



# AMS

## COVID-19 ACTION PLAN

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### Purpose

The purpose of this action plan is to limit the potential of adverse health effects from Coronavirus (COVID-19) to our staff, customers and all those we come into contact with while ensuring continuity of service to our clients.

### Responsibilities

#### *Managing Director*

Is responsible for the communication and monitoring of the performance of this action plan.

#### *Managers*

Are responsible for ensuring the communication, implementation and monitoring of the performance of this action plan including daily check-ins on the team's well-being and proactively contacting any staff who do not arrive for work.

#### *All Staff*

Are required to make themselves aware of this action plan and take steps to minimise the risk of exposure to themselves and others to COVID-19 as outlined in this action plan.

### COVID-19 Overview

#### *How does the virus spread?*

The virus is spread from person to person by respiratory secretions in three ways:

1. Through spread of droplets from one person to another (coughing, sneezing);
2. By touching objects that are contaminated by respiratory secretions and then touching the mouth, eyes or nose; and
3. Through the spread of particles in the air in crowded populations in enclosed spaces.

#### *Symptoms*

Often symptoms are like those of a seasonal flu virus; commonly two or more of – high temperature (or fever), muscle aches and pains, tiredness, cough, shortness of breath, sore throat and stuffy or runny nose. The severity of symptoms experienced may be influenced by age, individual health and pre-existing illnesses. In some cases, there may be respiratory complications or vital organ failure leading to death.

#### *How long do symptoms take to develop and how long do they last?*

On average, symptoms begin to show 5-6 days from when someone is infected with the virus. However, most people who are infected will develop symptoms within 14 days of infection.

#### *How is COVID-19 treated?*

A vaccine is not available currently for COVID-19 and it may take up to 18 months to develop one. The mainstays of treatment include rest, ensuring adequate fluid intake and taking medications to help with fever and pain. Those who are seriously affected may require hospitalisation and more detailed treatment.



## COVID-19 Overview continued...

### *Reducing risk of infection*

There are several measures that an individual can take to protect themselves and others from all respiratory diseases, including COVID-19. These include:

- Hand washing (for a minimum of 20 seconds), especially after sneezing or coughing – soap and water or alcohol-based rub.
- If unwell with cough and cold like symptoms, stay at home until recovered, most of the time symptoms will resolve on their own. Please advise your line manager that you are unwell. Minimise contact with other team members/members of the public.
- If you have a two or more of – high temperature (or fever), muscle aches and pains, tiredness, cough, shortness of breath, sore throat and stuffy or runny nose please contact your doctor for advice on treatment and whether COVID-19 testing is required. Minimise contact with other team members/members of the public. Please advise your line manager that you are unwell.
- When attending a medical practice, call the practice in advance to advise them of your symptoms and alert the receptionist on arrival so you can be treated away from others.
- If dialing for emergency response, advise the operator you have symptoms or are infected.
- Continue to practice general hygiene measures such as regular hand washing/using hand sanitiser. Avoid touching eyes, nose and mouth.
- Cough hygiene (cough into your bent elbow and cover your mouth with tissues when coughing or sneezing, disposing of the tissues afterwards and washing hands after disposing of the tissues).
- When unwell, avoid public places and contact with children or those with underlying illnesses, or stay home.
- Adhere to and practice social distancing as much as possible. Maintain at least 1.5 metre distance between yourself and others.
- Stay up to date with relevant and reliable information.
- Avoid handshaking when greeting others. This will protect you, your colleagues and customers.
- While there are clinical trials happening around the globe for vaccines in development, there are no known or licensed vaccines available for COVID-19. In contrast, there are numerous antivirals and vaccines available for influenza. While influenza vaccines are not effective against COVID-19, it is still highly recommended to get seasonal vaccinations to prevent influenza infection.

*We ask everyone to consider the following questions:*

1. In the past 14 days, have you traveled overseas?

2. In the past 14 days, have you had contact with a suspected or confirmed case of COVID-19, or a person under monitoring for COVID-19?

3. Do you have, or have you had, within the past 14 days, flu-like symptoms including fever (>38 degrees C.), cough, difficulty breathing or muscle aches?

If the answer is yes to any of the above questions, you should follow the advice from the Australian Government Department of Health website on <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#learn-more-about-coronavirus-covid19>.



