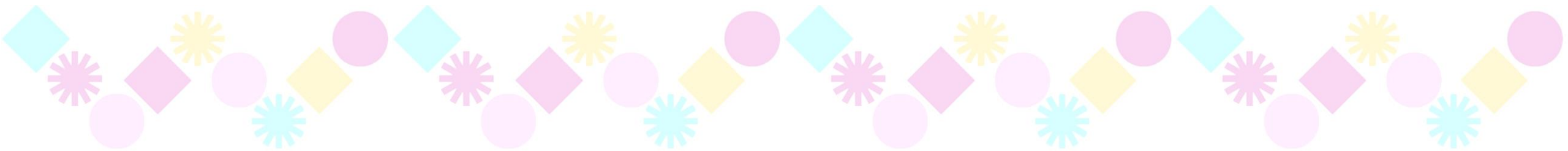




COVID-19 Risk Minimisation Plan

24th September 2021

Version 10





Introduction

Waverley has recognized the unique requirements of dealing with the threat of the COVID-19 and the exposure our Team Members are exposed to daily not only within their own groups but within the wider business.

Due to the high infection rates of the virus Waverley has devised a way to limit the amount of Team Members are exposed to potentially contaminated areas and other team members.











The Executive Management Team (EMT) understand the unique requirements of all team members and their particular health issues. While we understand this may cause some short term interruptions, we are introducing this plan to reduce potential exposure points to all team members.

In this document we have outlined the new requirements and restriction we are introducing to reduce the risk of infection. This document will be under regularly review, and will be resent to all staff for review & implementation whenever there is an update.

We have done everything we can think of to prevent any undue strain on team members and their parents and carer's however if you have any concerns issues or question please feel free to contact the HR department or speak to your relevant line managers.

The EMT would like to thank everyone for your patience and understanding during this trying time.

COVID-19 (COVID-19) Symptoms

COVID19: Identifying the symptoms			
Symptoms	Covid-19 Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms
 Fever	Common	Rare	Common
 Fatigue	Sometimes	Sometimes	Common
 Cough	Common (usually dry)	Mild	Common (usually dry)
 Sneezing	No	Common	No
 Aches and pains	Sometimes	Common	Common
 Runny or stuffy nose	Rare	Common	Sometimes
 Sore throat	Sometimes	Common	Sometimes
 Diarrhoea	Rare	No	Sometimes for children
 Headaches	Sometimes	Rare	Common
 Shortness of breath	Sometimes	No	No

Source: WHO, Centres for Disease Control and Prevention

If you display any type of symptoms coughing, sneezing, temperature, etc. please self report to your line manager and quarantine your self offsite. We will not be allowing anyone with any symptoms on site during this time. Thermometers will be supplied for fever testing.

Anyone with symptoms will need to follow the guidelines of the State and Federal government in regards to quarantine.

It is also as per standard practice not to come to work if you have a cold, flu or any of the Covid19 symptoms as listed.

All Team Member Requirements



1. Where possible team members should remain to their base site, with crossing sites as a rare exception where not doing so would impact the efficiency of your role.
2. All Team members are to wash their hands thoroughly on a regular basis.
3. Masks must be worn at all time when inside or outside (inline with government requirements). The only exceptions are when you are eating, drinking, smoking in designated areas or in an enclosed office with no other occupants. You may also gain an exemption for medical reasons. Masks are readily available and must be worn inline with government requirements.
4. All Team members are to limit their movements to walkway or within their groups designated area unless necessary.
5. If you display any type of symptoms coughing, sneezing, temperature, etc. please self report to your line manager and quarantine your self offsite. We will not be allowing anyone with any symptoms on site during this time. Thermometers will be supplied for fever testing and we recommend you seek medical advice if you display symptoms.
6. Some staff have been asked to work from home in according to governments' guidelines until further notice, this reduces the risk of cross infection while only slightly every little bit helps. If you think your role can be performed while based offsite please discuss this with your line manager.
 - If working from home, we do require that you provide the measures to your home environment that are in effect at either Waverley site

