



COVID Safe Plan

Public Facing Work Environment

November 1, 2022

COVID Safe Plan - Public Facing Work Environment

Overview

This plan outlines the control measures implemented by Millennium to protect the safety and wellbeing of our employees in public facing work environment where risk to COVID-19 transmission is present within the community.

Scope

This plan is applicable to all individuals working for Millennium in Victoria (VIC), New South Wales (NSW), Australian Capital Territory (ACT), Western Australia (WA), Tasmania (TAS), Queensland (QLD) and New Zealand (NZ).

Considerations

The below general principles are applicable in this COVID Safe Plan:

- Government mandatory controls that have been eased as we move away from a rules-based approach to the public health strategies used to manage infectious diseases.
- The decision to lift COVID-19 vaccination requirement is based on a risk assessment and the vaccination requirement is subject to Client requirements which will be locally managed.
- We continue to strongly encourage individuals to follow advice from Health authorities and their Medical practitioners in terms of maintaining vaccine protection to avoid severe illness from COVID-19 infection. Millennium will only hold vaccination information of our employees including medical exemptions and proof of vaccination for verification purposes where vaccination is imminent in some Client sites.
- All records of vaccination status will be kept confidential in accordance with the relevant privacy legislation.
- Employees are advised to not be present to work when feeling unwell. Where there are symptoms, employees shall be directed to get PCR test or complete a self- test with a Rapid Antigen Test (RAT). Affected individuals are to adhere advises from Health authorities and their medical practitioners.
- Employee with positive COVID-19 diagnosis must notify Millennium as soon as possible.
- Where a positive COVID-19 case is confirmed, Millennium shall implement procedures in accordance with Health directives to undertake general cleaning of the work environment.
- Face masks are no longer a mandatory requirement, but the use of face mask is strongly recommended where employees cannot maintain social distancing.
- To practice social distancing, where reasonably practicable and safe to do so.
- To continue to promote good hygiene practices.
- To stagger breaks where applicable to prevent congestion in shared spaces.
- To regularly conduct clean and disinfect frequently touched surfaces.
- Client specific requirements to be adopted only in applicable Contracts within Millennium.

COVID Safe Plan - Public Facing Work Environment

Risk Management

PRINCIPLE	CONTROL MEASURES
COVID-19 vaccination	<ul style="list-style-type: none">• Millennium employees working in public engaging environment may no longer require vaccination details as per State/ Departmental unless if otherwise required by Clients.• Where an employee must be fully vaccinated or have a medical exemption, they are to provide Millennium with proof of vaccination or medical exemption. This requirement will apply to sites where Client's vaccination requirement continues .• Employees are able to provide vaccination details at their discretion if they wish to do so during their onboarding to the organization.• Millennium shall collect, record, and hold evidence of vaccination status confidentially.
Physical distancing	<ul style="list-style-type: none">• There are no density limit requirements.• Millennium will continue to encourage COVID safe behaviours, such as practicing social distancing where it is practicable and safe to do so.
Wearing face mask	<ul style="list-style-type: none">• Whilst mandatory mask wearing has been removed from most indoor settings, Millennium employees are strongly encouraged to wear a face mask when they cannot achieve social distancing.• Face masks and instructions are provided to employees for safe use. Monitoring of compliance to mask use and records for stock levels will be maintained at applicable locations.
Practice good hygiene.	<ul style="list-style-type: none">• Employees are strongly encouraged to wash or sanitise hands regularly and avoid touching their eyes, nose, and mouth.• Identify all shared equipment and frequently touched surfaces in the workplace.• Retain a cleaning schedule of shared areas including general disinfection of frequently touched surfaces.• Communicate the requirement to disinfect shared equipment both before and after use.• Provide hand sanitiser and sanitising wipes for use.

PRINCIPLE	CONTROL MEASURES
	<ul style="list-style-type: none"> Remove shared cutlery and kitchen utensils and replace with disposable alternatives. Employees are encouraged to use own utensils. Ensure signages of good hygiene practices and social distancing are displayed in shared areas. Maintain and monitor cleaning logs at worksites.
Managing employees presenting with illness	<ul style="list-style-type: none"> As per Health directions, continue to stay home if you are unwell. Where, a Millennium employee present unwell or with any cold and flu like symptoms, they are advised to not attend the workplace when it is not safe to do so. Where an employee shows symptoms or is at high or moderate risk of contracting COVID-19 disease, they are advised to undertake a Polymerase Chain Reaction (PCR) test or self-administered Rapid Antigen Test (RAT) to confirm diagnosis and report results to line managers.
Avoid interactions in enclosed spaces.	<ul style="list-style-type: none"> Communicate and reinforce good hygiene practices and social distancing requirements in the workplace. Enhance airflow where possible i.e. by opening the windows or doorway to allow air circulation when it is safe to do so.
Employee with a confirmed case of COVID-19.	<ul style="list-style-type: none"> Affected employee are to notify their managers via phone as soon as possible. Affected employee are not to attend workplace for the duration required as per Health advise unless otherwise mentioned. Where an employee is diagnosed with COVID-19, and can attend to the workplace, they are recommended to wear a face mask (Seven (7) days post identification) and maintain social distancing during their shift. Affected employees prior to commencement of work will be assessed on a case-by-case basis for the best outcomes for both Millennium and Client's worked with. Conduct general clean of work areas to mitigate the risk of COVID – 19 transmissions. Communicate to site employees of the identified scenario and notify Millennium Safety of the circumstances via safety@millenniumpg.com
Creating workforce bubbles.	<ul style="list-style-type: none"> Maintain records of employees who have disclosed working arrangements with different employers. Where practicable, managers and office support employees are provided with work from home options.