

COVID-19 Management Plan

Territory Generation Procedure

CONTROLLED DOCUMENT

Document Location	POLICY AND PROCEDURES – SAFETY MANAGEMENT- Procedures- COVID-19 Management Plan
CM Controlled No.	CONTROL0397
Status/Version	FINAL 4.0
Published Date	16/10/2020
Review Date	Reviewed in the event of any significant change arising from COVID-19
Document Owner	Manager Business Services
Document Sponsor	Chief Executive Officer

COVID-19 Management Plan



1 Purpose..... 3

2 Scope 3

3 Procedure – Description of Activities 4

 3.1 COVID-19 Plan All TGen Sites 4

4 Roles and Responsibilities 7

5 References 8

 5.1 Legislation and Regulatory Obligations 8

 5.2 TGen Corporate Documents 8

7 Records 9

8 Review 9

9 Document History..... 9

10 Appendix 1 - COVID-19 Management Plan - Employee, Contractor and Visitor Plan 10

 Risk Assessment, Travel, Accommodation and Site Plan 12

 Checklist of required documents and actions 16

1 Purpose

This plan outlines the steps Territory Generation (TGen) has undertaken to control increased risks associated with the transmission of COVID-19 within the workplace and from employees, contractors and visitors undertaking site access and/or travel from intra-territory, interstate and overseas.

2 Scope

In addition to existing workplace health and safety procedures this plan describes:

- the plans in place at each site to control increased risks associated with the transmission of COVID-19
- the decision making and approval process TGen will undertake prior to allowing employees, contractors or visitors to travel to site from intra-territory, interstate and overseas which will follow [TGen site access and travel request - process flow](#) located on the TGen intranet
- the health screening steps that will be implemented for employees, contractors and visitors entering TGen sites
- the steps if an employee, contractor or visitor is unwell, including maintaining health standards, that will be implemented to manage transmission amongst TGen employees and prevent transmission to the wider community

This plan applies to employees, contractors and visitors in alignment with the [TGen site access and travel request - process flow](#) located on the TGen intranet.

The range of measures in place may vary dependent upon Federal or Territory Government policy decisions based on the risk of community transmission occurring. Refer TGen COVID-19 Alert Levels Plan TGD2020/25356.

3 Procedure – Description of Activities

TGen follows the Standing Health advice in the workplace.

Key messages TGen continue to communicate to all employees, contractors and visitors to limit the spread of infection include:

- Wash your hands often and thoroughly with soap and water for at least 20 seconds. Be sure to dry your hands
- Follow social distancing principles: Where face-to-face contact is required, maintain a distance of 1.5 metres in the workplace and also in the community
- Avoid touching your face to minimise the transmission of infection through the eyes, nose and mouth
- Always cough or sneeze into your arm or a tissue
- Use phones, Skype or video conferencing tools to engage with other employees and contractors (both within your work area and between sites) and external contacts
- If you are feeling unwell do not come to work and seek medical advice

In addition, TGen has implemented the following mitigation strategies to control increased risks associated with the transmission of COVID-19 within the workplace at each TGen Site.

3.1 COVID-19 Mitigation Strategies All TGen Sites

Mitigation Strategies will vary based on TGen’s COVID-19 alert level at the time
Employees, contractors and visitors have been advised if feeling unwell do not come to work and seek medical advice
Contractors and visitors are requested to complete a TGen COVID-19 Statutory Health Declaration before entering any TGen site which is not their normal place of business. Refer Pandemic Health Screening Procedure – CONTROL0393
Employee, contractor and visitor temperatures are taken and symptom checks performed before admission to any TGen site . Refer Pandemic Health Screening Procedure – CONTROL0393
No non-essential visits by suppliers and contractors to site. Meetings are held by tele-conference or video-conference
Information is provided to all employees, contractors and visitors , including domestic and cleaning contractors where applicable, on relevant information and procedures to prevent the spread of coronavirus
Source of information:

COVID-19 Management Plan



- Site Managers
- Induction
- Internal Communications
- TGen Intranet

Regular communications are provided to all employees and contractors with up to date information for the procedures adopted for the site

A letter has been sent to suppliers and contractors and information is available on the TGen website advising of the COVID-19 plans in place at T-Gen sites

