Planet Services Group (PSG) has developed this COVID Safety Plan to help all our workforce comply with current requirements for our businesses and sites operating during the COVID-19 pandemic.

It is best as a guide and should be adapted to suit individual procedures and workflows in place by any Principal Contractor.

This COVID Safety Plan is designed to support Planet in maintaining a COVID-safe workplace and complying with public health directives (where applicable) by having a documented COVID Safety Plan in place.

It covers:

- Office Premises, Site access and Visitor requirements

- Physical distancing

- Infection-control training

- Use of personal protective equipment (PPE)

- Environmental cleaning and management

- Record-keeping

- Office and Site team management and limiting interactions in closed spaces

- Responding to a positive case, or close contact, in the workforce team.

It is important Planet regularly review their plan to ensure it remains compliant with public health directives from each governing authority.

Planet Service Group COVID Safety Plan

Introduction

This plan provides our workforce team guidance on operating in a COVID-safe way, and helps identify and mitigate risks during the ongoing pandemic.

Purpose and objectives

Planet is dedicated to the health, safety and wellbeing of all team members, families, clients, suppliers, contractors and visitors. In this pandemic environment, we acknowledge additional precautions are required and that these are outlined in this COVID Safety Plan.

1. Office Premises, Site access and Visitor requirements

To control the flow of people into and through Planet's Offices, we will:

- Encourage online / remote communication via platforms such as Zoom or Teams (where appropriate)

- Record and Check the temperature of each person presenting to the any of Planet's offices. If the temperature registers >37.5°C the person will be asked to remain outside of the office for 30 minutes then retested. If the 2nd test returns the same temperature reading they will be refused entry and required to return home.

- Have a management plan in place for persons presenting with symptoms suggestive of COVID-19 which enables immediate isolation or a noted / advised you are a close or casual contact with any known case.

- Limit entry to the main entrances where Sign In and Sign Out procedures are implemented

- Display information at all entrances and ensure clear messaging of Planet's requirements. E.g. QR Code Registration, Face mask requirements.

- If any person shows or has any of the following symptoms, Planet requests that you stay at home: -

    - **SICK,**

    - **DEVELOPED SYMTOMS,**

    - **ARE A CLOSE OR CASUAL CONTACT WITH ANY KNOW COVID CASES.**

    <p style="color:red">DO NOT ATTEND WORK - NOTIFY YOUR MANAGER.</p>

    <p style="color:red">YOU MUST GET COVID-19 TESTED – SELF ISOLATED AND AWAIT TEST RESULTS</p>

- Display information at the entrance outlining the requirements of entry, QR Codes are clearly displayed throughout Planet's offices and are a mandatory requirement of entry, temperature recording and sign in / sign out forms are displayed and placed at all entrance ways to ensure recording procedures are implemented.

- Require all people entering the premises to wear a face mask at all times other than in the process of consuming food and beverages. All individuals are asked to bring and supply their own masks.

- Provide access to hand-hygiene products upon entry and exit (and at appropriate locations throughout), such as an alcohol-based hand sanitiser or hand-washing facilities. Hand sanitization stations are located throughout Planet offices and at main entrance and exit ways

2. Physical / Social distancing

While acknowledging the nature of construction sites, warehouses and offices means maintaining a physical distance of 1.5 m with a anyone is not always possible, Planet have put in place physical distancing measure by:

- providing training to all members of the team through consultation i.e. Safety Alerts

- Placing designated room capacity signs to meeting rooms, boardrooms, offices at the entry to each work space. To abide by the 4m Sq. rule and 1.5 m from all people's chair/desk as a physical indicator.

- Erecting in instances designated sign in locations away from direct contact with reception areas.

- minimising the congestion in our offices by
  - limiting the number of people on the premises at any one time
  - having restricted access for visitors, deliveries and suppliers
  - separate and spaced out work stations
  - encouraging workers to plan ahead and book appointments / meetings in advance and preferably online or remotely rather than in person.

3. Infection-control training

All members of the Planet team, including Senior Management, Project Management, Site Management, Administration, Tradesman and Apprentices, will undertake infection-control training.

All training will be documented and include:

- completion of Department of Health COVID-19 infection control training. https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training

- ensure team members are aware of their role when managing anyone presenting with – or exhibiting symptoms suggestive of – COVID-19.

