CDC Queensland COVID-19 Management Plan

Scope

This document will be used to assist implementing change to practices in the workplace in the management of COVID 19. It will cover companywide practices and will table specific requirements for remote Depots of the company. Additional information related to Charters and other guides are in the attached appendices.

Changes to this document will be based on information provided through QLD Government website for COVID 19 https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid- 19 and as directed by CDC Aust, and Department of Transport and Main Roads.

Responsibilities

All Employees have an individual responsibility to help control the spread of COVID 19, however CDC Queensland Management will be responsible for Management, Training, Implementation and Monitoring our COVID response in accordance with Federal and Queensland Government's requirements.

The *Regional HSEQ & Systems Manager* is responsible for the development, implementation and ongoing maintenance of the COVID-19 Management Plan.

Senior Managers are responsible for implementing, maintaining and compliance with this plan within their Department. This includes ensuring their personnel are properly trained and equipped to undertake all related COVID-19 activities.

Supervisors are responsible for implementing this plan and ensuring people comply.

Communication

Communication on COVID 19 changes will addressed with all employees using the company app, "Interchange" and through front face at the Noosa, Kunda Park, Caloundra, Coolum and Gladstone depots. Senior Managers of each department will be responsible for the dissemination of information on any changes to practices. Communication through posters on buses and in Depots will adjusted as the response changes.

Health and Well being

All employees and visitors will be subject to mandatory temperature checks and will be urged to report if feeling unwell before presenting to the workplace. Employees will also have access to Employee Assistance Program as well as the CDC COVID-19 Hotline. All workplaces will be subject to social distancing measures which will include restrictions to communal CRIB facilities, smoking areas, and other areas identified as a communal space.
Any employee who is required to travel interstate will be subject to quarantining restrictions applicable to the relevant state or Territory.

Temperature Taking of Contractors and Visitors

All visitors, contractors and delivery people visiting any of our depots will be requested to present for temperature testing prior to being allowed on site. Any elevated temperatures (above 38 degrees) will result in refusal to the depot.

Cleaning and PPE

Buses and communal vehicles:

- Mop floor using disinfectant for which the manufacturer claims antiviral activity, meaning it can kill the virus (such as chlorine-based disinfectants, which are commonly used).

- Daily clean of frequently touched surfaces within the driver's cabin using disinfectant for which the manufacturer claims antiviral activity, meaning it can kill the virus (such as chlorine-based disinfectants, which are commonly used).

- Daily mop of hard surfaces using disinfectant for which the manufacturer claims antiviral activity, meaning it can kill the virus (such as chlorine-based disinfectants, which are commonly used).

Meal areas and amenities:

- Twice daily hard surfaces using disinfectant for which the manufacturer claims antiviral activity, meaning it can kill the virus (such as chlorine-based disinfectants, which are commonly used).

- Twice daily wipe of door handles, light switches, tap handles and desks.

- Twice daily refill hand cleaner dispensers.

PPE:

- All Employees have access to hand sanitisers, face masks and gloves.

Limiting Passenger Numbers

Based on advice from QLD Department of Education, bus charters for school related activities are operating within the same guidelines as school transport services (carrying only students), an extension of the exemption from physical distancing requirements is within the intent of the COVID-19 restriction measures.

Remote work and Travel to Designated areas

All Employees are required to advise the company if they plan to leave Queensland.
We do not have any remote depots in QLD.

The following processes are in place to keep our staff and customers safe:

- Limited visitor access where possible onsite, and mandatory temperature testing of all staff, visitors and contractors
- Every driver issued with individual hand sanitizer bottles and have several refill stations across our depots
- Where possible drivers will encourage passengers to social distance if space is available
- Cashless passenger travel to minimise risk of exposure through handling money
- Increased emphasis on internal cleaning and sanitising which includes all handrails, seats, and all high touch areas
- Sanitising wipes located on all buses so drivers can regularly clean buses throughout the day
- Annual flu vaccination available to all staff. Those aged 65 and older encouraged to go to their GP to get their free 4 strain Flu Vax for their age group
- Encouragement to all staff to download the COVID Safe app
- Increased communications reminding people about fitness for duty and to stay home if unwell
- Social distancing while onsite as per health guidelines. This includes limiting seating, limits on numbers of people allowed in shared spaces and use of video conferencing for all meetings
- Employee Assistance Program in place for all employees to assist with anxiety and any concerns.
- All communications company-wide is done via our own internal app called the Interchange
- We can implement temperature testing on charter work, where requested by our customers or if deemed necessary

Related Documents

SCPRO 66 Contractor/Visitor assessment
SCPRO 65 Taking Temperature Procedure
Employer Checklist for responding to COVID 19