Managers are working with vulnerable employees at risk from COVID-19 with plans in place to minimise the risk of potential infection

Employees, contractors and visitors are maintaining social distancing principles of 1.5 metres in the workplace. Seating arrangements and number of attendees at meetings are arranged to comply with social distancing of 1.5 metres

Maintenance plans have been reviewed to prioritise critical works

Face-to-face training has been restricted to essential compliance training and undertaking video conference training where practical

Restrictions are in place on sharing vehicles for work purposes with each vehicle having its own cleaning kit for hygiene purposes

Where practical employee and contractors are working from home and shifts have been split to isolate teams

Travel has been restricted to essential travel and requires approval . Management level of approval is dependent on TGen COVID-19 alert levels and aligns with [TGen site access and travel request - process flow](#) located on the TGen intranet. Appendix 1 - COVID-19 Management Plan - Employee, Contractor and Visitor Plan maybe required dependent upon COVID-19 alert levels

Employee and contractor visits between sites are restricted unless considered essential and requires approval (Management level of approval is dependent on TGen's COVID-19 alert level and aligns with the [TGen site access and travel request - process flow](#) located on the TGen intranet . Appendix 1 - COVID-19 Management Plan - Employee, Contractor and Visitor Plan maybe required dependent upon COVID-19 alert levels

Emergency Management and Business Continuity Plans are in place for each site

Hand washing facilities have been adequately stocked with hand sanitising gel, liquid soap and paper towels and these are kept clean and in good working order

COVID-19 Management Plan



Good hygiene practices have been promoted with signage
Additional regular cleaning is being undertaken to ensure the workplace is being kept clean and hygienic. Frequently touched surfaces, such as door handles and workstations, are regularly cleaned (the minimum standard is daily and/or between shifts) to reduce contamination. Refer Pandemic Cleaning and Disinfection procedure – CONTROL0402
Sanitising work surfaces and equipment is carried out before and after use, using commercial grade disinfectant and paper towels this includes employees and contractors using hot desks
Employees and contractors who become ill with respiratory symptoms at work will be isolated and will be supported to access medical assistance. Refer Pandemic Response Procedure – CONTROL0401
Cleaning that decontaminates the area where the employee or contractor has been will be undertaken prior to other employees and contractors entering those areas. Refer Pandemic Cleaning and Disinfection procedure – CONTROL0402
Employees and contractors will be informed about possible exposure to a confirmed case of COVID-19 but confidentiality will be maintained.

In addition to the plans for each TGen site, TGen has the following plans to control increased risks associated with the transmission of COVID-19 from employees, contractors or visitors travelling to site from intra-territory, interstate and overseas.

An employee, contractor or visitor that is feeling unwell is not to travel to and/or enter a TGen site.

An employee, contractor or visitor that has been in or in close contact with a person in a COVID-19 hotspot area within 14 days of entry into the Territory will not be exempted in any way from the mandatory quarantine period of 14 days. The current declared COVID-19 hotspots can be found at: <https://coronavirus.nt.gov.au/staysafe/quarantine/hotspots-covid-19> .

No employee, contractor or visitor is to travel to another TGen site which is not their normal place of business without prior approval. Management level of approval is dependent on TGen's COVID-19 alert level and aligns with the [TGen site access and travel request - process flow](#) located on the TGen intranet.

COVID-19 Management Plan



4 Roles and Responsibilities

Role / Title	Responsibility
Chief Executive Officer	<p>Ensure TGen has a COVID-19 Management Plan to control increased risks associated with the transmission of COVID-19 within the workplace</p> <p>Approval of the COVID-19 Management Plan</p>
Manager Business Services	Shall ensure that the plan is kept up to date and relevant
CEO, Executive Leadership Team (ELT) members and Site Managers	<p>Approve employee or contractor site access which is not their normal place of business and/or TGen travel. Management level of approval is dependent on TGen's COVID-19 alert level and aligns with TGen site access and travel request - process flow located on the TGen intranet .</p>
ELT	<p>Dependent on TGen's COVID-19 alert level provide following information for Management prior to approval:</p> <ul style="list-style-type: none"> • justification for critical works including risk assessment of the impact on safely, reliably and efficiently providing electricity generation • assess what level of risk contractors pose to transmitting coronavirus (COVID-19) to Territorians by reviewing their company's COVID-19 management plan • signed TGen COVID-19 Statutory Health Declaration • travel and accommodation plan to minimise interaction between Territory employees and contractors and interstate employees, contractors and visitors • site management plan which includes site access restrictions which limits/prevents interaction with other employees and contractors and hygiene practices • endorse Territory Generation COVID – 19 Employee , Contractor and Visitor Plan

