

COVIDSAFE PLAN - CONTRACTORS

Coronavirus (COVID-19) Update: 17 August 2020

Like most organisations across Australia, ASG Group incorporating M&T Resources continues to closely monitor COVID-19 developments. Please see below the precautionary measures M&T Resources has put in place to help reduce the spread of COVID-19 among our people and within our community.

Service Delivery & Business Continuity

On Thursday, 26th March 2020, all M&T Resources were locked down. With the exception of QLD who began a partial return to office program in July 2020, all other M&T Resources offices remain locked down. Passes will be required at all times, even to reach the M&T Resources office floor(s) via the lifts.

While endeavouring to reduce the further impact of COVID-19, there have been additional measures taken to maintain business continuity should there be further disruption to our working arrangements. These have been communicated to each of our M&T Resources clients by the relevant M&T Resources staff member.

ASG Group's COVID-19 Response for internal, permanent employees (staff) includes;

- ASG Group COVID-19 Response
- ASG Group COVID-19 Staff Guide

We are working hard to ensure our service delivery is not impacted for our contractors and we continue to adapt our systems, processes and policies to effectively respond to the unfolding COVID-19 situation and associated work-life impact.

COVID-19 Central Team

In partnership with our parent company, ASG Group, M&T Resources immediately established a **COVID-19 Central Team** at the outset of the pandemic in order to centrally manage issues on a case by case basis and to ensure we protect the community's health to the highest standards and continue our service to our valued customers.

Our Executive General Manager and National Operations Manager work closely with other members of the COVID-19 Central Team to ensure our employees, contractors, clients, suppliers and all other members of the community are kept safe throughout this challenging time.

It is a requirement that all contractors follow the correct process regarding approvals and queries related to COVID-19. This includes Working from Home (WFH) arrangements; communications to clients and staff; and general COVID-19 queries that are not covered in this guide.

COVID-19 related approvals and queries process

Unless instructed otherwise, all queries, issues and requests for approval should be submitted to your M&T Resources Account Manager who will liaise with the National Operations Manager for review with the COVID-19 Central Team.

Coordinated by our National Operations Manager, your Account Manager will then provide you with the relevant response. **This response is the only form of official approval or response regarding COVID-19.**

Procedures, guidelines and restrictions

Health and Safety

M&T Resources continues to be guided by health recommendations of the following authorities. We encourage all contractors to regularly check official updates:

- [Australian Department of Health](#)
- [World Health Organisation](#)
- [Smart Traveller](#)

State Governments where M&T Resources operate

- ACT <https://health.act.gov.au/>
- NSW <https://www.health.nsw.gov.au/>
- QLD <https://www.health.qld.gov.au/>
- SA <https://www.sahealth.sa.gov.au/>
- VIC <https://www.dhhs.vic.gov.au/>

Precautionary measures

- Hygiene - we continue to recommend a diligent approach is applied to maintaining good personal hygiene including washing hands with soap and water, using hand sanitiser, disposing of tissues and cleaning desk surfaces. Keep an eye out for any symptoms including fever, cough, sore throat or difficulty breathing.
- Further information on preventative measures can be found on the World Health Organisation website.
- **If you feel unwell, please visit your GP or call [healthdirect](#) on 1800 022 222.**

Contact Management

For clarity, please find definitions of close and casual contacts below, as defined by the Australian Department of Health.

A **close contact** is defined as requiring:

- Greater than 15 minutes face-to-face contact in any setting with a confirmed case in the period extending from 24 hours before onset of symptoms in the confirmed case, or
- Sharing of a closed space with a confirmed case for a prolonged period (e.g. more than 2 hours) in the period extending from 24 hours before onset of symptoms in the confirmed case.

Examples of 'close contact' might include:

- Living in the same household or household-like setting (e.g. in a boarding school or hostel).
- A person who spent 2 hours or longer in the same room (such as a GP or ED waiting room; a school classroom; communal room in an aged care facility). See Special situations for further information specific to aged care facilities and schools.
- Aircraft passengers who were seated in the same row as the case, or in the two rows in front or two rows behind a confirmed COVID-19 case. Contact tracing of people who may have had close contact on long bus or train trips should also be attempted where possible, using similar seating/proximity criteria.

