

**This Security Depots Ltd COVID-19 Policy Plan is approved by the Security Depots Board; it represents the Security Depots direction to business with the purpose of protecting the health and safety of everyone on site from the spread of COVID-19. Compliance with this policy plan is mandatory through aligning Security Depots Ltd Management System process and people behaviours to commitments below.**

## **COVID-19 MANAGEMENT POLICY PLAN**

### **Scope**

This plan will apply to everyone on site including employees, contractors and their employees, visitors, suppliers and customers. A risk assessment will be completed to identify COVID-19 hazards and inform the actions in this plan.

### **Responsibilities**

This plan has been developed by the Security Depots Ltd management and will be implemented by the contract manager and supervisor. The contract manager and supervisor will be responsible for site detection (e.g. temperature detection), ventilation and disinfection, distribution of personal protective equipment, communication and training.

Workers, visitors, contractors and anyone on site must comply with the requirements of this plan at all times. Any breaches of the requirements of this plan must be reported immediately to the supervisor or contract manager.

### **Reporting to work procedures**

- Security officers will be rostered to report to work at different times in shift patterns to avoid the congregating of people and to help manage physical distancing. Physical distancing, sometimes known as “social distancing”, is about keeping a safe distance from others. Physical distancing means remaining 2 metres away from other people at all times.
- Whenever possible, workers must travel to site alone using their own transport.
- Workers, contractors and visitors will be required to complete the health status questionnaire (Appendix 1.) prior to them starting work on each shift. The company may at their discretion request our Security Officers to conduct body temperature tests and deny access to site to anyone who they suspect to be vulnerable or present flu like symptoms. “Vulnerable” includes those over 70, people with medical

conditions, people undergoing treatment for cancer and blood conditions, pregnant woman, people without easy access to healthcare, residents of age care facilities.

- Access to site will be restricted to those necessary for the level of business required.
- Workers that can work remotely will be encouraged to do so.
- All workers and contractor will be re-inducted prior to starting work including in this plan.

## Managing physical interaction

The following measure will be carried out:

- Avoid congregation of workers in offices and lunchrooms. Breaks should be held alone or if involving more than one worker, ensure physical separation.
- All shifts will be planned and minimum contact between workers.
- In cases where it is not possible or safe for workers to distance them-selves from each other by 2 metres, face masks and appropriate PPE must be worn.
- Authorised site visitor will have to undergo an induction and comply with rules in place.

## Workplace ventilation, cleaning and disinfection

- Workers should keep the working environment clean and tidy, and disinfected regularly.
- Buildings need to be kept well ventilated with fresh air where possible.
- Air conditioning units will be regularly cleaned, and the air conditioning return air filters checked and replaced regularly.

## Personal health and hygiene

All Security Officers must follow the following Personal Health Guidelines:

- Each worker must sanitise their hands with hot soapy water or hand sanitiser before entry onto site.
- Any personal items brought to site by workers must be segregated (kept separate from other workers items).
- Any work-specific PPE, other than base clothing should be kept at site and donned on site -individual PPE for workers must be kept separate from other workers PPE.
- No sharing of dishes, drinking vessels or cutlery will be allowed.

- All eating and drinking utensils need to be cleaned by the user

## Contingency cover for personnel affected by COVID-19

Security Depots Ltd will ensure suitable arrangements are in place and see to it that appropriate shift cover is in place for personnel affected. All personnel affected by COVID-19 will be asked to isolate in line with government guidelines. Our staff pool for this contract will provide backup cover for all personnel affected by COVID-19 in the contract.

## Training

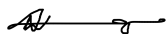
- All workers will be trained in this COVID Management Plan.
- Site inductions will include this Management Plan.

## Review and Inspections

- Regular workplace inspections will be conducted to ensure this plan is being followed and is effective.
- This plan will be reviewed weekly in line with Health Authorities advice on the spread of COVID-19.

## Endorsed by:

Mr. Walinase Nyirongo



C.E.O,

Security Depots Ltd

## APPENDIX 1.

### DAILY HEALTH QUESTIONNAIRE

Site: .....

Name: .....

Date: .....

<p>Are you:</p> <ol style="list-style-type: none"> <li>1. over the age of 70</li> <li>2. have a medical condition associated with your respiratory system (e.g. asthma)</li> <li>3. receiving treatment for cancer or a blood condition,</li> <li>4. pregnant</li> <li>5. experiencing any flu like symptoms</li> </ol>	<p><b>YES</b> <b>YES</b> <b>YES</b> <b>YES</b> <b>YES</b></p>	<p><b>NO, NO, NO, NO, NO</b></p>
<p>Have you had recent contact with anyone tested positive for COVID-19?</p> <p>Who: Date: of contact:</p> <p>Where was contact:</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>Have you been tested for COVID-19? If yes, was the test positive?</p>	<p><b>YES, YES</b></p>	<p><b>NO, NO</b></p>
<p>Are you feeling tired or fatigued?</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>Any reason why you would not be fit to commence work?</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p>Are you currently taking medication that could impact on your work? Please list:</p>	<p><b>YES</b></p>	<p><b>NO</b></p>

**Reviewed By:** \_\_\_\_\_