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Eighty9 Limited and its wholly owned subsidiaries Status Works Pty Ltd and Allied Services Worldwide Pty Ltd

STATUS PLAN FOR COVID-19

EXPOSURE PREVENTION, PREPAREDNESS AND RESPONSE

Eighty9 Limited and its wholly owned subsidiaries Status Works Pty Ltd and Allied Services Worldwide Pty Ltd, collectively and hereinafter referred to as “the Organisation” takes the health and safety of all Responsible Persons, employees and volunteers of the Organisation, hereinafter referred to as “our people”, and all participants, contractors, stakeholders and visitors very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, the Organisation must remain vigilant in mitigating risk.

The Organisation is a proud constituent of the employment, disability and training industry. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Organisation and at all of our sites, including those hired or leased on a temporary basis.

This Plan is based on information available from SafeWork Australia, relevant state government public health directives and other public officials. The Organisation may also amend the Plan based on operational needs.

1. STATEMENT FROM THE BOARD

The Board accepts the universal medical advice that the best way to protect yourself, your families, your colleagues and the community is to be fully vaccinated against COVID-19. All Status Directors are fully vaccinated.

Notwithstanding, the Board recognises that it is an individual right not to be vaccinated and/or not to declare your vaccination status. For our people who exercise their right not to get vaccinated and/or not to declare their vaccination status, the Board may direct compliance orders in addition to those stated in this Plan, including:

- wearing a face mask at all times
- work from home
- take annual leave / leave without pay
- standing down.

As the Australian Government and State Governments have now opened all national and state borders and reduced social restrictions, the Board will continue to monitor evolving circumstances and direct staff accordingly.

2. RESPONSIBILITIES OF MANAGERS AND SUPERVISORS

Our people who have been appointed to undertake management or supervisory responsibilities must be familiar with this Plan and be ready to answer questions from our people. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and site safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all of our people.

3. RESPONSIBILITIES OF OUR PEOPLE

The Organisation is asking every one of our people to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our sites, everyone must play their part. As set forth below, the Organisation has instituted various housekeeping, social distancing, and other best practices at our sites. Our people must follow these. In addition, our people are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact a member of the senior leadership group or the Board.

SafeWork Australia have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Physical distancing remains one of the best ways to lower the risk of COVID-19 spreading
- Regular cleaning of frequently touched surfaces should be prioritised
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, our people must familiarise themselves with the symptoms of COVID-19, which include the following:

- Coughing
- Fever
- Shortness of breath, difficulty breathing
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your manager or supervisor and healthcare provider right away.

4. SITE PROTECTIVE MEASURES

The Organisation has instituted the following protective measures at all sites.

General Safety Policies and Rules:

- Any of our people, clients, contractors or visitors showing symptoms of COVID-19 may be asked to wear a mask or leave the site and return home.
- Meetings may be held by telephone or via Zoom, if possible. During any in-person meeting participants are recommended to remain at least 1.5 metres apart.

- Our people must avoid physical contact with others and shall direct others (co-workers, participants, or visitors) to increase personal space to at least 1.5 metres, where possible.
- Training rooms, meeting spaces and waiting areas will have spacing strategies implemented by operational and site managers and training staff. The Organisation will provide, and encourages the use of alcohol-based hand sanitisers and surface cleaning materials, to be used regularly.
- Our people should limit the use of co-workers' tools and equipment. To the extent tools must be shared, the Organisation will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Our people are encouraged to minimise ride-sharing. While in vehicles, our people must ensure adequate ventilation in the Organisation's motor vehicles at all times.

Our People entering site locations, including outreach sites:

- All office buildings, and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.
- Our people should sign in and out on the site visitor register and / if required QR code check in when moving around sites.
- Our people must sanitise the work areas upon arrival, throughout the workday, and immediately before departure. The Organisation will provide alcohol-based wipes for this purpose.
- Our people should ask other occupants to keep a personal distance of 1.5 metres at a minimum. Our people should wash or sanitise hands immediately before starting and after completing their work.

Participants, contractors and visitors:

- The number of participants, contractors and visitors to the site will be limited to only those necessary for the conduct of business.
- All participants, contractors and visitors will be screened in advance of arriving on the site. If responding "yes" to any of the following questions, they may not be permitted to access the site:
 - *Have you tested COVID-19 positive, or been exposed to anyone COVID-19 positive in the last 7 days, or are you experience any symptoms?*
- All participants, contractors and visitors will sign in and out of the site registers.
- Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols.