Contact needs to have occurred within the period extending 24 hours before onset of symptoms in the case until the case is classified as no longer infectious by the treating team (usually 24 hours after the resolution of symptoms). Note that healthcare workers and other contacts who have taken recommended infection control precautions, including

the use of full PPE, while caring for a symptomatic confirmed COVID-19 case are not considered to be close contacts.

A **casual contact** is someone who has been face to face for less than 15 minutes or been in the same closed space for less than 2 hours, as a person who has tested positive for COVID-19 when that person was infectious.

Pre-screening questionnaire

To prevent the spread of COVID-19 and reduce the risk of exposure to contractors, clients, employees and the wider community, we have introduced a pre-screening questionnaire for all visitors to complete **before arriving** at an M&T Resources office. The term 'visitors' extends to M&T Resources employees whose predominant place of work is outside of an M&T Resources office, i.e. they work at home. This step has been taken to protect our offices, given those working remotely are exposed to different environments and people.

All visitors to M&T Resources must complete the questionnaire prior to arrival at an M&T Resources office. Responses to the questionnaire will be assessed and if there is any risk to our people, the visitor will be asked to leave the M&T Resources office and the meeting must take place virtually over phone or video call.

How to determine whether there is a risk:

- If responses to the questionnaire are all 'NO' it can be determined that the risk is low. The scheduled meeting can take place onsite.
- If there are any 'YES' responses in the questionnaire, a risk can be identified. The meeting must take place over the phone and off-site.

Completed forms are returned to the M&T Resources Office Manager. Please find the Pre-screening questionnaire attached as **Appendix A**.

COVIDTrace App

If permitted to attend the M&T Resources office following completion of the pre-screening questionnaire, all visitors are required to register via our COVIDTrace App on arrival to the office. This is required each time the visitor attends the M&T Resources office. The term 'visitors' extends to M&T Resources employees.

Please refer to **Appendix B** for an example of the signage. Further details about this App can be found at <https://covidtracer.corplite.com/>

General Wellbeing

We understand that our contractors, clients, employees and the wider community may be experiencing feelings of anxiety, distress and concern in relation to COVID-19. Supporting one another throughout these challenging times will be important for all of us to maintain good physical and mental health.

We encourage you to try to maintain perspective and listen to medical and public health experts. Keep informed and access accurate information from credible sources, based on our recommendations. While it is important to stay informed, be conscious of your media intake or social media commentary if it is particularly upsetting or worrying for you. Remember that we are all experiencing this at the same rate, and it is important to do our best to stay calm, follow advice and support each other.

M&T Resources' support systems are here for you, so we encourage you to reach out to your Account Manager to discuss any concerns or if you are feeling unwell.

If you feel unwell, call ahead before visiting your GP or call [healthdirect](#) for advice on 1800 022 222.

Our **Domestic & Family Violence Policy** is also here to provide you with support as required.

Travel

M&T Resources has implemented a ban on all domestic and international business travel.

For personal travel, we recommend our contractors and employees reconsider unnecessary international travel and do not travel to areas where a travel restriction has been imposed. We recommend that personal domestic travel is to be essential only.

Where people do choose to travel, any mandatory self-isolation period in place must be followed as per the government guidelines. Please follow guidelines provided by [Smart Traveller](#).

Any contractors currently on a cruise ship should follow official government guidelines and ensure to keep in contact with your Account Manager.

For further [guidance on self-isolation see here](#).

Events

In continuing to take all necessary precautions for the developing COVID-19 situation, M&T Resources has cancelled all in-person business events for the foreseeable future. Where possible, these will be taking place virtually via videoconference.

We also ask all our contractors and employees not to attend any client, supplier or membership body-related (or similar) events.

Physical distancing

With physical distancing measures implemented by the Australian Government still in place across Australia, most of M&T Resources' offices remain closed to all non-essential staff, except for QLD who have begun their return to offices. Whilst restrictions are still in place, anyone returning to or visiting an M&T Resources office must adhere to social distancing directives, to provide four-square metres of space per person in enclosed areas. This applies to all M&T Resources meetings rooms, board rooms and any other related event space.

