



COVID SAFE PLAN – v3

This COVID Safe Plan should be read in conjunction with the GPS Health and Safety Policy.

Policy Statement

Global Public Safety Pty Ltd is committed to protecting the health and safety of all persons in the workplace including workers, contractors and visitors.

Objectives

The objectives of this COVID Safe Plan are to support GPS and its clients to safely reopen, maintain a COVID Safe workplace and prepare for a suspected or confirmed case of coronavirus (COVID-19) in or around the workplace.

Principles Within this Plan

This Plan is grouped into six COVID Safe principles as recommended by the Department of Health (Victoria):

1. Ensure physical distancing
2. Wear a face covering
3. Practice good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

Application of this Plan

We seek the co-operation of all workers, customers/clients and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero incident rate and immediate reporting of incidents to GPS. This Plan applies to all business operations and functions including those situations where workers are required to work off-site.

Training and vaccination

All staff and contractors at GPS will be trained against this Plan. It is a requirement of GPS that all staff and contacts are double vaccinated (as a minimum) as outlined by the Department of Health.

Authorised by the CEO

A handwritten signature in black ink, appearing to read "J. L. ...", is written over a light yellow rectangular background.

Application of the COVID Safe Principles

1. Ensure physical distancing

- Staff are encouraged to work from home during the pandemic.
- Staff must maintain a physical distance of at least 1.5 metres in or around the workplace and no more than one staff member in four square metres of indoor spaces.
- The requirement also applies to staff when interacting with or conducting activities associated with work such as off-site reviews or meetings. “Off-site” can include attendances at client premises, accepting deliveries at the office, travelling on public or ride-share transport or purchasing food from a retail outlet.
- No car-pooling is to occur at any time.

2. Wear a face covering

- Face masks are part of mandatory GPS PPE.
- All staff must adhere to face mask wearing as directed by the Chief Health Officer.
- Face masks must be correctly fitted and cover both the nose and mouth when worn.
- GPS will provide face masks to staff.
- If during the day or period of work a face mask is visibly dirty or wet, the mask must be discarded and a replacement obtained.
- Any reusable face masks must be washed daily.

3. Practice good hygiene

- GPS provides soap and hand sanitiser throughout the workplace and encourages staff to regularly wash their hands.
- Staff must clean and disinfect shared spaces at the office at least twice a day (10am and 2pm). This includes high-touch communal items such as doorknobs, telephones, toilets and handrails.
- GPS provides appropriate cleaning and disinfection products.
- The Office Manager will ensure compliance with this requirement each day.
- The office will be thoroughly cleaned on completion of each working day.

4. Keep records and act quickly if workers become unwell

- GPS staff must utilise the Victorian Government QR Code Service when moving into any area or building.
- Staff must immediately report any symptoms or when feeling unwell.
- No staff or visitors are to attend the GPS office to avoid any potential exposure to executives whom will continue working through.
- Should any staff become symptomatic they must get tested and isolate at home for the relevant period as directed by the Chief Health Officer.
- Details of any potential staff exposure will be recorded in the GPS Online Calendar.
- If a positive case or close contact occurs, GPS will isolate its operation to avoid a spread until negative tests result as required by the Department of Health.

5. Avoid interactions in enclosed spaces

- Where possible, staff should work in outdoor environments such as moving activity including meetings and meal breaks outside.
- GPS encourages all workers to avoid enclosed spaces or where ventilation is limited. This includes avoiding the sharing of lifts or offices or other areas where there is an absence of fresh air.

6. Create workforce bubbles

- GPS notes risks associated with working across multiple sites and sharing facilities with clients and others.
- The preferred method for all communications is electronic.
- Where possible, GPS staff and contractors must avoid directly collaborating with each other face-to-face.

Unavoidable interactions

The nature of GPS operations may occasionally require staff to personally attend locations to conduct risk assessments or provide urgent advice. All risk assessments or other urgent activity during the COVID-19 pandemic should only be conducted by Dr Tony Zalewski.

If Dr Zalewski is unable to provide the service required, then the work requirement can only be completed after consultation with GPS executive who, amongst other things will confirm the six principles outlined in this Plan.

GPS will also ensure any immediate or additional directions of the CHO are addressed.

Symptoms and Long Symptoms

Attached to this protocol is an Australian Government Guide “COVID-19: Identifying the Symptoms.” This Guide has been adapted from materials produced by the WHO.

Long COVID

According to the Australian Government, most people who test positive for COVID-19 recover completely, but some people may develop “long COVID.”

Long COVID is where symptoms of COVID-19 remain, or develop, long after the initial infection – usually after 4 weeks.

Symptoms of long COVID can last for weeks or sometimes months, and include:

- extreme fatigue (tiredness)
- shortness of breath, heart palpitations, chest pain or tightness
- problems with memory and concentration
- changes to taste and smell
- joint and muscle pain.

It is not yet known how long symptoms of long COVID will last. In a large survey of people in the United Kingdom who had COVID-19, nearly 10% of people reported at least one symptom 12 weeks after their initial infection (January 2022).