All Team Member Requirements



7. Wherever possible we should move to a paperless system, Job Travelers can be emailed to production managers and Samples Labelled with the name of the person they are for, time and date of the last time they were touched to be collected.
8. Should you have been in contact with anyone who has potentially been exposed to the Corona Virus please quarantine yourself immediately and advise the HR department via phone, email, etc.
9. Should you be planning to travel overseas at anytime while our risk minimization program is in place Waverley will be requesting you automatically quarantine yourself for 14 days upon your return. As it has been your decision to travel against the Government's recommendation, you will not be paid for this additional time.
10. Upon co-ordination between Production and the warehouse teams opportunities may be available to utilize excess space.
 - This should be a priority to spread the groups as far apart as possible and minimize the risk of exposure.
 - Spaces to be used could be Racking bays, MBC space, Canopy space, Training rooms, the great outdoors! Anywhere you can think of to spread out our workforce.
11. All doorways are to be propped open during working hours, this is so that there is less chance of virus transition and to increase workflow, except for some fire doors which may need to close when possible.
12. All deliveries to Notting Hill & Hallam must be quarantined in accordance with the Product Quarantine Times slide in this document when there is any potential Covid case highlighted by customer or supplier.

Social Distancing Policy



- Policy introduced by the Australian Government
 - This is a workplace requirement and must ALWAYS be followed, including on breaks and when workers arrive on site.
1. No Hand Shakes, High Fives or touching another person in general
 2. Maintain a **1.5 meter distance (4 square meters)** to any other person whenever is possible.



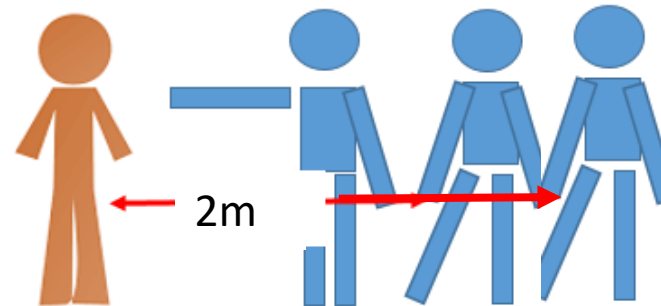
No Handshakes



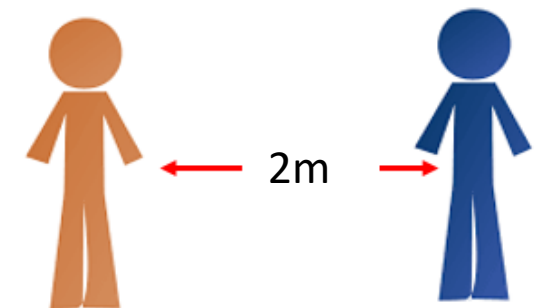
No Touching



Not close together



Two steps, Reach out no touch .



A 1.5 METER DISTANCE MUST BE MAINTAINED WHENEVER IS POSSIBLE

7 Steps of Hand Washing



Step 1 - Hands should be wet with liquid soap applied for a good lather. (Water temperature needs to be between 35 °C and 45 °C)



Step 2 - Rub your hands palm to palm.




Step 3 - With your right palm rub the back of your left hand. Swap hands and repeat.



Step 4 - Then, interlace your fingers and rub your palms together.



Step 5 - Interlock your fingers and rub the backs of them against your palms.



Step 6 - Enclose your right hand around your left thumb and rub as you rotate it. Swap hands and repeat.



Step 7 - Rub your right fingers in a circular motion in your left palm. Repeat with your left fingers.

After washing, always thoroughly rinse your hands in warm running water, and dry with a clean disposable towel.

Never use reusable towels as you will transfer harmful bacteria back onto your clean hands.

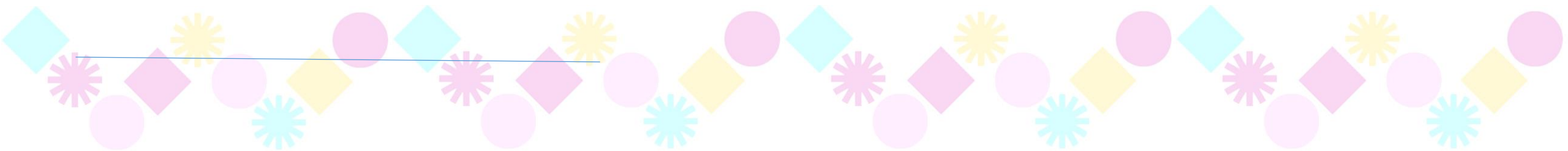
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General Cleaning








Waverley's Contracted Cleaners iClean are continuing to Vacuum offices, Clean Toilets, non-commercial kitchens, empty bins etc.

