

Coronavirus (COVID-19) Safety Plan

Purpose:

Zenith's top priority is the safety and well-being of our employees. In response to the global outbreak of coronavirus (COVID-19), Zenith has put in place a range of proactive measures to help reduce the spread of the virus and to provide business continuity to our customers.

This COVID-19 safety plan is to be implemented at all Zenith locations.

Responsibilities:

Group Executive – are responsible for the communication and monitoring of the performance of this safety plan.

Managers – are responsible for ensuring the communication, implementation and monitoring of the performance of this safety plan within their operational jurisdictions.

All Zenith People – are required to make themselves aware of this action plan and take steps to minimise the risk of exposure to themselves and others to Coronavirus COVID-19 as outlined in this plan.

Subcontractors & Suppliers – who attend Zenith sites are required to make themselves aware of this safety plan and take steps to minimise the risk of exposure to themselves and others to Coronavirus COVID-19 as outlined in this plan.

Coronavirus (COVID-19) Overview:

Onset and Symptoms – Workers may have fever, cough, runny nose, fatigue, shortness of breath and other symptoms. In more severe cases, infection can cause pneumonia with severe acute respiratory distress.

How is the Virus Spread – Human Coronavirus (COVID-19) strains are usually spread from an infected person to other people close to that person through contaminated droplets spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects.

Reducing Risk of Infection:

The best way to protect yourself is the same as you would against any respiratory infection. Please adhere to the following:

- Face masks should be worn where social distancing is not possible or at all times where mandated by local government authorities
- Regularly washing your hands for at least 20 seconds with soap and water, or with an alcohol-based hand rub.
- Cover your nose and mouth when coughing and sneezing with tissue or a flexed elbow.
- Avoid close contact with anyone with cold or flu-like symptoms.
- Don't touch your face or mouth after touching objects or surfaces (like doorknobs or tables) or shaking hands.
- Stay at home if you are sick.

Wearing of Face Masks / Face Coverings

Face masks should be worn where social distancing is not possible or at all times where mandated by local government authorities

Correct protocol of wearing a mask:

- Make sure that the mask or face covering covers your mouth and nose and is snug;
- Make sure there are no holes in the mask.
- Don't touch the outside of the mask and make sure you wash your hands thoroughly before you put it on and after you take it off.
- For single use surgical masks, make sure the coloured side is facing outward, make sure there are not tears or holes and if there is a metallic strip at the top of the mask, make sure it's positioned against the bridge of your nose.
- For more information, please visit <https://www.dhhs.vic.gov.au/face-masks-covid-19>

Personal Health and Wellbeing

For the health and wellbeing of yourself and others, Zenith requests that employees that are displaying cold or flu-like symptoms to:

- Seek medical advice as soon as reasonably practical;
- Contact your direct manager for further support and to advise of the situation;
- Stay at home until you have recovered from the condition.

Subcontractors & Suppliers

We are requesting that you implement procedures to ensure that all contractors or suppliers to Zenith visiting our workplaces (depots, offices, worksites) follow mandated requirements issued by respective government health authorities:

- Individuals who have been in close contact with a confirmed case of COVID-19 may not enter any Zenith workplace.

In addition, any contractors or suppliers who are displaying flu-like symptoms such as coughing, sore throat and fatigue or shortness of breath should not visit any Zenith workplaces and should, in the current circumstances, seek appropriate medical advice.

Government Guidelines

We strongly recommend that our staff follow the Department of Health advice and recommend that all our staff read and are aware of those guidelines

Workplace Hygiene

Cleaning regimes for all State office and site bathrooms, food consumption and common areas are to be reviewed with regards to frequency and nature of cleaning practices that are the responsibility of Zenith. High touch point cleaning to occur for food preparation and consumption areas such as tables, benchtops, taps, appliances etc are to be regularly wiped down with the use of food safe antibacterial cleaning products. (as required)

COVID-19 Site Management

Zenith has developed a robust strategy to mitigate any potential effects of COVID-19 on the project. Maintaining a strict checking procedure of any worker or subcontractor accessing the site is one step and various distancing, face covering or masks. Face masks should be worn where social distancing is not possible or at

all times where mandated by local government authorities and hygiene measures that align with government mandatory requirements are summarised in our Methodology

Zenith understands that we are responsible for adherence to government standards, restrictions and regulations as well as the client's site COVID-19 processes and procedures as applicable. We have followed the guidance of Safe Work Australia for all projects and have implemented the COVID-19 control measures below for all our workers and subcontractors to adhere to in the event Zenith are responsible for the work-site and on the days our workers and/or subcontractors are present:

- Environmental and site hygiene practices including increased frequency of industrial grade cleaning/decontamination on sites with particular emphasis on frequently touched and communal surfaces.
- Practice physical distancing assisted by the installation of social distancing signage in heavy traffic areas.
- Limit interactions between contractors/workers, site visitors, tenancy/building occupants and the general public.
- Create specific walkways through the site to maintain physical separation.
- Staggered mealtimes and breaks to limit the number of workers congregating in one area.
- Encourage the use of mobile phones or radios to communicate in order to reduce face to face meetings where possible.
- Limit worker numbers on site where possible and if required, initiate split worker shifts.
- Where tasks require workers to be in close proximity to each other, provide suitable personal protective equipment, including face coverings/masks and gloves may be required
- Limit deliveries and non-essential attendance to site.
- Include COVID-19 management strategies and control measures within Zenith's Project SWMS, as required

A summary of the strategy of managing COVID-19 for employees is shown in **Appendix a**



Greg McDonnell
Group Managing Director

Date: 02/09/2023

Appendix A: Zenith Strategy for managing COVID-19: Advice to Employees as at 2nd September 2023

NOTE: Zenith is NOT contemplating enforced shutdowns of offices/sites unless directed by the Health Department / Authorities