## AMS Action

### *Workplace Hygiene*

Cleaning regimes for all offices, food consumption and common areas are to be reviewed with regards to frequency and nature of cleaning practices. Food preparation and consumption areas such as tables, bench-tops, appliances etc. are to be regularly wiped down with the use of food-safe antibacterial cleaning products.

Moreover, beginning 11th March 2020, team members who are working at the office will also be required to daily wipe down and/or disinfect their workstations, frequently touched items, hard surfaces such as desks, armrests, keyboards, mouse, phones, mobile devices, monitors, tablets, chairs etc.

AMS have made available alcohol-based hand sanitisers and anti-bacterial wipes all around the office and workshop. All team members are to make full use of these before beginning work for the day and right before exiting the office at the end of the day.

Site staff have been provided with protective masks, gloves, safety glasses, disposable coveralls and hand sanitisers for use while on site.

### *Recommended locations for hand sanitisers and anti-bacterial wipes are:*

- Office entry points and breakout spaces;
- Office lunchroom and kitchen;
- Next to any common or shared devices (e.g. copying machines);
- Anti-bacterial hand soap are provided at all wash points and bathrooms/toilets; and
- At all company vehicles.

### *Contact with international travelers*

If you have been in contact, or plan to be in direct contact, with international travelers (including family, friends, acquaintances etc.) that are under self-imposed quarantine, or who have displayed any cold or flu-like symptoms, please contact your manager so an employee health management plan can be considered.

### *Personal health and well-being*

For the health and well-being of yourself and others, we request that any employee displaying cold or flu-like symptoms to:

- Seek medical advice as soon as reasonably practical;
- Contact your line manager to advise of the situation and for further guidance;
- Stay at home until you are medically cleared to return to work; and
- To stay informed - follow the advice from the Australian Government Department of Health website on <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#learn-more-about-coronavirus-covid19>.

### *Clients*

Please adhere to the following directives from management:

- Employees should liaise with clients to postpone face-to-face meetings wherever possible and instead utilise technology such as telephone conferencing, Microsoft Teams or Zoom. These technologies are designed to enable virtual and remote meetings.
- Be agile in responding to client's requests and needs during this time of uncertainty including, where necessary, the rescheduling of works.
- Keep clients informed of any required project schedule changes due to COVID-19 impacts such as illnesses of team members or availability of equipment, PPE or materials.



## AMS Action continued...

### *Subcontractors and visitors*

As the flu season approaches, and while the current Australian Government Health Alert Status is "Active", subcontractors and visitors to offices and project sites that appear unwell or are displaying cold or flu-like symptoms will be asked to consider the health of others by self-isolating themselves from public and work environments.

Due to the increased concerns over the outbreak of COVID-19, we request that you to consult with your workforce, both direct employees and those of subcontractors in relation to information and precautions to minimise the spread of the virus.

### *Business continuity*

To ensure we minimise the impact of COVID-19, the following information has been provided and measures are in place to ensure we can continue to provide high level service to our clients.

