

Hunter Gas Pipeline Pty Ltd

COVID-19 Employee, Contractor and visitor protocols

Effective July 2020

This policy has been created to align with the Australian Government COVID-19 regulations to minimise the risk of spreading the virus as well as isolating any cluster outbreaks that may occur. Hunter Gas Pipeline (HGP) acknowledges this is an evolving policy subject to change as recommendations and restrictions change. The policy will comply with most up to date government travel restrictions and social distancing requirements.

HGP employees and contractors will adhere to the following principles while travelling within NSW or Queensland to conduct landholder consultation and/or any field work which would include (but not necessarily be limited to) meetings with landholders and smaller community group discussions/council meetings, or field visits.

Wellbeing of our people and those people we are visiting

- Prior to commencing any face to face engagement, HGP COVID-19 protocol will be discussed with the venue (or with the parties we intend to meet with) to ensure the appropriate requirements can be met by both parties.
- Venues will be asked to display conditions of entry to ensure all visitors are aware of the requirements.
- HGP employees and contractors will ensure invited guests are informed prior to the meeting that COVID-19 guidelines are mandatory and will be enforced. They include (but not limited to):
 - Any employee, contractor or visitor who is unwell will be excluded from the meeting and asked to join discussions by video or phone link if possible.
 - Any employee, contractor or visitor who becomes unwell or shows signs of respiratory like illness will be asked to leave.
 - Any employee, contractor or visitor that has had close contact with someone who tested positive to COVID-19 in the past 14 days will be asked to join discussions by video or phone link.

Physical distancing

- The venue is required to review the meeting area and ensure it does not exceed one person per 4 square metres of space.
- There is a maximum of 20 people per meeting including employees, contractors and visitors.
- All employees, contractors and visitors are required to implement social distancing protocol and gatherings in entrances are to be avoided.
- Attendees are required to implement social distancing, remaining 1.5metres apart where possible.

- Staggered seating is to be arranged and seating within 1.5 metre range should be blocked off accordingly.

Hygiene and cleaning

- All employees, contractors and visitors are to adopt good hand washing practice and respiratory etiquette, and these are to be reiterated by the venue with signage in the toilet facilities.
- The venue is to agree and comply with the following requirements to ensure personal hygiene can be maintained for all staff members and visitors:
 - Hand sanitiser is to be available at the venue entry as well as within the meeting area/s.
 - Bathrooms are to be well stocked with soap, hand sanitiser and paper towel or hand dryers
 - 'Bathroom facilities should be cleaned at an increased frequency to ensure that surfaces are cleaned and disinfected on a regular basis'.
 - People involved in cleaning are required to wear gloves and should wash their hands before and after cleaning.
- Self-serve or buffet-style food is not allowed. Any food provided needs to be a single serve. All persons eating must wash hands before and after service.
- Shared utensils are not permitted and should be cleaned with detergent and hot water in between use.

Record keeping

- The HGP team is required to document name, phone number or email address for all employees, contractors and visitors in attendance and need to keep these records for at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.
- Upon detection of a positive case of COVID-19, staff members and visitors are to cooperate with NSW Health if contacted and notify SafeWork NSW on 13 10 50.
- Additional information for staff and visitors can be found via the following links

DEPARTMENT OF HEALTH

<https://www.health.gov.au/>

SMARTTRAVELLER

<https://www.smartraveller.gov.au/>

NSW HEALTH

<https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx#5-1>

WHO

<https://www.who.int/emergencies/diseases/novelcoronavirus-2019>