

Tasco Petroleum COVIDSafe Plan

WHOLESALE

Version: 1.0

Responsible Persons: Graham Bowyer & Robert Bond

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This document and attachments is **Tasco Petroleum's** COVIDSafe Plan, and aims to bring together the information about COVID-19 along with the businesses understanding of the Risks and Hazards it creates, and the Controls and Responses the business has implemented to manage those risks, in an effort to ensure that all management and staff are focused on understanding and minimising the risk of infection in the workplace.

This COVIDSafe Plan is a live document, that will be reviewed and updated regularly as required, as will the attachments, to ensure that the business is meeting its responsibility to understand, communicate and manage the risk of COVID-19 infection and spread in the workplace.

This COVIDSafe Plan includes the following sections;

- COVIDSafe Policy
- COVID-19 – Facts
- COVID-19 – Stopping the Spread
- COVID-19 – Risks and Controls
- Staff Instructions
- Resources
- COVID-19 – Incident Response
- Staff Training
- Plan Review

Questions about this **Tasco Petroleum** COVIDSafe Plan should be directed to the **COVID Team:** COVID.Team@tascopetroleum.com.au

COVIDSafe Policy

Tasco Petroleum has recognised the additional risk posed by highly infectious diseases, specifically the global pandemic associated with the coronavirus disease known as COVID-19. Given not only the high international mortality and morbidity rate, but also the highly transmissible nature of the disease the business has drafted this policy to clearly identify the commitment of the business to customers and staff and expectations of the business regarding staff conduct, as well as the outcomes of breaches to this policy.

It is the commitment of the business to regularly review the facts about the disease from credible sources and to regularly review, and pursue best practice for the mitigation of the risk of transmission or infection for staff and customers. As part of this commitment the business will develop, review, update, communicate and enforce a COVIDSafe Plan, specific to the business and the industry, that will identify specific hazards and controls.

It is the expectation of the business that all staff will follow the instructions provided onsite, as part of the COVIDSafe Plan and other associated procedures as amended from time to time. This includes not presenting to work when unwell, or when caring for someone who is unwell. Failure of staff to meet these expectations will amount to a breach of this policy, will be treated seriously, and may result in performance management, retraining, stand-down or termination of employment.

COVID-19 Facts

In order to understand and manage the risk that COVID-19 poses it is important to understand the facts about the disease, and to regularly review them from a trusted source.

Tasco Petroleum has summarised the following facts from the Department of Health website, which it regularly reviews as part of its duty to ensure that it understands and manages this risk;

- COVID-19, also known as CovSars2 or colloquially as simply the coronavirus, is a highly contagious virus that effects the respiratory system.
- COVID-19 is a new virus, first observed in late 2019, that has reached Pandemic proportions and effected almost every country in the world.
- COVID-19 is passed from person to person, typically in moisture droplets from coughing or sneezing, either onto another person, or onto a surface that is then touched by another person who then touches their mouth or eyes.
- COVID-19 symptoms include;
 - Fever
 - Sore throat
 - Runny nose
 - Loss of sense of taste or smell
 - Breathing difficulties
- Some people who have COVID-19 become very sick, very quickly. Other people never even know they were sick (this is called being a-symptomatic, which means showing no symptoms).
- COVID-19 can be deadly, with 3-4% of people who are infected around the world dying from complications of the virus (often pneumonia).
- Persons at higher risk of complications associated with COVID-19 are; the elderly, those of Indigenous decent, those with compromised immune systems or underlying conditions such as diabetes, breathing difficulties or blood pressure issues.
- The majority of people who contract COVID-19 recover, and in Australia infection rates and death rates have been lower than in many countries, and recovery rates have been higher.
- Like all viruses COVID-19 infection risk can be reduced through;
 - Good hygiene and regular hand washing, and
 - Regular cleaning and sanitising of surfaces, and
 - Maintaining social distancing, or avoiding contact with other people.

For more information on COVID-19 see the Department of Health website; <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19> and if you believe you have been exposed to, or have COVID-19, you should phone the National Coronavirus Helpline on 1800 020 080 for advice.

COVID-19 Stopping the Spread

In order to Stop the Spread of COVID-19 the Department of Health recommends; good hygiene and regular hand washing, regular cleaning and sanitising of surfaces and keeping distance between yourself and other people.

Tasco Petroleum has summarised the broad measures that are to be followed to stop the spread below, these are consolidated from the Department of Health website and the various Federal and State Government requirements. This section is regularly reviews as part of the businesses duty to ensure that it understands and manages this risk.

Good Hygiene

According to the Department of Health, practicing good hygiene is key to protecting against infection and preventing COVID-19 from spreading.

