

# COVID-19 MANAGEMENT PLAN

<b>CODE</b>	COVID-19 MP	<b>VERSION</b>	2.0
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<b>POSITION</b>	GENERAL MANAGER - LEARNING & ASSESSMENT		

## REVISION HISTORY

REV	DESCRIPTION OF CHANGE	REVIEWED BY	APPROVED BY	APPROVED DATE
1.0	Initial publication	W. Bajars	P. Skuse	30/03/2020
2.0	Added section 1.8. SUSPECTED OR CONFIRMED CASE OF COVID – 19 AT WORK, & Appendices C, D E. Updated Appendices A & B.	W. Bajars	P. Skuse	06/05/2020

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## 1.1. Purpose and Scope

This plan provides a framework for ERGT to manage the business during and into recovery of the COVID-19 Pandemic. This Management Plan is subservient to ERGT Pandemic Preparation Response Plan (PPRP) v3.

To meet the challenges associated with maintaining ERGT operations during the COVID-19 Pandemic, each ERGT training centre manager is responsible for production and upkeep of localised operational plans to achieve the objectives of this plan.

## 1.2. Relationship with Other ERGT Plans

This plan document should interface with the following:

- ERGT Pandemic Preparation and Response Plan (PPRP)
- Business Continuity Plan
- Incident Management Plan
- HSE Management System
- ERGT Management System

With the anticipated impact on the ability of staff and contractors to perform their duties due to illness, the potential Business Continuity (BC) implications associated with a pandemic are significant.

## 1.3. Plan Owner

The ERGT Senior HSE Advisor is responsible for the ongoing development, review and maintenance of this plan.

## 1.4. PPRR

ERGT utilises the national Prevention Preparedness Response Recovery (PPRR) strategy for all crisis and emergency management planning. In the context of this plan, PPRR definitions are as follows:

- **Prevention:** government aligned processes to prevent the spread of any pandemic, including localised tactics for monitoring employees, staff, contractors and clients; plus internal and external reporting procedures.
- **Preparedness:** monitoring authoritative sources to ensure ERGT plans remain relevant, conducting workshops and exercises to test components of the pandemic plan, periodically briefing staff on the pandemic plan and any changes to it.
- **Response:** executing the plan, or just components of it, in response to verification of a threat or actual pandemic confirmation.
- **Recovery:** returning to pre-pandemic status in terms of impacts to employees and the business.

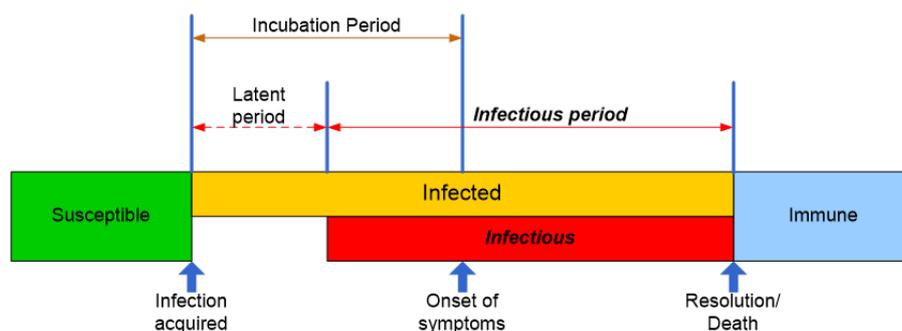


Figure 1: Influenza Incubation and Infectious Periods

## 1.5. Plan Objectives

The ERGT COVID-19 Management Plan has the following objectives using the PEARL Principle, People, Environmental, Assets, Reputation, and Liabilities:

**Table 1: ERGT COVID-19 Management Plan Actions using PEARL Principle**

PEARL	Ref	Objectives
People	P01	Protect ERGT workers and clients (students) from unnecessary exposure to pandemic illness
	P01	Support ERGT employees who are directly or indirectly affected by pandemic illness
Environment	E01	
Assets	A01	Operate ERGT training facilities as <b>Controlled Work Sites</b> – in alignment with the approach of our key oil and gas clients
Reputation	R01	Ensure alignment of ERGT preparedness arrangements with Australian and International pandemic management plans, as well as those arrangements of major ERGT clients
	R02	Ensure alignment of knowledge and practices with those of major ERGT clients, to effectively manage risks related to any virus and to provide confidence for major clients to continue sending their people for training at ERGT centres
Liability	L01	Provide a management framework to ensure ongoing assessment of regional pandemic risks to ERGT operations is undertaken
	L02	Ensure mitigation measures are available to be implemented when required
	L03	Generate awareness to the considerable business continuity challenges associated with a pandemic event, and enact a plan

## 1.6. Control Measures

The ERGT COVID-19 Management Plan under PEARL will implement control measures based on risks identified and aligned with the Pandemic Phase Action panels from the PPRP, mitigation of the same, and a separation strategy.

The main elements of the PEARL Strategy is to look after people's health and safety, and assets through developing and maintaining a Controlled Worksite and environment using physical distancing measures. From these control measures the identified risk mitigations will be planned, implemented and reviewed for effectiveness over the course of the COVID-19 Pandemic, including the recovery phase.

## 1.7. Continual surveillance of pandemic threats

The ERGT Occupational Health Advisor has well established information networks that continually monitor the status of potential pandemic threats across the globe. Timely assessment of this information is essential for an effective response to preventing exposure to a pandemic.

This position acts as the principal adviser to the ERGT CMT/IMT in and prior to a pandemic situation.

