNR recognises that the COVID-19 situation is fluid and may require an agile response that requires a review of these proposed actions at any stage. WNR will engage and communicate changes to the WNR team.

Building and room occupancy limits detailed in section 6 must be complied with until further notice. These limits are a mandatory requirement of the Tasmanian and Australian Governments.

It is important that the minimum standards and precautions (Section 4.1), basic hygiene and cleaning schedules and the site-specific controls outlined in section 5 are adhered to until further notice. This is to ensure WNR remains compliant with government restrictions and reduces the risk of COVID-19 affecting our workforce.

The following material provides guidance on specific measures.

### 7.1 Bluff Point and Studland Bay Wind Farms

#### 7.1.1 Working Arrangements

There are currently no workforce segregation strategies deemed necessary. Signs have been placed on the entrance to frequently used rooms identifying the maximum occupancy limit.

### 7.2 Musselroe Wind Farm

#### 7.2.1 Working Arrangements

There are currently no workforce segregation strategies deemed necessary. Signs have been placed on the entrance to frequently used rooms identifying the maximum occupancy limit

### **7.3 Launceston Office**

#### **7.3.1 Working Arrangement**

There are currently no workforce segregation strategies deemed necessary. Signs have been placed on the entrance to frequently used rooms identifying the maximum occupancy limit

### **7.4 Travel Within Tasmania**

WNR workers are currently permitted to travel within Tasmania with no restrictions.

### **7.5 Business Interstate/International Travel**

The situation surrounding interstate/international travel is subject to rapid change. Entry conditions and requirements are subject to change at short notice. As such all interstate travel will require General Manager approval.

### **7.6 Personal interstate/international travel**

Personal interstate and international travel requirements and return to work associated issues should be discussed with your Supervisor/Manager. Workers may be required to take personal leave to cover any quarantine-based absences from work. This will be determined on a case-by-case basis (considering the circumstances of the travel/quarantine). Workers and their Manager/Supervisor should monitor changing circumstances and any potential return to work issues.

### **7.7 Project/Task Risk Assessments**

Where necessary, standard/existing and new risk assessments for projects or tasks should include control measures to specifically assess and control the risk of Covid-19 (respective to the project/task). Control measures may include the application of WNR's minimum standards and precaution and/or additional controls such as additional PPE or workforce segregation strategies.

### **7.8 Vaccinations**

On the balance of the expert information and guidance material from the Australian Government, WNR have formed the view that:

- A vaccinated workforce is desirable to minimise future risks to workers (during the course of work) either transmitting Covid-19 to other colleagues or being infected by others (unknowingly infected workers).
- Being vaccinated is Reasonably Practicable
- Vaccinated workers are considered an effective and important 'control measure' for WNR.

On this basis, WNR will encourage all WNR staff to be fully vaccinated by 31 December 2021.

On 1 January 2022, WNR will be seeking all workers and contractors to be vaccinated where Reasonably Practicable. Where not Reasonably Practicable, additional controls will be required to ensure a low transmission and infection risk is maintained. Where workers and contractors are not vaccinated and cannot implement effective controls, access to WNR worksites may be denied.

## **7.9 Unwell Workers**

In the instance that a person feels unwell at work (with relevant symptoms), they must be sent home. The unwell person must seek a COVID-19 test and must remain at home until the result of the test is received. Alternative duties may be arranged for workers who do not feel unwell to complete at home.

If a person is unwell, they must not attend a WNR workplace (see section 4.2). If a worker or their supervisor is in any doubt as to if the worker should stay home or not, the worker should stay home and seek a COVID-19 test. The worker should not attend work until they have no further symptoms and have returned a negative COVID-19 test.

If the COVID-19 test is negative, the worker should remain at home until they have recovered from their illness and follow the advice of a health care professional.

## **7.10 Preparing for an Outbreak**

It is considered possible that Tasmania will see future outbreaks of Covid-19. In such circumstances WNR may be required to implement local or business wide controls to appropriate manage relevant risks. It is envisaged at this stage, that WNR will adopt previously implemented strategies to minimise worker interactions. These include, for example, shift segregation, mandatory working from home, restricting interstate travel and minimising the use of the control buildings. As outlined above, the HSE manager will be responsible for ensuring that such controls are implemented as soon as is Reasonably Practicable and are compliant with any relevant government requirements.

