



<b>Issue Date:</b>	7 August 2020
<b>Scope:</b>	Alfa Laval Oceania employees, contractors & visitors
<b>Location:</b>	Australia and New Zealand
<b>Business Units (BU):</b>	Food & Water, Energy & Marine and Service
<b>Consideration:</b>	Travel controls, social distancing, mass gatherings & general meeting attendance controls, health controls, working remotely, personal hygiene practices

These guidelines are based on directives issued by the Australian and New Zealand Governments, and their associated health authorities. Such directives take precedent if these guidelines are incomplete or contradict government directives.

## Personal Hygiene

Persons should take general personal precautions such as frequent hand washing and hand sanitiser use and using appropriate coughing and sneezing technique. Try not to touch your eyes, nose or mouth and isolate yourself if you feel sick. Use of PPE's like masks etc. to be followed as per national or state regulations. WorkSafe: Managing COVID-19 risks – face coverings in workplaces

### 1. Hand washing:

Wash your hands often with soap and running water (for at least 20 seconds) and dry with paper towel or hand dryer, especially:

- A. After coughing or sneezing
- B. Before, during or after preparing food
- C. Before and after eating
- D. After toilet use
- E. When hands are visibly dirty
- F. After handling animals or animal waste.

### 2. Hand sanitiser:

If your hands are not visibly dirty, frequently clean them by using alcohol-based hand rub or soap and water.

### 3. Coughing & Sneezing technique:

When coughing or sneezing:

- A. Cover mouth and nose with tissue.
- B. If you don't have a tissue cough or sneeze into your upper sleeve or flexed elbow.
- C. Dispose of tissue into closed bin immediately after use.
- D. Clean hands with alcohol-based hand run or soap and water after coughing or sneezing.

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## Social Distancing, Mass gatherings and General Meeting Attendance Controls

### 1. General

- A. Employees may only have business-critical visitors and / or contractors attend sites.
- B. Only essential employee meetings and training should be held on sites. Use of Skype is the method to use for meetings to avoid person to person contact.
- C. Employees should make use of teleconference or videoconference as an alternative to meeting in person.
- D. Employees should consider limiting meeting attendees, limiting enclosed space meetings to less than 2 hours and maintain distance (e.g. spread employees out where possible).

### 2. External Meetings and Gatherings:

- A. External face-to-face meetings are permitted and as per customers requirement provided that all other regulations are maintained. Please also continue to use Skype, phones and email for contact.
- B. Any external training and/or conference attendance must be approved by the MD.
- C. Limit the number of people in a meeting room and select the largest meeting room available appropriate for the number of persons. 4 square metre rule applies

### 3. Internal:

- A. Employees are encouraged to continue to work in their “base” location and limit travel to other sites unless their role requires them to attend other sites in person or it is business critical to attend the other site in person. If you can work from home, you should.
- B. Communal events such as birthday celebrations, team morning teas and lunches are suspended.
- C. No office staff should have Close Contact (see definitions) with Service staff, use electronic methods to communicate.

## Health Controls

### 1. Employees

- A. Any employee exhibiting Flu-like Symptoms (in the last 48 hours) must NOT attend the workplace and should seek medical advice as per local health authority guidelines. When returning to the workplace after recovery (and showing no symptoms for last 48 hours), employees shall contact their manager. An Employee Health Declaration Form shall be completed and emailed to their manager prior to returning to the workplace
- B. Any employee who is a confirmed case of COVID-19 (coronavirus), must self-isolate for at least 14 days. A medical clearance and approval by the employee’s manager must be obtained prior to returning to the workplace. An Employee Health Declaration Form shall be completed and emailed to their manager prior to returning to the workplace.
- C. Any employee who has been in Close Contact with a confirmed case of COVID-19 (coronavirus), must self-isolate for 14 days after the date of last contact with the confirmed case. When returning to the workplace after isolation, the employee shall contact their manager. An Employee Health Declaration Form shall be completed and emailed to their manager prior to returning to the workplace.

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- D. Any employee who has returned from any overseas destination must self-isolate for 14 days from the time of arrival. When returning to the workplace after isolation, employees shall contact their manager. An Employee Health Declaration Form shall be completed and emailed to their manager prior to returning to the workplace.
- E. Any employee who has been in Close Contact with persons who have returned from any overseas destination within the last 14 days, must immediately notify their manager, NOT attend the workplace and complete the Employee Health Declaration Form. HR, and Department Managers shall make a risk-based decision on a case-by-case basis to determine if a period of self-isolation from the workplace is required.
- F. Any employee who, within the last 14 days, has been in Close Contact or living with persons showing Flu-like Symptoms, must immediately notify their manager, NOT attend the workplace and complete the Employee Health Declaration Form. HR, and Department Managers shall make a risk-based decision on a case-by-case basis to determine if a period of self-isolation from the workplace is required.
- G. All hygiene measures have been elevated to follow the advice of relevant health authorities and we are increasing the frequency of cleaning of high-touch surfaces;
- H. Strict procedures are in place to manage any health concerns at a site level
- I. Specific procedures apply to Waste Water Treatment Plant jobs (Waste Water Treatment Plant Equipment Service Procedure).