<b>Personnel</b>	
<b>Office Personnel</b>	<ul style="list-style-type: none"> <li>• In accordance with the WA Government's Phase 4 initiatives, all office personnel can now return to work at head office.</li> <li>• Management continue to promote good workplace hygiene and social distancing measures endorsed by both State and Federal governments.</li> <li>• Remote access to the server has been made available to all staff personnel working remotely.</li> <li>• All office personnel have been trained to undertake several roles as contingency to ensure continuity to business operations should there be a loss of personnel due to COVID-19.</li> <li>• Management continue to promote the practice of using virtual meetings wherever possible to limit physical contact.</li> <li>• All visitors to head office including couriers are encouraged to limit physical contact with AMS personnel by practicing social distancing measures in place.</li> </ul>
<b>Field Personnel</b>	<ul style="list-style-type: none"> <li>• AMS apprentices have been assigned to a service group so as to limit sharing of assignments and schedules to ensure strict control of physical contact between groups.</li> <li>• Management continue to promote good workplace hygiene and social distancing measures endorsed by both State and Federal governments.</li> <li>• Although the WA Government has removed all existing gathering limits and the 100/300 rule as part of its Phase 4 initiatives, we continue to observe and practice social distancing measures and the 2 square metre rule on site.</li> <li>• All field personnel are encouraged to limit physical contact on site and set barriers to reduce risk of exposure and contamination.</li> <li>• Management continue to promote the practice of using virtual meetings wherever possible to limit physical contact.</li> </ul>
<b>IT</b>	
<b>Equipment (Software/Hardware)</b>	<ul style="list-style-type: none"> <li>• All AMS personnel are equipped with smartphone devices, tablets and laptops. During this crisis, communication is very crucial and we have enough resources to ensure repairs are undertaken remotely to avoid unnecessary disruption and replacement of equipment can be made available with stock items held in storage.</li> <li>• Moreover, we continue to promote and deploy technology that enable our staff to conduct virtual meetings such as Microsoft Teams and Zoom to limit physical contact wherever possible so as to reduce the risk of exposure and contamination.</li> </ul>
<b>IT Services</b>	<ul style="list-style-type: none"> <li>• We have two IT technicians working full roster to ensure we meet the demand for services especially communications services that are crucial to business operations.</li> <li>• We have put measures in place to ensure data security, back-up and disaster recovery systems remain resilient, secure and flexible during this time.</li> </ul>



## AMS Action continued...

<i>Safety</i>	
<i>Safety</i>	<ul style="list-style-type: none"> <li>• Personal Protective Equipment have been provided to, and must be worn by, all personnel to ensure risk to exposure and contamination are reduced wherever possible.</li> <li>• We have purchased excess stock of PPE such as protective masks, gloves, safety glasses, disposable coveralls, hand sanitisers and anti-bacterial wipes.</li> <li>• Face masks have been provided to all personnel to be worn over the head and covering the mouth to reduce the spread of droplets through the air particularly in enclosed spaces.</li> <li>• Hand washing (for a minimum of 20 seconds) with anti-bacterial soap and water is encouraged.</li> <li>• All staff are instructed to observe and practice good workplace hygiene at all times.</li> <li>• All staff are issued with disposable coveralls, masks, gloves and safety glasses to be used in the workplace where risk is identified.</li> <li>• All staff are encouraged to use gloves or protective hand covers when fueling vehicles at service stations.</li> <li>• All staff are instructed to observe and practice social distancing measures as endorsed by the State and Federal governments. Keep 1.5m apart whenever possible.</li> <li>• All staff are instructed to observe and practice the WA Government's Phase 4 initiatives.</li> </ul>
<i>Supply Chain</i>	
<i>Supply Chain</i>	<ul style="list-style-type: none"> <li>• We have not been advised by any of our suppliers that they have been affected, or are experiencing, any supply issues. It is our understanding that all our suppliers can meet all supply demand.</li> <li>• We have not been advised by any of our subcontractors that they have been affected, or are experiencing, any issues with performing any works. It is our understanding that all our subcontractors can deliver and meet all required services.</li> <li>• We utilise several suppliers and subcontractors which provide us with greater options and reduce any risk to supply or provide services.</li> <li>• Major manufacturing companies have advised that there is currently no risk or issues with supply.</li> </ul>
<i>Travel</i>	
<i>Travel</i>	<ul style="list-style-type: none"> <li>• Most of our business operations and services are undertaken within the Perth metropolitan areas. These areas currently are not affected by any known restrictions or under any travel restrictions by the WA Government.</li> <li>• No curfews are imposed on these areas and works can be conducted in a business as usual scenario.</li> <li>• Should travel be required to other regions of Western Australia, or to other parts of Australia, where travel restrictions are imposed, we hereby observe and practice all mandatory regulations surrounding travel access and permits into these areas by both State and Federal regulations. This includes providing evidence of travel with access and permits containing information such as: <ul style="list-style-type: none"> <li>◦ Name of the person traveling;</li> <li>◦ Their position/title within the company;</li> <li>◦ Their personal or company vehicle registration number; and</li> <li>◦ Their reason for travel in accordance with State and Federal requirements.</li> </ul> </li> <li>• All AMS personnel are encouraged to cancel all non-essential travel and observe and practice all State and Federal regulations surrounding travel within the state and interstate travel.</li> </ul>



## AMS Action continued...

### *Managing issues*

As the COVID-19 pandemic continues to change, the issues we face are ever evolving and we must be ready to move with them.