The HSE Manager will ensure that sites are well prepared for a future outbreak or tightening of restrictions.

# **8. Outbreak Response**

## **8.1 Responding to an incident of COVID-19**

### **8.1.1 Management Response**

In the event a positive COVID-19 test is returned for a worker, Public Health shall be contacted by the HSE Manager. The HSE Manager should be the primary point of contact with Public Health.

All directives issued by Public Health will be complied with. This may include directing a substantial number of workers to quarantine. Changes to roster arrangements may be required to achieve this requirement. Careful analysis of upcoming tasks should be undertaken by the operations team. Consider that some tasks may need to be rescheduled while the work force is reduced.

The outbreak response team shall consist of the following personnel. This may be adapted as required for each site or situation.

Position	Responsible Person
Outbreak response coordinator	HSE Manager
Infection prevention and control coordinator	Site supervisor
Support	Operations Manager
Support	HSE Advisor
Support	Planner

**Outbreak Response Coordinator:** Coordinate the Primary point of contact with Public Health. Responsible for ensuring the directions and requirements of Public Health are communicated within WNR.

**Infection Prevention and Control Coordinator:** Support the isolation and safe care of the person who has the virus. Proactively identify and isolate workers who have had close contact with the diagnosed person. Coordinate cleaning of spaces the diagnosed person worked in. Rearrange rosters as required to accommodate workers who are directed to quarantine.

**Support – Operations Manager:** Provide assistance to the Infection prevention and control coordinator as required.

**Support – HSE Advisor:** Provide assistance to the Outbreak Response Coordinator as required.

To assist with contact tracing records from field entry will be obtained for the 21 days (or the time frame requested by Public Health) before the person was diagnosed. These records should be provided to Public Health if they request them.

WorkSafe Tasmania must be contacted when it is confirmed that a person has contracted COVID-19 through carrying out work and:

- The person dies, or
- The person is required to have treatment as an in-patient in a hospital.

Notification must be made immediately after the employer becomes aware of the incident and can be made by calling WorkSafe Tasmania on 1300 366 322.

### 8.1.2 Cleaning after an incident of COVID-19

It is very important to effectively clean all areas that were accessed by the person who is suspected to have or has been diagnosed with COVID-19. The following actions shall be undertaken:

- Prevent access to the areas that were used by the suspected or confirmed case, as well as any common areas and known or likely touch points.
- Open as many doors and windows as possible to increase air circulation.
- Use detergent as a solution that can be mixed with water and a disinfectant containing a minimum of 70% alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach. OR a combined detergent and disinfectant solution.
- Use appropriate PPE, including disposable gloves and safety eyewear.

The following areas shall be thoroughly cleaned and disinfected:

- all areas of suspected or confirmed contamination;
- any common areas (e.g. lunch rooms, bathrooms); and
- any known or likely touch points in the workplace.

After cleaning, all equipment used to clean including clothes, mops, sponges and any PPE such as gloves and masks shall be disposed of immediately into dedicated garbage bags. These bags shall be bagged again and transported to an appropriate disposal facility immediately.

All workers who have been involved in cleaning must thoroughly wash as soon as possible after the completion of cleaning. Uniforms shall be washed on a setting which sterilises the garments, and hung out to dry in the sun (where possible) to assist in the disinfecting process.

## **9. Review**

This Plan will be reviewed as per section 7, or in line with relevant public health advice.