## 2. Visitors & Contractors

- A. Visitors or contractors exhibiting Flu-like Symptoms (in the last 48 hours) are not permitted to enter Alfa Laval Oceania offices or sites.
- B. Visitors or contractors who are a confirmed case of COVID-19 (coronavirus) are not permitted to enter Alfa Laval Oceania offices or sites.
- C. Visitors or contractors who have been in Close Contact with a confirmed case of COVID-19 (coronavirus) in the last 14 days are not permitted to enter Alfa Laval Oceania offices or sites.
- D. Visitors or contractors who have returned from any overseas destination or been in Close Contact with anyone who has returned from any overseas location in the last 14 days are not permitted to enter Alfa Laval Oceania offices or sites.
- E. Visitors or contractors, who, in the last 14 days, have been in Close Contact or living with persons showing Flu-like Symptoms are not permitted to enter Alfa Laval Oceania offices or sites.
- F. All visitors or contractors who are required to attend an Alfa Laval Oceania office or site, must complete a Visitor/Contractor Health Declaration Form before being granted access.
- G. Courier and delivery persons (with less than 15 minutes of face-to-face contact at site) may not be required to complete a Visitor/Contractor Health Declaration Form This will be risk assessed on a case- by-case basis.
- H. In business-critical situations, HR and Department Managers may make a risk- based decision on a case-by-case basis to approve a visitor or contractor access to site.
- I. Approval for the invitation of international visitors or contractors must be given by the relevant Alfa Laval Oceania management team members. It is the responsibility of those arranging visitors and contractors to ensure Alfa Laval requirements are followed.
- J. Employees who are required to self-isolate, if fit for work, may be able to work remotely with their manager's approval.
- K. Other than the specific requirements relating to self-isolation outlined in this Guideline, working remotely requires prior approval by the relevant manager.

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- L. It is the responsibility of the employee to ensure the remote workspace meets local, corporate HR working at home and/or teleworking policies.

## Business Air Travel

- A. All international travel is suspended.
- B. Domestic air travel is permitted in line with normal approval procedures.

## Manager advice when we have a co-worker with suspected or confirmed COVID-19 infection

What should you do if you have a suspected infected co-worker?

- A. With mild symptoms
  1. Send the co-worker home (on sick leave or to work from home according to local regulations)
  2. Ask the co-worker to contact local health care authorities and follow their advice.
  3. Stay in contact with your co-worker
  4. Inform the team that the person is unwell so working from home or taking sick leave.

If the situation escalates or COVID-19 is confirmed at a later stage, see below

- B. With strong symptoms or confirmed
  1. Send the co-worker home (on sick leave according to local regulations)
  2. Ask the co-worker to contact local health care authorities and follow their advice.
  3. Clean surfaces that the co-worker has been in direct contact with (machines, desks, doorknobs, coffee machines, screens etc.)
  4. Communicate verbally/ phone with the team to make sure rumour's not spreading
  5. Advise people who have been in Close Contact with the person that you have sent him/her home. And advise them to pay extra care for symptoms that may develop the coming days. If they experience even slight symptoms advise them to stay home (on sick leave or to work from home according to local regulation).
  6. Inform the local crisis management team if a virus COVID-19 infection is confirmed.
  7. Stay in contact with your co-worker

Always inform the crisis management team if you have a confirmed case of COVID19.

Awareness material is available on Corona Employee page on Share and International SOS

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## Definitions

<b>COVID-19 (Coronavirus)</b>	<p>Coronaviruses are a large family of viruses which may cause illness in animals or humans.</p> <p>The most recently discovered coronavirus causes coronavirus disease COVID-19. Some coronaviruses can cause illness similar to the common cold and others can cause more serious diseases, including Severe Acute Respiratory Syndrome (SARS) and Middle East respiratory syndrome (MERS). This new coronavirus originated in Hubei Province, China and the disease outbreak is named COVID-19. It can cause an infection in people, including a severe respiratory illness</p>
<b>Close Contact</b>	15 minutes or more face-to-face (within 1.5 metres) contact with a person or being in a confined space (eg a meeting room) with a person for 2 hours or more.
<b>Flu-like Symptoms (mild to severe)</b>	<ul style="list-style-type: none"><li>A. Common COVID-19 or flu-like symptoms include: fever, cough (usually dry).</li><li>B. Sometimes COVID-19 or flu-like symptoms include: fatigue, aches and pains, sore throat, headaches, shortness of breath.</li><li>C. Rare COVID-19 or flu-like symptoms include: runny or stuffy nose, diarrhoea.</li></ul>
<b>References:</b>	<p>World Health Organisation (WHO) <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019">https://www.who.int/emergencies/diseases/novel-coronavirus-2019</a></p> <ul style="list-style-type: none"><li>A. Australian Government <a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert</a></li><li>B. State Government Health Departments:<ul style="list-style-type: none"><li>a. Victoria: <a href="https://www.dhhs.vic.gov.au/coronavirus">https://www.dhhs.vic.gov.au/coronavirus</a>, <a href="https://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria">https://www.vic.gov.au/coronavirus-covid-19-restrictions-victoria</a></li><li>b. QLD: <a href="https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19">https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19</a></li><li>c. NSW: <a href="https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx">https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx</a></li><li>d. NZ Ministry: <a href="https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus">https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus</a></li></ul></li></ul>