Good Hygiene means;

- Covering your coughs or sneezes with your elbow or a tissue, and
- Putting used tissues straight into the bin immediately after use (not in a pocket), and
- Washing your hands often with soap and water, including before and after eating, after going to the bathroom, before preparing food and after coughing or sneezing, and
- If soap and water are not available, using an alcohol-based hand sanitiser, and
- Avoiding touching your eyes, nose and mouth.

Regular Cleaning and Sanitising

According to the Department of Health, the virus can survive for some time in moisture droplets on surfaces. Regular cleaning and sanitising is required to protect against infection and to prevent COVID-19 from spreading.

This means;

- Regularly clean (remove dirt) frequently touched areas
- After cleaning, sanitise (or disinfect) frequently touched areas

Commercial solutions can be used to both clean and sanitise at the same time.

Frequently touched areas are known as High Touchpoints, this includes (but is not limited to);

- door handles
- coffee machines
- payment terminals
- computers
- bathrooms

Social Distancing

According to the Department of Health, keeping a minimum of 1.5 meters distance between people, and allowing a minimum of 4 square metres of space per person in indoor structure, while encouraging airflow, is another key to protecting against infection and preventing the spread of COVID-19.

Isolation When Unwell

According to the Department of Health, it is extremely important that if a person, or someone they are caring for, is unwell, that that person seek testing and isolate at home, to ensure that they do not spread the virus.

Contact Tracing

The Federal Government has released a Contact Tracing mobile phone application, COVIDSafe App, that is an important tool in identifying persons who may have been exposed to the virus, and ensuring that they get tested and isolated quickly, so that they do not pass the virus onto others before they even know they are sick.

The App works by sending a signal out to other phones nearby, when it gets close to a phone that also has the COVIDSafe App, it records that phones id number and notes when, and for how long the phones were near each other. The App keeps the information about the phones that it came into contact with that also had the App for 21 days. If someone with the App is confirmed as having COVID-19 they are asked (not forced) to give the doctors permission to send an alert from the App to all of the phones that the infected persons phone came in contact with during their infectious stage. Those phones that came in contact with the infected person will be sent a message that they may have been exposed and that they should be tested and isolated immediately.

No business or government department can force any person to download the App.

No business or government department can force any infected person to allow access to the App even if they have downloaded it.

Downloading, and allowing access to the App is not compulsory, it is optional, but the more people that have the App, the faster the Health authorities can respond to cases and the fewer people will be out and about infecting other people before they even know they are sick.

For more information on the COVIDSafe App see;
<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>.

To download the app for Android click here;
<https://play.google.com/store/apps/details?id=au.gov.health.covidsafe>

To download the app for iPhone click here;
<https://apps.apple.com/au/app/covidsafe/id1509242894>

Fuel Wholesale COVID-19 Risks and Controls

In the wholesale fuel industry, the broad measures outlined by the Department of Health need to be placed into an industry context to ensure that they can practically be applied by staff in a wholesale fuel environment involving depots and vehicles (not administration is addressed in this Plan separately).

Tasco Petroleum has relied on the best practice guidance of the industry association ACAPMA (the Australasian Convenience and Petroleum Marketers Association) in the identification of the following risks, and the construction of appropriate controls.

Tasco Petroleum regularly reviews industry and broader best practice controls and incidents to ensure that these controls it is adopting are adequate.

The following risks and controls Identified amount to process and task instructions to staff. All staff are required to undergo training in these risks and the control measures that are in place to mitigate the risks. As outlined in the [COVIDSafe Policy](#), **Tasco Petroleum** expects compliance with the control measures that have been identified and any failure to comply will amount to a breach of the [COVIDSafe Policy](#) and will be treated seriously.

Staff are reminded that if they have any questions about the risks or the control measures that have been implemented, or what is required of them at work to prevent the spread of COVID-19, they should contact the COVID Team (COVID.Team@tascopepetroleum.com.au) for further information and training.

Risk - Person to Person Droplet Contact Contamination

It is a known risk that a person coughing or sneezing onto another person may spread the disease.

Primary Controls

To manage this risk, the Primary Physical Control of; keeping minimum of 1.5m from other people and a maximum of 1 person per 4 square metres of space indoors, is required at all times.

The business will post Social Distancing information at the workplace highlighting the importance of this control (see the Resource; [Fuel Wholesale Maximum Indoor Occupancy Poster Pack](#)).

Staff are expected to comply with these requirements to keep themselves and their colleagues and customers safe and to prevent the spread of COVID-19.

