

11<sup>th</sup> December 2022

To All our Clients/Contractors/Suppliers,

Valen Project Services are committed to ensuring the health and safety of all our employees, subcontractors, suppliers, clients and the wider public. As a result of the COVID-19 pandemic our organisation are maintaining guidelines to maintain safe working conditions where practicable.

Following the advice of Australia's Chief Medical Officer and The World Health Organisation we are implementing several precautionary measures which are outlined in the pages below.

We will continue to monitor advice from the Australian Government & World Health Organisation officials and provide further updates as required, including any changes to our processes & procedures.

The most current information about COVID-19 is available at the following links:

Australian Government Department of Health (AGDH):

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

World Health Organisation (WHO):

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

State Government Resources (NSW): <https://www.nsw.gov.au/covid-19>

Valen Project Services are implementing processes to ensure requirements of the WHO and the AGDH to manage the risk of infection. We are ensuring that all team members and co-workers are following the strict guidelines outlined in the table below.

Should you have any concerns or require further information please contact our office (02) 8542 4293 or [info@valenprojects.com.au](mailto:info@valenprojects.com.au)

Dominic Dodwell

Director

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Revision: 2.2

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## VAL 213 – COVID Safe Plan

### Purpose

Plan outlines minimum requirements for safe work during periods of restriction induced by COVID-19 and its variant strains.

### Symptoms of COVID

As of 11<sup>th</sup> December 2022, NSW Health advise that the following are symptoms of COVID19. If you have any symptoms as listed below or otherwise feel unwell, please ensure get tested (Rapid Antigen Tests are now preferred for turnaround time and ease of use – only get PCR tests completed if you are told to by NSW Health) and follow any applicable health advice or the below stated policy before returning to work. Contact your doctor or call '000' if you have severe symptoms.

#### Symptoms include:

- fever (37.5 degrees Celsius or higher)
- cough
- sore throat
- shortness of breath (difficulty breathing)
- runny nose
- loss of taste
- loss of smell.
- In more severe cases, infection can cause pneumonia with severe acute respiratory distress.

#### Other reported symptoms include:

- fatigue
- acute blocked nosed (congestion)
- muscle pain
- joint pain
- headache
- diarrhoea
- nausea/vomiting
- loss of appetite
- Blue/grey nails, lips, skin (loss of circulation)
- Chest pain (myocarditis or pericarditis)

<https://www.nsw.gov.au/covid-19/health-and-wellbeing/symptoms-and-testing>

### Restrictions

Please refer to NSW Health website for latest restrictions for workers and any restriction on movements.

### Monitoring

There is no current requirement for clearance testing for workers.

### Site Management

All workers to sign into and out of 'site' each time they attend the premises. If a site NSW COVID QR code is not provided all workers must use Valen Project Services provided QR Code – refer to your site manager for access to this sign-in mechanism.

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On attendance to site, all staff must follow the current COVID guidelines and rules including the wearing of masks, sign in procedures and any other rules or requests that are asked of them at any time.

## Office Management

During periods of high case numbers, where practicable, nominated staff are to work remotely (from home) and are to only come into the office or site environments if requested to do so.

## COVID Safe Best Practice

Vaccination	It is mandatory for all staff and subcontractors of Valen Project Services to maintain an up to date vaccination record against COVID19. This is reinforced by our client policies who also mandate Vaccination of all workers attending site (exceeding the government mandate at this time). Any worker not presenting with a complete vaccination record or an acceptable medical exemption may be turned away from site or in the case of employees stood down on annual leave or leave without pay.
Getting Tested and Isolating	If you have any symptoms of COVID19 as outlined above, please do not attend your regular workplace until symptoms have subsided and you are in general good health. While there is no mandate to isolate, Valen wish to minimise the unnecessary spread of the virus through our team. Speak to a manager if you cannot work remotely. <a href="https://www.nsw.gov.au/covid-19/health-and-wellbeing/symptoms-and-testing">https://www.nsw.gov.au/covid-19/health-and-wellbeing/symptoms-and-testing</a>
Social distancing	Recommendation Only: Where feasible maintain some level of social distancing.
Good Hygiene	To protect against infection and prevent spread everyone must practice good hygiene by: <ul style="list-style-type: none"> <li>• Covering coughs and sneezes with your elbow or a tissue.</li> <li>• Avoid touching eyes, nose, and mouth.</li> <li>• Disposing of tissues properly.</li> <li>• Washing hands often with soap and water, including before and after eating and after going to the toilet.</li> <li>• Using alcohol-based hand sanitizers.</li> <li>• Cleaning and disinfecting surfaces.</li> <li>• Wearing appropriate masks.</li> </ul>
Reporting	Increased staff reporting is being implemented: <ul style="list-style-type: none"> <li>• ALL ONSITE STAFF / CONTRACTORS must notify the site supervisor if they have fallen ill with COVID19.</li> </ul>

## Positive Test Result in the team?

If any staff member is being tested for COVID 19 they must immediately inform their manager of their requirement to work remotely. If a staff member receives a positive test result they must isolate and work remotely until their symptoms subside.

## References

Australian Government Department of Health

NSW Health

World Health Organisation

National Coronavirus Health Information Hotline – 1800 020 080