Role / Title	Responsibility
General Counsel and Company Secretary	To provide assistance to Site Manager or Delegate with completion of exemption forms and coordinate provision of CEO Essential Employees and Contractors letter if required
Site Managers	<p>Work with ELT member to develop travel, accommodation and site plans (Territory Generation COVID – 19 Employee, Contractor and Visitor Plan)</p> <p>Ensure employees, contractors and visitors comply with the Territory Generation COVID – 19 Employee, Contractor and Visitor Plan and where applicable complete signed TGen COVID-19 Statutory Health Declaration and temperature testing prior to entry to site</p>
Employee, Contractor and Visitor	Complete signed TGen COVID-19 Statutory Health Declaration form and undertake temperature testing prior to entry to site. Agree and comply with travel, accommodation and site plans (Territory Generation COVID – 19 Employee, Contractor and Visitor Plan)

5 References

5.1 Legislation and Regulatory Obligations

- Chief Health Officer Directions in relation to COVID-19
- *Public and Environmental Health Act 2011*
- *Commonwealth Biosecurity Act 2015*

5.2 TGen Corporate Documents

- Workplace health and safety procedures
- Pandemic Health Screening Procedure – CONTROL0393
- Pandemic Response Procedure – CONTROL0401
- Pandemic Cleaning and Disinfection Procedure – CONTROL0402
- COVID-19 Alert Levels Plan – TGD2020/25356
- TGen COVID-19 Statutory Health Declaration Form – CONTROL0393

6 Records

Information from this policy is captured, stored and managed in the TGen Electronic Document and Records Management System (Content Manager CM) and controlled in the Controlled Document Register (CM).

7 Review

This plan will be reviewed in the event of any significant change arising from COVID-19.

8 Document History

Date of Issue	Version	Prepared By	Description of Changes
03/04/2020	1	Manager Business Services	Initial Document
19/05/2020	2	Manager Business Services	Updated version
07/07/2020	3	Manager Business Services	Updated Version including Statutory Declaration
25/09/2020	4	Manager Business Services	Updated Version to refer to TGen site access and travel request - process flow located on the TGen intranet

9 Appendix 1 - COVID-19 Management Plan - Employee, Contractor and Visitor Plan

Appendix 1 must be read in conjunction with Territory Generation's [COVID-19 Management Plan \(CONTROL0397\)](#).

An editable version of Appendix 1, which should be used to submit site access and/or travel requests, is available at [COVID-19 Management Plan - Employee, Contractor and Visitor Plan Appendix 1 \(CONTROL0406\)](#)

Refer to [COVID-19 Management Plan - Employee, Contractor and Visitor Plan Appendix 1 - Procedure and Example \(Internal Use Only\) \(CONTROL0407\)](#) for help completing Appendix 1.

Guidance on establishing TGen's COVID-19 Management Plan (CONTROL0397) has been sourced from the Northern Territory Government Coronavirus (COVID19) website refer link below:

<https://coronavirusntgovau/community-advice/border-controls/prepare-a-covid-19-management-plan>

This plan (CONTROL0397) applies to employees, contractors and visitors undertaking site access and/or travel as identified by the [TGen site access and travel request - process flow](#) located on the TGen intranet.

Please note that site and travel is restricted for essential purposes only. The definition of "essential" is subject to change and determined by TGen's Incident Management Team and made available on the [TGen site access and travel request - process flow](#) located on the TGen intranet.

An employee or contractor that is feeling unwell is not to travel to and/or enter a TGen site.

An employee or contractor that has been in or in close contact with a person in a COVID-19 hotspot area within 28 days of entry into the Territory will not be exempted in any way from the mandatory quarantine period of 14 days. The current declared COVID-19 hotspots can be found at:

<https://coronavirus.nt.gov.au/staysafe/quarantine/hotspots-covid-19>

Signs and symptoms COVID-19

Common symptoms of COVID-19 include: fever, flu-like symptoms, such as coughing or sneezing, fatigue, sore throat, difficulty breathing, which may develop into pneumonia

If you are feeling unwell and think you have these symptoms, contact your doctor.