To ensure this directive is followed, all M&T Resources office meeting rooms will have maximum capacities for each room posted on the door. Please comply with the advised numbers and where you can, we recommend you take calls and meetings from your desk.

High Risk Contractors

M&T Resources is conscious that some contractors are at greater risk for serious illness from COVID-19 than others. If a contractor is currently pregnant, living with a chronic medical condition or compromised immune system, or over 65 years, they are considered higher risk and we will work with clients and contractors to ensure health and wellbeing is prioritised.

Contractor services – Onsite or Work from Home**

** Subject to specific state restrictions

For contractors that are required on client site, though their work arrangements remain unchanged we are taking measures to ensure their safety and wellbeing such as:

- Reinforcing hygiene measures regularly;
- Where required, working with our clients to help manage contractors who are deemed 'high risk' by ensuring they are able to work from home safely;

- Reinforcing the critical message to contractors that if they show any COVID-19 symptoms, they must stay away from all offices – including client and M&T Resources;
- Communicating all government updates regularly;
- Advising contractors who are concerned about working during this time to raise their concerns with their Account Manager;
- Requesting all contractors to take their laptops home each night (if permitted) so that they are prepared to work from home at any time.

If you have any concerns in doing so, please liaise with your M&T Resources Account Manager who will discuss your concerns with the client.

Where contractors continue to provide services on client site, M&T Resources have ensured that the client has an operational **COVID Safe Plan** and that this plan is shared with all on site workers (client employees and labour hire contractors) for adherence.

All contractors working from home are required to complete a **Work From Home Checklist** – either the M&T Resources version of this or the version provided by the client. This ensures home office set-up is ergonomic and supports mental and physical wellbeing.

As a labour hire contractor any expenses you incur for funding home office accessories, such as monitors, and chairs is a personal expense which you may be able to claim as a tax deduction. Please refer to the Australian Taxation Office and your Tax Accountant for validation of what can/cannot be claimed.

<https://www.ato.gov.au/individuals/income-and-deductions/deductions-you-can-claim/home-office-expenses/>

If you are not set up to work from home safely please raise your concerns with your M&T Resources Account Manager.

Response to Further Restrictions in Victoria

In line with new restrictions in place within Victoria and to ensure the health and wellbeing of M&T Resources contractors and employees in Victoria, we have communicated new restrictions and procedures.

- All previous approvals issued to Victorian staff to work on client sites or at the M&T Resources Melbourne office are now revoked.
- If M&T Resources contractors or employees are required on client site, the client must demonstrate that they have a COVIDSafe plan in place to ensure the safety and wellbeing of our employees. Approval will be confirmed / rejected by M&T Resources.
- M&T Resources contractors or employees working on client site will need to fill out a **Workers Permit** and carry it with them and record 6 weeks of shifts, as per the restriction updates from the government. [Click here to access the Workers Permit document.](#)

Your continued health and wellbeing is our priority. We understand that this is a difficult time for Victoria and for our contractors, clients, employees and wider community. We are in this together and remind you to stay in touch with your M&T Resources Account Manager to express any concerns or anxiety.

Victorian Permitted Worker Scheme

- From 11.59pm on 5 August 2020, new business restrictions and the Permitted Worker Scheme were put in place across Metropolitan Melbourne.

- From 11.59pm on 5 August 2020, businesses that require workers to attend a work site must issue a [worker permit](#) to the individual. For labour hire contractors the worker permit is issued by M&T Resources in consultation with the client.
- Services and industries that are able to remain operational will be required to have a [COVID Safe Plan](#) by 7 August 2020.
- From 11.59pm on 5 August 2020, [stage 3 restrictions](#) apply across regional Victoria
- [Stage 4 restrictions](#) are in place across metropolitan Melbourne
- Use of face coverings in public spaces (including work sites) is mandatory throughout Victoria

ASG Group and M&T Resources has responded to these latest government announcements and has put in place a number of working restrictions and procedures to ensure our organisation and our employees and labour hire contractors are adhering to the new guidelines and restrictions.

Permitted Worker Permits

As a contractor engaged in a labour hire agreement, if you have a requirement for a Worker Permit this must be issued by M&T Resources. Should you receive any request from your Manager (or other nominee at your client) to work onsite please contact us immediately so that we can facilitate the issue of your Worker Permit.