Additional Controls

Additional Controls are also available and will become appropriate in response to an increase in case numbers, a local area outbreak, or suspected or confirmed case in the workplace. The business may, elect to adopt some or all of the Additional Controls in addition to the Primary Control, without an incident to respond to.

For this risk, the Additional Controls would include;

- Provision of additional PPE for staff to wear including Masks/Face Shields

In the event that the Additional Controls are adopted, staff will be required to utilise the Additional Controls as instructed onsite.

Risk - Person to Surface Droplet Contact Contamination

It is a known risk that a person coughing or sneezing onto surfaces person may spread the disease.

Primary Controls

To manage this risk, the Primary Physical Controls of;

- regular cleaning and sanitising of high touch surfaces, by staff, is required at scheduled intervals
- regular handwashing, by staff, is required at scheduled intervals
- regular use of hand sanitiser, by staff, as a back up to handwashing

The business will provide detailed cleaning and sanitising instructions, checklists and materials for staff as well as handwashing facilities, contact barriers and hand sanitiser for staff (where available*).

Staff are expected to comply with cleaning and sanitising instructions and handwashing instructions, to keep themselves and their colleagues and customers safe and to prevent the spread of COVID-19.

Cleaning and Sanitising Instructions are included in the Resource; [Fuel Wholesale Daily Touchpoint C&S Checklist](#) and Handwashing Instructions are included in the Resource; [Fuel Wholesale Staff Handwashing Poster](#).

**A note on hand sanitiser – this product has been subject to outages due to high demand and will be provided by the business where and when supply can be sourced, however it is noted that it is a back up and not a replacement for regular handwashing.*

Additional Controls

Additional Controls are also available and will become appropriate in response to an increase in case numbers, a local area outbreak, or suspected or confirmed case in the workplace. The business may, elect to adopt some or all of the Additional Controls in addition to the Primary Controls, without an incident to respond to.

For this risk, the Additional Controls would include;

- modifications to duties or vehicle allocations to reduce cross contact risks

In the event that the Additional Controls are adopted, staff will be required to utilise the Additional Controls as instructed onsite.

Fuel Wholesale Staff Instructions

Social Distancing

The following are Staff Instructions pertaining to social distancing in a wholesale fuel setting.

The Social Distancing requirements are enshrined in State law and require persons to maintain a minimum of 1.5m from each other when in public, and requires businesses and their staff to require their customers to maintain that distance at all times.

The 4 Square Metre rule is also enshrined in State law, and requires businesses to calculate the maximum number of persons allowed in-store based on the area of the inside space, with the maximum number of people equating to one person per four square meters.

Tasco Petroleum has calculated the maximum number of persons allowed in inside depot areas in accordance with the 4sqm rule, and has posted notices that reflect this maximum (see the Resource; [Fuel Wholesale Maximum Indoor Occupancy Poster Pack](#)).

Staff are required to ensure that they are not exceeding these maximum posted numbers.

Cleaning and Sanitising

The following are Staff Instructions pertaining to cleaning and sanitising in a wholesale fuel setting.

Tasco Petroleum has identified the high touch points in the depot and in vehicle and has implemented a Cleaning and Sanitising Checklist that sets a schedule for heightened cleaning and sanitising of these high touch points that may pose a contamination risk.

Staff are instructed to follow the detailed instructions and schedule for cleaning and sanitising these high touch points as outlined in the Resource; [Fuel Wholesale Daily Touchpoint C&S Checklist](#).

Handwashing

The following are Staff Instructions pertaining to Handwashing in a wholesale fuel setting.

Tasco Petroleum requires all staff to wash their hands thoroughly and correctly. Handwashing facilities have been provided onsite. Where available* hand sanitiser has also been provided as a back up, not a replacement, for the need to wash hands.

Staff are instructed to carefully follow the [Fuel Wholesale Staff Handwashing Poster](#) and wash their hands;

- As often as practical throughout the day, using hand sanitiser in between washing opportunities if available
- After going to the bathroom
- Before and after handling food
- After using any cleaning products
- After touching their face
- After coughing or sneezing

**A note on hand sanitiser – this product has been subject to outages due to high demand and will be provided by the business where and when supply can be sourced, however it is noted that it is a back up and not a replacement for regular handwashing.*

Fit to Work

Tasco Petroleum requires all staff to actively ensure that when they are at work, they are fit to be at work.

Staff are instructed and required to stay home when unwell, or caring for someone in their household who is unwell.

Staff are instructed to report to a manager if they begin to feel unwell while working, and follow the incident response instructions.

Staff are required to communicate absences to their manager, who will advise if further information, such as medical certificates or clearances before proceeding to work are required.