Helping with prevention

Upon entry you must use the hand sanitiser stations provided to help prevent the spread of COVID-19 practice good hygiene and social distancing at all times:

- cough or sneeze into your arm or a tissue
- dispose of tissues properly in waste bins
- use alcohol-based hand sanitisers
- wash your hands with soap and water before and after eating, or going to the toilet
- avoid touching your face to minimise the transmission of infection through the eyes, nose and mouth
- clean and disinfect your work areas regularly
- keep a distance of 1.5 metres between you and other people
- do not shake hands, a friendly nod is sufficient

An employee or contractor **must** take all reasonable steps:

- to sleep in a room separate from any other person if away from their home
- to stay at least 1.5m away from any other person outside of their home or accommodation
- if exempted from 14-day quarantine period to only travel to and from accommodation directly to site
- regularly check for symptoms of COVID-19, including fever, coughing, sore throat, muscular pains, shortness of breath or unexpected tiredness
- comply with any directions given by the COVID-19 Hotline or a medical practitioner.

Prior to entering site, employee/contractors/visitors will be required to:

- complete a [TGen COVID-19 Statutory Health Declaration](#) (CONTROL0423)
- have their temperature taken.

If employee/contractors/visitors are unwell and/or have a temperature of 37.4°C or higher, they are declared not fit for work and must isolate immediately and seek medical advice.

CONTROL0397

COVID-19 Management Plan



Risk Assessment, Travel, Accommodation and Site Plan – (The definition of contractor in this plan includes visitors to TGen sites)

Risk Assessment – Site Manager to complete

Description of the works

Risk Assessment (determines criticality of works)

Refer to the [TGen Risk Assessment Guide](#) (CONTROL0274)

1. Consequence:
2. Likelihood:
3. Risk rating:

Risk assessment of contractor

Contractor to provide:

- Contractor Company COVID-19 Management Plan
- Current location of contractor

(Information on areas of increased risk and high numbers of positive cases can be found <https://coronavirusntgovau/community-advice/border-controls/prepare-a-covid-19-management-plan>)

Travel, Accommodation and Site Plan - Site Manager to complete

Name:

Location:

TGen employee:

Yes/No (if no, complete contractor company and contact details)

Contractor company details:

Contractor contact phone number:

TGen site contact and phone number

Travel date/s

From:

CONTROL0397

COVID-19 Management Plan



To:	
Travel location/s (including between sites i.e. CIPS to HQ or RGPS to OSPS)	
To: <i>i.e. Darwin</i>	
From: <i>i.e. Adelaide or Katherine</i>	
Type of travel <i>i.e. flight, road or sea</i>	
Site: <i>i.e. CIPS, RGPS, HQ</i>	
Accommodation name, address, contact number	

Remote or Interstate Exemption

Remote or Interstate Exemption only if required dependent on NT COVID-19 Alert levels

Contact Hieu Nguyen, TGen General Counsel and Company Secretary on 0439 214 587 or hieu.nguyen@territorygeneration.com.au for further information or assistance

Exemption	Actions	Site Specific Actions Site Manager to Complete
Remote Community Exemption		
Interstate Quarantine Exemption		
Essential Services letter		

Steps for managing transmission on site

STEPS FOR MANAGING TRANSMISSION ON SITE		
Steps	Actions	Site Specific Actions Site Manager to Complete
Employee and contractor to be provided with TGen COVID-19 information	Contractor provided with TGen COVID-19 management plan Employees and contractors to be provided with a copy of the signed	