All Tables, Desks, Chairs, Phones, Door Handles, Water Towers, Equipment, Tools, etc. etc. need to be cleaned using an effective germ-killing cleaning product such as 'Spray and Wipe' minimum 1 times per day (afternoon) or when it is reasonable practicable. These are to be ensure carry out by the respective lines manager in their respective areas.



Product Quarantine Times

All Deliveries to Waverley Industries will be subject to the following minimum quarantine timelines whenever there is a covid case highlighted by customer or supplier at their end.

How long COVID 19 lingers		
Environment	Half-Life*	Detection Limit
 Aerosol**	2.74hrs	Up to 3 hrs
 Copper	3.4hrs	Up to 4hrs
 Cardboard	8.45hrs	Up to 24hrs
 Steel	13.1hrs	Up to 48hrs
 Plastic	15.9hrs	Up to 72hrs

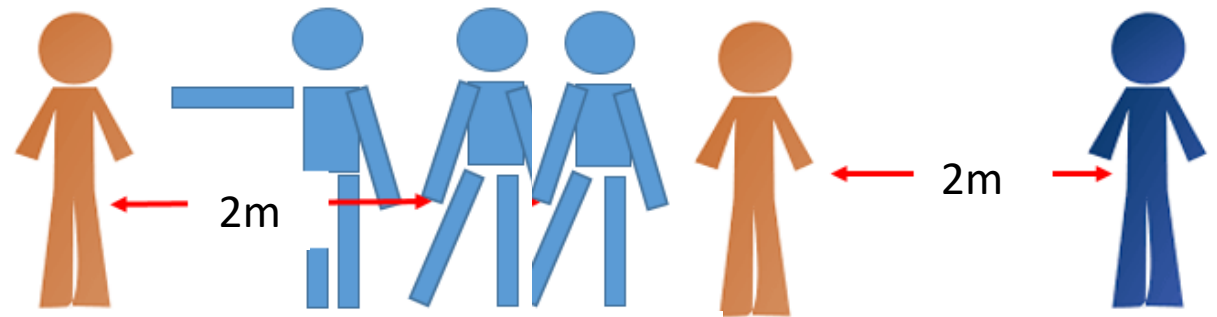
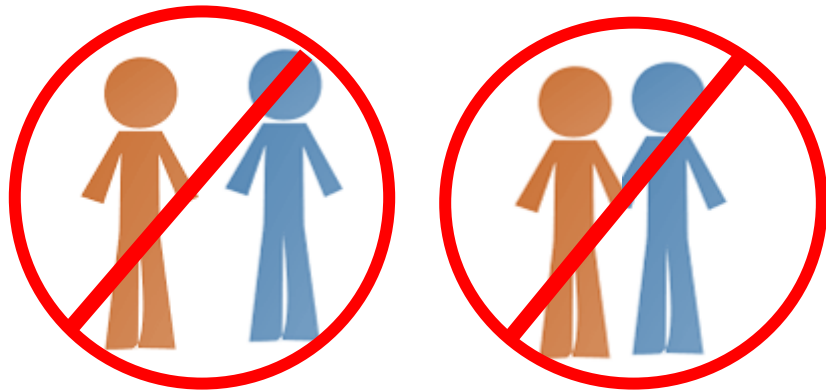
*The time it takes for a virus deposit to decay to half its strength.
 **A fine spray in the air