## 10. References

Tasmanian Government Department of Health. *COVID-19 Case Outbreak Management*: [https://www.health.tas.gov.au/publichealth/communicable\\_diseases\\_prevention\\_unit/infectious\\_diseases/coronavirus/covid-19\\_case\\_and\\_outbreak\\_management](https://www.health.tas.gov.au/publichealth/communicable_diseases_prevention_unit/infectious_diseases/coronavirus/covid-19_case_and_outbreak_management)

Tasmanian Government Department of Health. *COVID-19 Plans for Tasmanian Settings*: [https://www.health.tas.gov.au/\\_\\_data/assets/pdf\\_file/0006/414483/COVID-19\\_Plans\\_for\\_Tasmanian\\_Settings\\_v5.pdf](https://www.health.tas.gov.au/__data/assets/pdf_file/0006/414483/COVID-19_Plans_for_Tasmanian_Settings_v5.pdf)

WorkSafe Tasmania. *COVID Safe Workplace Guidelines, Electricity and Gas Supply Industry*. [https://www.worksafe.tas.gov.au/\\_\\_data/assets/pdf\\_file/0008/569870/COVID-Safe-Workplace-Guidelines-Electricity-and-Gas-Supply.pdf](https://www.worksafe.tas.gov.au/__data/assets/pdf_file/0008/569870/COVID-Safe-Workplace-Guidelines-Electricity-and-Gas-Supply.pdf)

WorkSafe Tasmania. *Checklist: How to keep your workers safe and limit the spread of COVID-19*. [https://www.worksafe.tas.gov.au/\\_\\_data/assets/pdf\\_file/0003/567723/CHECKLIST-How-to-keep-your-workers-safe-and-limit-the-spread-of-COVID-19.pdf](https://www.worksafe.tas.gov.au/__data/assets/pdf_file/0003/567723/CHECKLIST-How-to-keep-your-workers-safe-and-limit-the-spread-of-COVID-19.pdf)

# Appendix 1

## External Contractor Declaration Form

Company:  Contact person:	Comment
1) Have you/any of your staff travelled to or from another State or Territory of Australia or an overseas destination from in the last 14 days? If yes, where and when?	
2) If you answered <b>yes</b> in question 1, do you declare you have followed and will follow the requirements of Government agencies?	
3) Have you or your staff been in close contact with someone who is currently required to isolate (with symptoms or because of close contact/connection with a confirmed COVID-19 case)?	
4) Can you confirm that you or none of your staff attending a Woolnorth Renewables have cold and flu symptoms (including but not limited to fever, cough, sore throat, runny nose)?	
5) Have you and your staff <i>read and understood</i> Woolnorth Renewables Minimum Standards and Precautions?	
6) Have you supplied a COVID-19 Safety Plan to WNR? If no, proceed to question 7	
7) If you do not have a COVID-19 Safety Plan, do you agree to follow the actions contained in WNR's Pandemic Plan while working at a WNR site? You must still provide risk management documentation specific to your work activity.	

Signed..... Date.....

## Minimum Standards and Precautions for External Contractors to Woolnorth Renewables

- **Do not come to work if you feel unwell**, even if you only have very mild symptoms. See section 8.1. Advise your Supervisor ASAP and seek testing.
- **Do not come to work** if you have (or likely to have) come into contact with a person who is confirmed to have COVID-19. Advise your Supervisor ASAP and seek testing. See section 8.1.
- If you begin to feel unwell during a shift, advise your Supervisor ASAP and make plans to leave the worksite. Seek testing. See section 8.1.
- If you become unwell either at home or work, and you have worked in close proximity to a colleague, they will also need to isolate at home until a COVID-19 test can be completed. See section 8.1.
- Maintain 1.5m distance from others where possible.
- As far as is reasonably practical, wash your work clothes every day.
- As far as is reasonably practicable, don't touch other people.
- As far as is reasonably practicable, get vaccinated (see section 7.8)
- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze.
- Be aware of common 'touch' points (doorknobs, keyboards etc) and follow good hand hygiene steps.
- Thoroughly clean (using hot water and dishwashing liquid), dry and put away shared kitchen items (cups, utensils, crockery).
- For work where there is a requirement for prolonged close contact (<1.5m), implement additional measures that are practical and reasonable. This can include a routinely checking the wellness of the work party, additional PPE, communicating purposefully and clearly to maintain the maximum people segregation as possible.
- Where it is not possible to maintain 1.5m distance between others (e.g. conducting a service or generally working in a turbine) pay particular attention to avoid touching your face. Always carry and use hand sanitiser. If there is no hand sanitiser or similar product available contact your supervisor or the HSE team.
- WNR staff and contractors are strongly encouraged to install the Tasmanian Government's Check-in App (App Store or Google Play).