You cannot attend client site without a permit.

If this process is not followed, **both personal and business fines apply** for anyone who breaches the scheme requirements.

Penalties of up to \$19,826 (for individuals) and **\$99,132 (for businesses)** will apply where worker permits are issued to workers who do not meet the requirements of the worker permit scheme or who otherwise breach the scheme requirements.

Workers must carry the worker permit (can be in electronic format) and should carry photo identification when travelling to and from the workplace.

What is a Permitted Work Site?

Unless an exception applies, only Permitted Work Premises may operate with on-site operations during the restricted activity period in the Restricted Area, and only to the extent permitted as set out below.

A full list of Permitted Work Premises and activities can be found here

<https://www.dhhs.vic.gov.au/stage-4-restrictions-log-of-changes-to-the-permitted-work-premises-list-covid-19-doc>

Permitted Work Premises are only permitted to have workers on-site if it is not reasonably practicable for the worker to work from home and the labour hire agency, client site and worker comply with the Directions currently in force, including the Workplace Directions and the Permitted Worker Permit Scheme Directions.

Where a Permitted Work Premises is able to operate on-site, additional restrictions may apply as listed below and in the Directions.

To avoid doubt, the following are **Permitted Work Premises** in the following circumstances;

- Ancillary and support businesses are able to open on-site to ensure the necessary production, supply, manufacture, repair, maintenance, cleaning, security, wholesale, distribution, transportation or sale of equipment, goods or services required for the operations of a Permitted Work Premises, or for Closed Work Premises where there are safety or environmental obligations. The business cannot operate on-site for any other purpose. Ancillary and support businesses are defined as those businesses that

are necessary for the operation of the permitted industry (for example, brick manufacturing is critical to residential construction, while carpet manufacturing is not).

- Services and ancillary services that relate to the COVID-19 health response are Permitted Work Premises.
- Services connected with animal health, animal husbandry and welfare, including the RSPCA, are Permitted Work Premises.
- Union/ peak body/employer organisation officials attending a worksite as permitted by law or for Occupational Health and Safety (OHS) advice is permitted.

Eligibility

M&T Resources can issue a worker permit to a contractor if:

- the client site is on the list of [permitted activities](#)
- the contractor is working in an **approved category for on-site work**, and
- the contractor cannot work from home.

In rare circumstances a contractor does not need a worker permit. This includes:

- if the contractor is at risk at home, such as at risk of family violence
- law enforcement, emergency services workers or [health care](#) who carry client-issued photographic identification, which clearly identifies the client.

A contractor must not use a worker permit, even if they have been issued one, if:

- they test positive to coronavirus (COVID-19) and are required to self-isolate
- they are a close contact of someone who has tested positive.

Childcare Permits

From Thursday 6 August 2020, only the children of permitted workers and vulnerable kids will be able to access childcare and kinder. For the purposes of childcare and kinder, a permitted worker can also include someone working from home. This does not apply to every worker working from home - only those working in [permitted industries](#).

Both M&T Resources and the permitted worker are **required to complete and sign this form**.

This section provides information to parents and guardians on how they can seek a permit to access childcare. Early childhood providers should use these permits to enable access to care.

[Permitted workers](#), are able to access onsite childcare and kinder if there is no one else in their household who is able to supervise children. For example, a permitted worker in a single parent household may access childcare and kinder.

If there is another carer in the household, permitted workers can still access onsite childcare if the other parent / carer cannot supervise children. This could be for a number of reasons - for example, their partner or co-parent:

- has a medical condition, or chronic illness which prevents them from caring for the child
- has a disability
- is completing full time study and must attend onsite
- works from home, but in a role that means they cannot supervise the children - resulting in the permitted worker not being able to do their job

Both carers do not have to be permitted workers to access childcare – however, the Victorian Government is asking that Victorians only access childcare and kinder services if they have to.

In line with the above, permitted workers are also able to continue with pre-existing in-home care arrangements if there is no one else in their household who is able to supervise their child.

Grandparents and elderly relatives play an important part in caring for children, but may be particularly vulnerable to coronavirus. We strongly advise these types of care arrangements are avoided where possible.