We must continue to monitor current government directives such as social distancing measures and travel restrictions and ensure that there are no issues arising from any changes that may affect our continued operation.

We must continue to monitor and manage our suppliers and subcontractors to ensure there are no adverse impacts to our supply chain and services can continue to be undertaken without disruption.

### *Online Training*

With the current situation becoming more complex with each passing day, we want to ensure that all our staff, suppliers, subcontractors and clients are informed and ready for the changes that are affecting everyone. Ensuring the safety of everyone is critical to all our business operations.

To further educate all Australians on the COVID-19 pandemic, the Department of Health have released a free 30-minutes e-Learning training course which covers the fundamentals of infection prevention and control (IPC) for COVID-19.

This training module covers the fundamentals of IPC including:

- COVID-19 - What is it?;
- Signs and symptoms;
- Keeping safe - protecting yourself and others; and
- Myth busting.

We recommend this e-Learning training course to be undertaken by all AMS staff and subcontractors. This can be undertaken on the Department of Health website on <https://www.health.gov.au/news/how-to-protect-yourself-and-the-people-you-are-caring-for-from-infection-with-covid-19>.

Simply register your details with the Department of Health, enrol and launch the e-Learning training course at your convenience.

At the end of the course, you should be able to:

1. Understand the basics about the COVID-19 virus, including how it is spread;
2. Describe what you can do to protect yourself and others;
3. Know what to do if you develop symptoms;
4. Know what to do if the person you are caring for develops symptoms; and
5. Tell the difference between the myths and facts of COVID-19.



## COVID-19 SELF-SCREENING QUESTIONNAIRE

In accordance with the Occupational Safety and Health Acts of WA, State and Federal regulations, AMS is fulfilling its duty of care to provide a healthy & safe workplace for its employees, contractors and visitors. As part of this duty of care, we are following the development of COVID-19 closely.

To maintain a safe and healthy environment for everyone, we ask that you carefully complete this mandatory self-screening questionnaire:

Self-Screening Questionnaire	
Full Name	Full name of the visitor
Address/Place of Visit	Address or Place of the visit
Date of Visit	Date of the visit
Contact No.	Contact phone number of the visitor
1. Have you traveled outside of Australia within the last 15 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you had close personal contact with anyone who has traveled overseas in the last 15 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been in proximity or in close personal contact with anyone suspected or confirmed to have COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you have a fever and any of these symptoms: Cough, sore throat, nausea, vomiting or difficulty breathing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Note: Close personal contact is defined as conversing with someone for more than 15 minutes, at a distance of not more than 1.5 metres.</i>	
<b>What to do next?</b>	
<ul style="list-style-type: none"><li>• If you have answered <b>YES</b> to <b>questions 1, 2 or 3</b> and referencing the WHO recommendations, we ask that you do not attend site until 15 days have elapsed from the date you arrived back to Australia; or the date you last had close proximity or close personal contact with anyone who has traveled overseas in the last 15 days, or anyone suspected or confirmed to have COVID-19.</li><li>• If you have answered <b>YES</b> to <b>question 4</b>, you cannot attend site until you are medically cleared of all symptoms.</li><li>• If you have answered <b>NO</b> to all the questions, no further action is required from you.</li></ul>	

If you have answered YES to any of the above, **DO NOT ENTER**.

Please inform, and submit the completed questionnaire form to, your supervisor or Company Representative immediately. Should there be any changes to the questionnaire since your last response, please notify your supervisor or Company Representative.

### Declaration

I declare that I have answered the above questions truthfully and to the best of my knowledge.

Signature .....

Date .....

Bill Skuthorp  
Managing Director

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Review | **06/10/2020**  
Next Review | **20/11/2020**



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COVID-19 Action Plan

**PRACTICE GOOD PERSONAL HYGIENE AND  
HELP STOP THE SPREAD OF THE VIRUS.**



Cough or sneeze  
into your arm



Use a tissue



Wash your hands



Use hand sanitiser

**STAY HEALTHY AND STAY INFORMED.**

Visit the Department of Health website for more information:  
<https://www.health.gov.au/>