attribution: study from NIH/Princeton/UCL

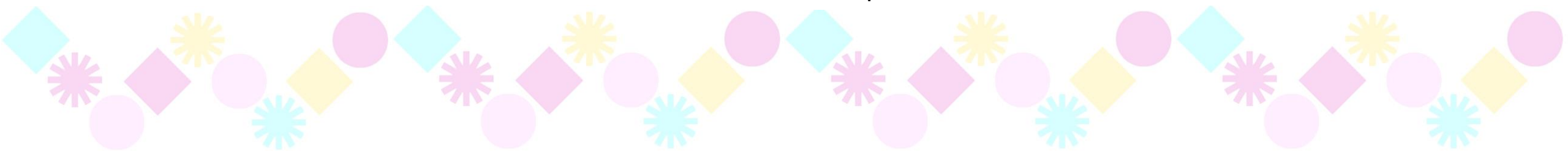


Environment Team

1. **Wearing masks at ALL times** when driving in the vehicle.
2. Vehicles to be regularly cleaned and disinfected.
3. Hand sanitisers are to be readily available to all team members.
4. Social distancing policies are to be adhered to when working or on breaks.
5. Environmental team must strictly follow the outdoor guideline stipulated by the government. Tools, Equipment & Machinery, must be cleaned at the end of each or whenever is reasonable practicable.



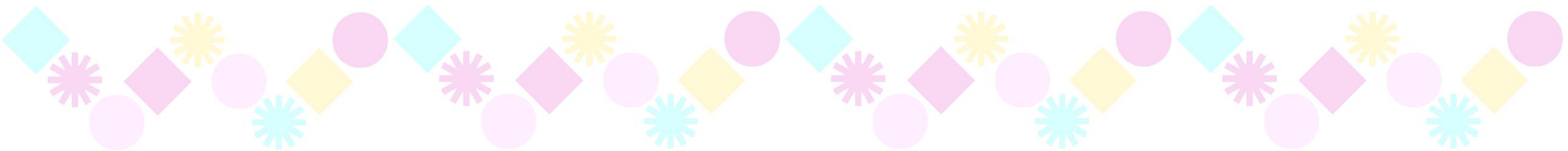
Two steps and reach out.



Warehouse Receiving/Dispatch



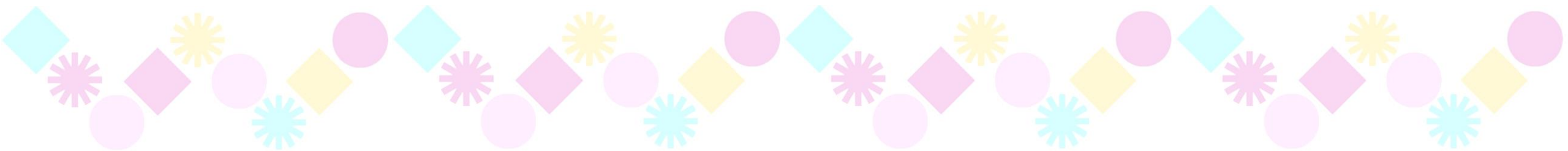
1. All drivers from customer or suppliers or any deliveries, QR Quote must be scan at the designated location prior entering the premises.
2. All drivers must wear masks prior to entering the premises at all times unless due to medical reasons.



Enclave Labour



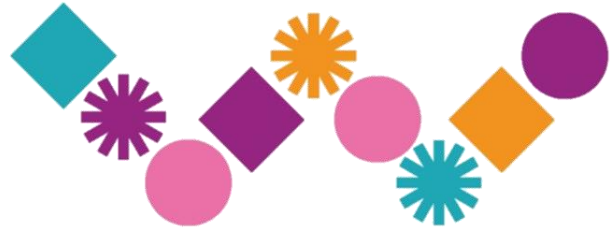
1. Any new site should have a COVID Safe Plan review by OH&S.
2. Any Team Members attending a customer site should be fully vaccinated where possible.
3. Wearing masks at ALL times or as per the government's updated guidelines.
4. Vehicles to be regularly cleaned and disinfected and shall be organised by the area managers.
5. Hand sanitisers are to be readily available to all team members.
6. Social distancing policies are to be adhered to when working or on breaks at customer site. Masks are to be always worn on site, except when eating or drinking.



What to expect from the EMT


- Regular updates on the situation
- Implementation of restrictions to assist in minimising transfer of the virus.
- If there is a positive test of the virus on any Team Member or on-site party, you will be contacted Immediately.
- Constant review of Systems and process in order to minimize risk.
- Open and honest communication.






Waverley

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