- Site Designated workers will complete Specific onsite training in line with the Principal Contractor's requirements.

4. Use of personal protective equipment

Appropriate use of personal protective equipment (PPE) is critical in limiting the spread of COVID-19. All members of the Planet team will:

- ensure standard precautions, including hand hygiene, cough etiquette and appropriate waste-management techniques, are maintained

- wear PPE appropriate to the tasks to be undertaken over and above the required face mask i.e. Gloves, face shields, clothing

- dispose of all used PPE in accordance with standard precautions.

5. Environmental management and cleaning

Planet will regularly clean and disinfect shared spaces, surfaces and communal items and will:

- minimize the volume of items in shared spaces and kitchen areas to reduce the cleaning burden and risk of transmission

- adhere to strict environmental cleaning as per the most current advice from the Department of

Health's or our local public health unit

- clean and disinfect frequently touched surfaces with detergent and disinfectant wipe/solution between each use of shared / kitchen / lunch room areas and seating using a cleaning detergent followed by a disinfectant, or a two-in-one product with cleaning and disinfecting properties
- provide training to all staff members on cleaning requirements (this training will be documented)
- maintain a cleaning log.

6. Record-keeping

To aid contact tracing in the event a worker, team member, contractor, supplier or any visitor to the office's and site's tests positive for COVID-19, Planet will where

- maintain a record of all individuals, meeting and appointments, team member work times, and contractors/visitors to or premises, including entry and exit times
- utilize a contactless electronic system (i.e. QR code or similar) to record contact details, ensuring data is stored confidentially and securely and is only used for the purpose for which it was intended. This is implemented by State governing bodies.
- maintain these records for a minimum of 28 days.

7. Office and Site team management and limiting interactions in closed spaces

To reduce the risk of COVID-19 transmission between the workforce and team members, we will:

- regularly communicate with all team members regarding the requirement to not attend work if they have any symptoms consistent with COVID-19, regardless of how mild, and will encourage testing in line with local public health unit advice
- require a verbal/written/electronic attestation from each team member at the commencement of each shift confirming they do not have any symptoms consistent with COVID-19, have not been in contact with a confirmed case, and have not been directed to isolate
- support any team member who tests positive for COVID-19, or is identified as a close contact or is required to self-isolate – including by making them aware of their leave entitlements
- where a team member typically works across a number of sites within the business, minimize movement between sites by scheduling shifts at one location (where possible)
- encourage physical distancing in common areas (i.e. tea room), through organization of furniture, floor markings and signage
- encourage tea breaks/lunchbreaks to be taken outside
- stagger breaks to limit the number of people in common areas
- encourage all team members to provide their own drinking vessels and cutlery
- require all team members to thoroughly clean communal items (e.g. cutlery) immediately after use by washing with hot water and detergent or by placing them in the dishwasher to be washed on the hottest possible setting
- ban the sharing of food on site (e.g. cake and dips).

8. Responding to a positive case, or close contact, in the team

If a member of the work force team tests positive to COVID-19, Planet will:

- contact the local public health unit and follow their advice

- follow the direction of the local public health unit regarding cleaning

- ensure the team member does not return to work until they meet the criteria for release from isolation, and as instructed by the local public health unit

- assist the local public health unit in contact tracing by proving records of all patients, team members and visitors who have attended the premises during the period in which the team member was potentially infectious (as defined by the local public health unit).

Plan review

This plan will be reviewed regularly to ensure it reflects the current processes and procedures of Planet Services Group, as well as current legislation requirements and public health directives. The plan will be reviewed on or before 31st December 2021.

Public health unit contacts

State/territory	Public health unit contact
Australian Capital Territory	02 5124 9213 (business hours) 02 9962 4155 (after hours)
New South Wales	1300 066 055
Northern Territory	08 8922 8044 1800 008 002
Queensland	Find your nearest unit
South Australia	1300 232 272
Tasmania	1800 671 738
Victoria	1300 651 160
Western Australia	08 6373 2222

Further resources

- ***COVID-19 infection-control principles training***

- **Planet's alert poster – Occupancy Numbers**

- **Planet's alert poster – QR Codes**

- **Planet's Sign In – Sign Out - Register**

- **Planet Services Group Visitor Declaration**

Safe Work Australia

- **COVID-19 Information for workplaces**