For workers who need to work onsite

The [Permitted Worker Permit \(including childcare\) form \(Word\)](#) includes an addendum for permitted workers who are still required to attend work onsite and who don't have anyone else in the household who can supervise their children.

Reasons for this might include the other parent also being a permitted worker or because it is a single parent household.

Both M&T Resources and the permitted worker are required to complete and sign this form.

You must tick the box indicating you are seeking access to onsite childcare and kindergarten. You do not need to carry the Permitted Worker Permit (including childcare) in addition to the Permitted Worker Permit – only one document is required.

If you are not seeking access to childcare as a permitted worker, you can continue to use the Permitted Worker Permit form.

For workers working from home

The [Access to Childcare and Kinder \(Working from Home\) form \(Word\)](#) is for permitted workers who are working from home and are unable to supervise their children in the course of their duties and who don't have anyone else in the household who can supervise them.

Reasons for this might include the other parent also being a permitted worker or because it is a single parent household.

Both M&T Resources and the permitted worker are required to complete and sign this form.

M&T Resources' Roadmap Out of COVID-19

As M&T Resources takes measures to start relaxing its Working from Home (WFH) restrictions following advice from State and Local Government, we remain aware that our contractors, employees and community may be concerned and anxious about their safety and the risks involved in returning to work.

In anticipation of M&T Resources contractors and employees returning to work, we have further enhanced our health and safety measures and will be taking a cautious approach to ensure the continued health and wellbeing of all M&T Resources staff, our clients, and local communities.

Advice, Resources and Updates

Continue to monitor our regular email communications for further updates and key messages about the way you work.

If you need any further assistance, please reach out to your Account Manager.

Latest Government Updates

Updates relating to Victoria

- As of 8 July 2020, a return to Stay at Home restrictions for metropolitan Melbourne and Mitchell Shire have been put in place, following a spike in cases.
- On 19 July 2020, in line with advice from the Victorian Chief Health Officer, the Victorian Government has announced that all residents of metropolitan Melbourne and Mitchell Shire must wear a face mask when leaving the home, from 11.59pm on Wednesday 22 July 2020 and until further notice.
- Further information on acceptable reasons for leaving the home and acceptable reasons for not complying with the face mask rule [can be found here](#).
- Following the spike in COVID-19 cases in Victoria, New South Wales has temporarily imposed border restrictions with Victoria. Only persons authorised under the public health order may enter New South Wales if they have been in Victoria over the last 14 days. This border restriction is in effect from 22 July 2020. Further information [can be found here](#).
- As of Tuesday 4 August 2020, [Stage 4 restrictions](#) are now in place for Metropolitan Melbourne. Stage 4 restrictions include a mandatory curfew from 8pm to 5am every evening, with people only allowed to leave their house for work (where permitted), medical care and caregiving. Travel is only allowed 5km away from the individual household.
- As of 5 August 2020, [Stage 3 restrictions](#) are in place for regional Victoria. Restrictions require persons to only leave their home to shop for essentials and services, seek medical treatment or provide care, exercise, and work or study if you cannot do it from home.
- Victoria's Stage 4 restrictions require some businesses and services to cease operations for the next six weeks. For details on those businesses and industries impacted, [click here](#).
- As of Friday 7 August 2020, all open businesses and services are required to have a COVIDSafe Plan in place.
- In industries that are unable to close but are considered an emerging risk, there will be mandated reductions on the number of workers onsite. Workplaces that are continuing to operate will also have additional requirements including extra PPE, staggered shifts, staggered breaks, health declarations and more support for sick workers to ensure they stay home.
- Workers in permitted industries who cannot work from home will be required to have a new 'Worker Permit' when travelling to and from work. From 11:59pm Wednesday 5 August 2020, employers will be required to issue signed permits to their employees to allow them to attend a workplace. More information on worker permits can be found [here](#).
- **ASG has responded to these latest government announcements and has put in place a number of working restrictions and procedures to ensure our organisation and our employees are adhering to the new guidelines and restrictions.**

Nationwide updates

- From 20 March 2020, Australia announced it will deny entry to foreign travellers. Exceptions include Australian citizens and permanent residents (and their immediate family) and New Zealand citizens resident in Australia.
- As of 25 March 2020, all Australian citizens and permanent residents will be prohibited from travelling out of Australia unless exempted.