COVID-19 Management Plan



	TGen COVID-19 Employee and Contractor Plan	
If attending site that is not their normal place of work, employees and contractors are to complete a health and travel declaration questionnaire prior to entering site	<p>Employees and Contractors who have been unwell in the last 72 hours especially with cold or flu type symptoms must be isolated immediately and not enter the workplace and should seek medical advice</p> <p>Those who have returned from overseas must self-quarantine for 14 days after entering Australia</p>	
All employee and contractor temperatures are taken prior to entering site	If the employee or contractor has a temperature of 37.4°C or higher they will not be permitted to enter site	
Ensure only the employee and contractors essential to the task are present	<p>Only employees and contractors essential to the task should assist employees and contractors in completion of the job</p> <p>Where practicable, employees and contractors will maintain a distance of 1.5 metres from other employees and contractors</p> <p>If distance of 1.5 metres cannot be maintained what Hygiene PPE will be worn</p>	
Isolate employees and contractors whose tasks can be done alone and which don't require specialised equipment or machinery	Employees and contractors shall work alone at site or in spare office, employee room, and kitchen area or meeting room	
Reduce contact between different parts of the business at the start and end of shifts	Regulate and stagger start and finish times	
Split meal breaks	<p>Stagger break times</p> <p>Limit numbers in kitchen / tearoom</p> <p>Where practicable, employees and contractors will maintain a distance of 1.5 metres from other employee and contractors</p>	
Hygiene basics of handwashing and sanitisers	Good hygiene practices will be promoted e.g. display availability of	

	soap, water, paper towel and sanitiser in all areas of the business	
Frequent cleaning of premises, especially counters and other high-touch areas	The workplace will be kept clean and hygienic Frequently touched surfaces, such as door handles and workstations, will be regularly cleaned (the minimum expected standard is daily and/or between shifts) to reduce contamination. Ensure disinfectant and paper towel is readily available	

Steps for managing transmission off site

STEPS FOR MANAGING TRANSMISSION OFF SITE		
Steps	Actions	Site Specific Actions Site Manager to Complete
Ensure employee and contractors sleep in a room separate from any other person if away from their home	Organise separate hotel rooms with on suite bathrooms and toilets with rooms being cleaned daily	
Ensure employee and contractors travel to and from work sites in vehicles to minimise contamination	Employee and contractors to travel in single assigned work or hire vehicles with hygiene kits which are cleaned routinely and prior to any other employee and contractor using vehicle	
Ensure employee and contractors maintain social distancing	Employees and Contractors must adhere to the Australian Government COVID-19 requirements If exempted from 14-day quarantine period employee or contractor will only travel to and from accommodation directly to site to minimise risk to the wider community	
Utilisation of meal deliveries where practical	Arrangements have been put into place to provide meal deliveries to accommodation	
If employee or contractor is feeling unwell to stay at home or accommodation	Employee or contractor to contact site contact and attend medical appointment to obtain medical	

CONTROL0397

COVID-19 Management Plan



	certificate prior to returning to work	
--	--	--

Checklist of required documents and actions

Checklist of required documents and actions	Select relevant box
Completed COVID-19 Management Plan - Employee, Contractor and Visitor Plan Appendix 1 (CONTROL0406) Appendix 1	<input type="checkbox"/> Form complete <input type="checkbox"/> Form incomplete – an incomplete form will result in the request being declined
TGen COVID-19 Statutory Health Declaration (CONTROL0423)	<input type="checkbox"/> Declaration attached – all ‘no’ responses <input type="checkbox"/> Declaration attached – one or more ‘yes’ responses: further details enclosed for consideration <input type="checkbox"/> Declaration not attached – failure to attach a signed declaration will result in the request being declined
Completed Travel request form (TGD2017/44356)	<input type="checkbox"/> Attached – travel is requested via TGen’s travel team <input type="checkbox"/> Not attached – travel is not requested via TGen’s travel team
Contractor company COVID-19 management plan	<input type="checkbox"/> Attached (required for all external contractors and visitors) <input type="checkbox"/> Not applicable (not required for TGen employee)
Remote Community Exemption (if required or N/A)	
Interstate/Overseas Exemption (if required or N/A)	
Essential Services letter (if required or N/A)	

Approvals

Declaration of Employee / Contractor / Visitor	
Declaration:	I hereby agree to adhere to the plans and information outlined within this form
Name:	
Date:	
Signature:	

CONTROL0397

COVID-19 Management Plan



Recommendation – Site Manager – Reviewed plan and applicable attachments	
Position:	Site Manager
Name:	
Date:	
Signature:	
Endorsement – General Manager – Reviewed plan and applicable attachments	
Position:	General Manager
Name:	
Date:	
Signature:	
Approval – Chief Executive Officer	
Position:	Chief Executive Officer
Name:	
Date:	
Signature:	