

1.2. INFECTION CONTROL POLICY MEASURES (COVID-19)

PTC is committed to ensuring Workers, other contractors, visitors and the public are not exposed to health and safety risks arising from the conduct or activities of the Company.

All PTC employees must strictly follow the directives the current Covid-19 infection control guidelines from the Australian Health Authorities, Federal Government & NSW Government.

PTC stress it is important to follow these guidelines while at work and in your daily life. These include:

- **Getting vaccinated as soon as possible**
- **Follow all Principal Contractor COVID site protocols and roles including QR sign in & out**
- Frequently cleaning your hands by using alcohol-based hand sanitiser or soap and water which are provided in on-site or office washrooms
- Always clean hands before consuming food
- Practicing social distancing in the workplace & in your daily life by maintaining a minimum distance of 1.5 metres wherever possible between you and other employees or other individuals present on any work site
- When coughing and sneezing, covering your mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing your hands
- Lunch breaks for workers, not sitting next to each other and are not within specified distancing rules
- Avoiding close contact with anyone who has fever and cough
- You must wear and use any proscribed PPE provided such as gloves, P2 Face Masks, eye protection
- Exclusive use of own PPE for each worker
- Separate travelling in cars by workers

Section 7.2 of this document further details controls to manage the risks of Covid-19 infection and must be discussed and understood by all workers as part of a Tool Box Talk.

Where any of our Principal Contractor or customers impose organisation, workplace or site specific Covid-19 protocols or policies over and above Federal and State Government guidelines, then PTC employees and contractors must adhere to these additional protocols and compliance policies.

COVID-19 DIAGNOSIS OR EXPOSURE

1. IF YOU CONTRACT THE VIRUS

If you begin to display symptoms of the virus, you must follow Government guidance to find out what to do next. You must seek medical attention and notify your manager at the earliest opportunity.

In order to protect your fellow colleagues, you are required to remain absent from the workplace on personal leave and provide us with a medical certificate.

You are required to get a medical clearance from your doctor prior to returning to the workplace.

2. IF YOU HAVE CONTACT WITH A CONFIRMED CASE OF THE COVID-19

If you have been in contact with someone who has a confirmed case of the Covid-19, you are required to notify the appropriate health authority immediately. We also expect that you notify will also be notified immediately.

In order to protect your fellow employees, we ask you to seek medical attention and remain absent from the workplace on personal leave and provide us with a medical certificate.

You are required to get a medical clearance from your doctor prior to returning to the workplace.

3. IF YOU HAVE CONTACT WITH A SUSPECTED CASE OF THE COVID-19

If you have been in contact with someone who has a suspected case of the Covid-19, you are required to notify management immediately. Even if you are not displaying any symptoms, we may take the decision to send you home and require you not to attend work as a safety precaution.

4. IF YOU ARE IN SELF-ISOLATION

You must not attend the workplace during any self-isolation period that the Government requires you to undertake.

If you are unwell during this self-isolation period, you should follow the usual sickness procedure to notify us that you require personal leave and obtain a medical certificate in support of your leave.

You are required to get a medical clearance from your doctor prior to returning to the workplace.

If you are well during this period of isolation, PTC management will consider any available type of leave that may be taken to cover the absence.

If there are no forms of accrued paid leave available, the absence will be unpaid.

INTERSTATE AND INTERNATIONAL TRAVEL

It is important for any employee considering interstate or international travel to keep up to date on the advice of the Australian and relevant State Government in relation to this and if required any self-isolation protocols must be followed, both at the destination location and on return to your home state.

THE CONTINUATION OF BUSINESS OPERATIONS

1. Attendance at work

It is our expectation that you attend work as normal during this time, unless:

- You are on a period of authorised leave (personal, annual or long service)
- You are not attending work due to a government mandated self-isolation period
- You are not attending work under our specific instruction, or
- There is a safety reason why you cannot be at work that has been discussed and agreed with management.

If for any reason you are concerned about your continued attendance at work please discuss with PTC management immediately.

2. Temporary business closure

As the current Covid-19 emergency progresses, it may become necessary for the business to temporarily reduce or cease operations, for example if someone in the workplace is diagnosed with Covid-19.

The PTC management will do everything possible to continue operating in these circumstances, however we will take the action that is necessary to comply with Government advice and ensure safety within our workplace.

In the unlikely scenario of a shutdown, we may have no choice but to place you on an unpaid stand down.

For clarity, this will only occur under specific circumstances in line with the Fair Work Act 2009, and all alternatives will be considered prior to taking this step.

3. Working from another location

The Organisation will take all available steps to maintain normal business operations.

To maintain normal business operations, it may be necessary for PTC management to require you to work from an alternative work location if, for example, instructions from a third party mean that entry into our current workplace is not permitted. Your flexibility in this regard will be appreciated and required.

In the event that anything in the above policy raises concerns or issues for you as an employee please contact management immediately.