- All travellers returning home from overseas will be quarantined in a hotel or designated facility for 14 days. [Read more.](#)
- The Australian Government has also implemented a temporary ban on cruise ships from foreign ports. Some cruise ships are exempt from the ban and may apply to arrive at an Australian port. More information on the ban and exemption is available from Australian Border Force.
- From 29 March 2020, all travellers disembarking in Australia are required to undergo a 14-day period of mandatory isolation at a designated place in the state or territory of arrival. This is a requirement under state and territory law.
- The Australian Government has taken steps to further introduce social distancing measures. You can read about this here: [Social Distancing.](#)
- As of Thursday, 26 March 2020, the Australian Government has strengthened their advice to Australians that they should not leave their home unless absolutely necessary. Those who can work from home, should do so.
- Public gatherings, excluding household members, have been reduced to a maximum of two people. Check [State and Territory websites for further enforcement information and current guidelines on public gatherings.](#)
- If you are in self-isolation because you are confirmed or suspected to have COVID-19, or have been in close contact with a confirmed case, use this form to help the government track the spread of the virus. [Read more.](#)
- The Federal Government has announced several economic responses to support individuals, households and businesses. ASG is currently working through what support it can access (should the need arise) in order to retain its employees moving forward. In the meantime, ASG are [encouraging its employees to explore what support they might personally be eligible for, using this link.](#)
- A COVID-19 campaign has been launched by the Australian Government to help individuals and families to make informed decisions about their health and safety. [See a range of videos and resources here.](#)
- The Australian Health Protection Principal Committee (AHPPC) is the key decision-making committee and government advisor for health emergencies, including COVID-19. To stay informed about the latest statements from the AHPPC on COVID-19, [click here.](#)
- As of 8 May 2020, the Australian Government announced a three-step plan to gradually remove baseline restrictions and make Australia COVID-safe. Step 1 will focus on carefully reopening the economy and giving Australians the opportunity to return to work and social activities, including gatherings of up to 10 people, up to 5 visitors in the family home and some local and regional travel.
- States and territories are able to move between the steps on the Australian Government's three-step pathway at different times, in line with their current public health situation and local conditions.

Appendix A: Visitor Checklist

To prevent the spread of COVID-19 and reduce the risk of exposure to our staff and visitors, M&T Resources is conducting a screening questionnaire. We appreciate your willingness to participate and help us take the required precautions to protect you and everyone in our office.

Please return the completed form by email [prior to visiting the office](#).

Name:	Contact number:
Organisation:	Date of visit / meeting:
M&T Resources office location:	M&T Resources Host:
Purpose of Meeting: <input type="checkbox"/> Business Meeting <input type="checkbox"/> Interview <input type="checkbox"/> Other: _____	
M&T Resources has implemented a ban on all business related domestic and international travel for all employees until further notice. Please confirm whether you have travelled in the past 14 days, (domestic or international): <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please indicate the location/s of your travel over the past 14 days: 1. 2. 3.	
Has your organisation, or any organisation you work with, been forced to shut down over the past 14 days due to a confirmed or suspected case of COVID-19? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you, or anyone you consider a close contact, been exposed to a confirmed or suspected case of COVID-19 and not been medically cleared? <input type="checkbox"/> YES <input type="checkbox"/> NO	
In the past 14 days, have you felt unwell or shown signs of fever, cough, sore throat or difficulty breathing? <input type="checkbox"/> YES <input type="checkbox"/> NO	

I understand that my visit to M&T Resources will not be considered for approval until a completed and signed form has been submitted.

Visitor Signature: _____

Date: _____

PLEASE BE AWARE THAT YOU MAY BE ASKED TO CONDUCT YOUR MEETING OFFSITE OR VIRTUALLY IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE.

Appendix B: COVIDTrace App

To prevent the spread of COVID-19 and reduce the risk of exposure to our staff and visitors, please check in with the following QR code.

 COVIDTracer

ASG Group VIC

No download needed.
Help stop the spread.

Scan the QR code and fill in your details so we
can alert you in the case of exposure to COVID-19



Do the right thing, keep our community safe.