Actions if you are unwell

The Coronavirus hotline operates 24/7 - **1800 675 398** (in emergencies dial 000).

Attached to this document are Australian Government “Test and Isolate Protocols” (6 Jan 2022). These protocols explain actions to take if you are confirmed positive by a RAT or PCR test or are a close contact with or without symptoms or are not a close contact but have a connection with a place or person.

Test and isolate are significant factors to identifying COVID and managing the spread.



COVID-19: Identifying the Symptoms

Symptoms		COVID-19	Cold	Flu	Allergies*
		Symptoms range from mild to severe	Gradual onset of symptoms	Abrupt onset of symptoms	May be abrupt or gradual onset of symptoms
Fever		Common	Rare	Common	No
Cough		Common	Common	Common	Common (asthma)
Sore Throat		Sometimes	Common	Sometimes	Sometimes (Itchy throat and palate)
Shortness of Breath		Sometimes	No	No	Common (asthma)
Fatigue		Sometimes	Sometimes	Common	Sometimes
Aches & Pains		Sometimes	No	Common	No
Headaches		Sometimes	Common	Common	Sometimes
Runny or Stuffy Nose		Sometimes	Common	Sometimes	Common
Diarrhoea		Rare	No	Sometimes, especially for children	No
Sneezing		No	Common	No	Common

*Adapted from material produced by WHO, Centers for Disease Control and Prevention and the American Academy of Allergy, Asthma and Immunology. *Respiratory allergies include allergic rhinitis (hay fever), and allergic asthma. Other common symptoms of hay fever include itchy nose and itchy, watery eyes.*

It is very difficult to distinguish between the symptoms of COVID-19, influenza and a cold. If you have any infectious or respiratory symptoms (such as a sore throat, headache, fever, shortness of breath, muscle aches, cough or runny nose) don't go to work. You need to self-isolate and to be assessed by a medical professional. You may need testing for COVID-19. You must not return to work until cleared by a medical professional. You need to ensure that the people you care for are protected and safe. People who have respiratory allergy symptoms such as allergic rhinitis (hay fever) and allergic asthma should stay home and get tested for COVID-19 at the onset of their symptoms and if they experience symptoms that are unexpected, seem different or worse than usual, or do not respond to their usual medication.

For more information about **Coronavirus (COVID-19)** go to [health.gov.au](https://www.health.gov.au)

Visit www.health.gov.au/resources/translated or for translating and interpreting services call **131 450**.



COVID-19 Test and Isolate National Protocols

PROTOCOL 1

COVID-19 confirmed by a positive RAT or PCR test

- 1 Isolate at home for at least 7 days from the day you had your test.
If you have symptoms at **Day 6**, you must stay at home until symptoms are gone.
- 2 Notify your household, school or employer that you have tested positive.
- 3 If you have **no symptoms** at **Day 7**, you can return to normal living and leave your home. You do not need a further test.

Wear a mask when leaving the home and avoid visiting high-risk settings for at least 7 days following negative test or end of symptoms.

Always seek medical help if you become very unwell.

PROTOCOL 2

Close Contact and have symptoms

- 1 Stay home for 7 days since you last had contact with the person who has COVID-19.
- 2 Take a RAT self-test or PCR test and stay at home while waiting for the test result.
If you test **positive** for COVID-19 follow **Protocol 1**. If you test **negative**, continue to stay at home.
- 3 On **Day 6** of isolation, take a RAT self-test.

If you test **positive** for COVID-19 follow **Protocol 1**.

If your Day 6 test is **negative**, you can leave home and return to normal living after completing the 7 days of home isolation.

Wear a mask when leaving the home and avoid visiting high-risk settings for at least 14 days following exposure to the person with COVID-19.

Always seek medical help if you become very unwell.

PROTOCOL 3

Close Contact with no symptoms

- 1 Monitor for symptoms and take a RAT self-test or PCR test if they develop.
If **positive**, follow **Protocol 1**.
If **negative**, continue to stay at home for 7 days, monitor for symptoms and follow **Protocol 2** if they develop.
- 2 On **Day 6** of isolation, take another RAT self-test.

If your Day 6 self-test is **positive**, follow **Protocol 1** – you do **NOT** need a PCR test for confirmation.

If your Day 6 self-test is **negative and you have no symptoms**, you can leave home and return to normal living after completing the 7 days of home isolation.

Wear a mask when leaving the home and avoid visiting high-risk settings for at least 14 days following exposure to the person with COVID-19.

PROTOCOL 4

Other contacts

If you have had less contact with someone with COVID-19, such as contact in a social, shopping, education or workplace setting.

- 1 You should monitor for symptoms and have a RAT self-test if these occur.
If **positive**, follow **Protocol 1** and stay at home until you no longer have symptoms.

Wear a mask when leaving the home and avoid visiting high-risk settings for at least 14 days following exposure to the person with COVID-19.

**WA, SA, NT & TAS residents should check their state or territory requirements and timelines*

*You are a **Close Contact** if you are living with someone who has COVID-19, or have spent 4 hours or longer with someone in a home or health or aged care environment since they developed COVID-19.*