5. SITE CLEANING AND DISINFECTING

The Organisation has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Our people should regularly do the same in their assigned work areas.

- Site break/lunchroom areas will be cleaned at least once per day.
- The Organisation will ensure that hand sanitiser dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day.

6. SITE EXPOSURE SITUATIONS

Our People exhibiting COVID-19 symptoms

If one of our people exhibits COVID-19 symptoms, they may be asked to remain at home and / or seek medical assessment to determine whether they have contracted COVID-19. To the extent practical, our people are required to obtain and provide a medical certificate clearing them to return to work.

Our People testing positive for COVID-19

Any of our people who test positive for COVID-19 will be directed to self-quarantine away from work. Our people that test positive, may return to work as per mandated requirements determined by current relevant state and health directives.

Our people who test positive and are directed to care for themselves at home may return to work the day after they are no longer symptomatic.

Our people who test positive and have been hospitalised may return to work when directed to do so by their medical care providers. The Organisation will require our people to provide documentation to support return to work dates and / or clearing their return to work.

Our People has close contact with an individual who has tested positive for COVID-19

Any of our people who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to follow mandated requirements determined by current relevant state and health directives.

If the Organisation learns that one of our people has tested positive, the Organisation will conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive person and inform those individuals to follow relevant state and health directions.

If applicable, the Organisation will also notify any participants, contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive person. If one of our people learns that they have come into close contact with a confirmed-positive individual outside of the workplace, they must alert a manager or supervisor of the close contact and follow relevant public health directions.

7. CONFIDENTIALITY / PRIVACY

Except for circumstances in which the Organisation is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed person has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Organisation reserves the right to inform our other people that an unnamed co-worker has been diagnosed with COVID-19 if the other person might have been exposed to the disease so they may take measures to protect their own health. The Organisation also reserves the right to inform participants, sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

8. GENERAL QUESTIONS

Given the evolving nature of the COVID-19 outbreak, the Organisation may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact the Executive Chairman.

Approved by: Gary Hatwell

Signature: 

Date: 1/7/2023

COVID-19 CHECKLIST FOR OUR PEOPLE

Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose. If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your supervisor and health-care provider immediately.

The Organisation's Responsibilities

- Develop a COVID-19 Exposure Action Plan.
- Conduct safety meetings with employees and participants.
- Access to the site will be limited to only those necessary for the work.
- All visitors will be pre-screened to ensure they are not exhibiting symptoms.
- Our people, participants, contractors, and visitors may be asked to leave the site and return home if they are showing symptoms.
- Ensure our relevant people undertake Infection Prevention and Control Training, including refresher.
- Ensure donning and doffing of PPE is directed as required e.g: face masks.
- Provide hand sanitiser.

Our People's Responsibilities

- Become familiar with the Exposure Action Plan and follow all elements of the Plan.
- Undertake Infection Prevention and Control Training, including refresher where directed.
- Donning and doffing of PPE as required e.g: face masks.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.

Cleaning/Disinfecting Sites and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. This includes other elements of the site where possible. Our people should regularly do the same in their assigned work areas.
- Clean shared spaces such as break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Rubbish collected from the site must be changed frequently by someone wearing gloves.

COVID-19 SAFETY BRIEFINGS

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze.

It is most likely spread from person-to-person among close contacts (1.5 metres). Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, like influenza and other respiratory pathogens. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, Organisation's may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

COVID-19 PREVENTION AND WORK PRACTICE CONTROLS

Our People's responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Donning and doffing of PPE where directed e.g face masks.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Our people who have symptoms (i.e. fever, cough, or shortness of breath) should notify their manager or supervisor and stay home—DO NOT GO TO WORK.
- Sick people should follow [SafeWork Australia guidelines](#). Our People should not return to work until mandated requirements are met, in consultation with healthcare providers and state and local health departments.

General site / office practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet SafeWork Australia's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other peoples' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
 - This includes other elements of the site where possible.
 - Our people should regularly do the same in their assigned work areas.
- Clean shared spaces such as break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Any rubbish collected from the site must be changed frequently by someone wearing gloves.