## **1.8. Suspected or confirmed case of COVID-19 at work**

If there is a suspected or confirmed case of COVID-19 at work, it will need to be established if the person is physically at work, or have they been diagnosed away from the workplace. This will determine the immediate course of action that ERGT will take.

In either case, ERGT Australia will follow a five step process to effectively deal with the issue.

The five steps will be as follow:

### **Identify the hazards.**

1. **Is the worker still at work?** Were they at the workplace while they may have been infectious or have they been identified by a public health authority as a 'close contact'?
2. **Assess the risks.** How much contact did the worker have with others or the workplace while possibly infectious?
3. **Control the risks.** If the infected worker had limited contact you may be able to evacuate that area, undertake extensive cleaning, and send home workers who had contact with them in accordance with any health advice.
4. **Review the control measures.** Regularly review control measures to make sure they are working e.g. if other workers get sick, this may mean your current control measures are not working as intended.
5. **Consult with workers and other duty holders.** It is important to consult with your workers at all stages of this process and keep in touch with workers who may be isolated away from the workplace. You must also consult with other stakeholders e.g. other trainees, visitors and contractors that possibly had contact.

A more detailed plan of the step is attached in Appendix C of this document.

**Table 2: ERGT COVID-19 Management Plan Actions by PPRP Pandemic Phases**

<b>ERGT Pandemic Preparedness and Response Phase</b>			
<b>ERGT Pandemic Phases</b>	<b>Company Focus</b>	<b>Risks</b>	<b>Mitigation</b>
<b>MONITOR AND PREPARE</b>	<ul style="list-style-type: none"> <li>• Maintain a watching brief on pandemic activity across the globe</li> <li>• Company pandemic planning is reviewed to maintain currency with jurisdictional pandemic planning regimes</li> <li>• Preparedness activities include verifying Company plans to a potential pandemic impact</li> </ul>	<ul style="list-style-type: none"> <li>• Exposure to infection</li> <li>• Transmission of infection</li> <li>• Transmission of infection to someone on site</li> <li>• Loss of reputation through lack of preparedness</li> <li>• Possible loss of revenue</li> </ul>	<p>Incident Management Team (IMT) formed.</p> <p>IMT to appoint Senior HSE Advisor to monitor information platforms (media, social media, websites) and gather intelligence.</p> <p>IMT to decide on what sources of information to use in all communication for consistency and clarity. Federal and state governments as a minimum.</p> <p>IMT to set frequency intervals and type of information reported.</p> <p>Senior HSE Advisor to review PPRP and Jurisdictional Pandemic Plans &amp; advise of any required update.</p>
<b>PANDEMIC ALERT</b>	<ul style="list-style-type: none"> <li>• Risk assessment of pandemic threat to ERGT operating locations</li> <li>• Maintain watching brief of pandemic activity and spread</li> <li>• Review pandemic preparedness</li> <li>• If pandemic threat is in close proximity to ERGT operating location, proceed to <b>INITIATE</b> stage at company close location</li> </ul>	<ul style="list-style-type: none"> <li>• Exposure to infection</li> <li>• Transmission of infection</li> <li>• Transmission of infection to someone on site</li> <li>• Loss of reputation through lack of preparedness</li> <li>• Possible loss of revenue</li> </ul>	<p>Monitor federal and state government's information to identify outbreak locations and map against the ERGT locations and conduct a threat vulnerability assessment.</p> <p>IMT to identify and notify taskforces (Finance, HR, Occupational Health Advisor (OHA)) of possible stand-up.</p> <p>ERGT OHA engaged for advice on threat assessment.</p> <p>IMT to provide pandemic assessment briefing to Crisis Management Team</p>

**ERGT Pandemic Preparedness and Response Phase**

ERGT Pandemic Phases	Company Focus	Risks	Mitigation
			(CMT) and recommendation for Pandemic Planning Stage escalation
<b>STANDBY</b>	<ul style="list-style-type: none"> <li>• Pandemic planning focus increases</li> <li>• CMT must be briefed of pandemic threat</li> <li>• Identification of additional protection for high pandemic risk locations</li> <li>• Emphasis on isolating spread potential to ERGT facilities</li> <li>• Objective is to minimise threat of ERGT staff, contractor &amp; trainee exposure</li> <li>• ERGT PPRP activated</li> <li>• No business travel to pandemic locations</li> <li>• Review of pandemic location(s) to determine if screening is required</li> </ul>	<ul style="list-style-type: none"> <li>• Exposure to infection</li> <li>• Transmission of infection</li> <li>• Transmission of infection to someone on site</li> <li>• Loss of reputation through lack of preparedness</li> <li>• Possible loss of revenue</li> </ul>	<p>IMT meetings frequency scheduled and emergency management room secured.</p> <p>PPRP enacted and meetings, tasks, actions, are recorded and monitored against the action panels of the PPRP</p> <p>Senior HSE Advisor to monitor government health information and other sources (OHA) and brief the IMT at meeting.</p> <p>Taskforces stood up and briefed on current situation and given scope of work to start with.</p> <ul style="list-style-type: none"> <li>• Health – HSE/OHA</li> <li>• Mental Health – HR/HSE</li> <li>• Business Continuity (BC) – Finance/HR/MD/Senior Leadership Team (SLT)</li> <li>• EM Advisor – EM Contractor</li> </ul> <p>Prepare screening questions for staff and trainees, contractors and visitors.</p> <p>IMT to issue travel policy. All travel to be approved by GM Learning &amp; Assessment.</p>

**PLEASE GET IN TOUCH WITH OUR HSE MANAGER,  
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