Fuel Wholesale Resources

The following Resources form part of this COVIDSafe Plan and are included in the Attachments to the Plan as well as being posted instore.

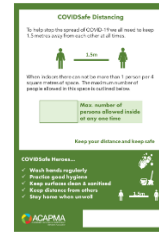
COVIDSafe Plan Poster

To be posted on your noticeboard, this poster provides information to staff on the existence of and location of the COVIDSafe Plan as well as providing contact details for comment on the Plan.



Fuel Wholesale Maximum Indoor Occupancy Poster Pack

To be posted at the entrance of indoor areas for staff reference, this poster provides information to staff on the maximum number of people allowed into a particular indoor area to meet the two social distancing requirements of 1.5m and 4sqm rule.



COVIDSafe Fuel Wholesale Heroes Poster Pack

Contained only in the plan, this poster provides a prompt for staff on the broad steps to be taken by staff to be COVIDSafe Heroes in Wholesale.



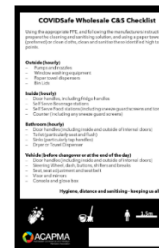
Fuel Wholesale Staff Handwashing Poster

To be posted within sight of the staff handwashing facilities for staff reference, this poster provides active instruction for appropriate handwashing for staff.



Fuel Wholesale Daily Touchpoint C&S Checklist

To be included in the standard daily checklist system and completed by staff as outlined, this poster provides an active checklist for staff to complete COVIDSafe Cleaning and Sanitising activities, record those activities and review requirements.



Fuel Wholesale Incident Response - Staff Instructions

Contained only in the plan, this poster includes instructions for addressing common COVID-19 incidents from a staff perspective.



Fuel Wholesale Deep Clean Surface Cleaning Instructions

To be included in this Plan in readiness if a Deep Clean is required in response to a confirmed infection of Staff or Customers. To be reviewed against the most recent Department of Health guidelines and instructions prior to use.



Incident Response

Tasco Petroleum recognises that incidents may occur on or around the workplace that will necessitate a response.

While each incident will be reviewed and responded to on the basis of its own particular situation the following notes the anticipated responses to potential incident scenarios, to allow for consideration, understanding and planning, and thus a prompt response.

The overarching response to any COVID-19 incident will always be;

Fully and completely engage with, and comply with any instructions of, the Department of Health at a State or Federal level and their representatives

Nothing in the following scenarios inclusion in this Plan means that there may not be different approaches to incidents taken, provided that they are taken to address the particulars of the incident.

Incident Scenarios and Responses – Business Responses

The following COVID-19 Incident Scenarios and Responses are outlined from a Business Response perspective on the following pages under these headings;

- Suspected or confirmed Infection of Staff (or household member) with COVID-19 arising when the staff member is not at the workplace
- Staff member displaying symptoms of COVID-19 arising while the staff member is at the workplace
- Customer declaration of suspected or confirmed infection with COVID-19 arising when the customer is at the workplace
- Customer confirmed infection with COVID-19 arising when the customer is not at the workplace
- Customer droplet exchange with staff, malicious or accidental, with or without suspicion of infection with COVID-19 arising when the customer is at the workplace
- Local community cluster (or hot spot) of COVID-19 infections
- Community, Industry, State or Federal Secondary Lockdown Order

Staff Instructions pertaining to these Incident Scenarios are included in the next area of this section and

Incident Scenarios and Responses – Staff Instructions section of this Plan.

*Suspected or confirmed Infection of Staff (or household member) with COVID-19, arising when the staff member is **not** at the workplace*

If a staff member is unwell, or caring for someone in their household that is unwell, they are not to come to work, and to provide notice to the workplace as to the nature and reason for their absence, as per the staff instructions and primary infection controls.

If a staff member, or someone in their household, is showing symptoms of, or has been exposed to, COVID-19 or an infected person, they are to seek testing and to isolate at home, and provide notice to the workplace as to the nature and reason for their absence, as per the staff instructions and primary infection controls.

In response to a Suspected Case, in the circumstances outlined above, **Tasco Petroleum** will respond by;

- Actively engaging with the staff member and stand in readiness to further responds should the suspicion of infection be confirmed.

In response to a Confirmed Case, in the circumstances outlined above, **Tasco Petroleum** will respond by;

- **Fully and completely engage with, and comply with any instructions of, the Department of Health at a State or Federal level and their representatives**
- Immediately contacting all staff who were exposed to the infected staff member, due to rostering, in either;
 - the 48 hours prior to their first reported symptoms, or
 - the 72 hours prior to the last rostered shift of the infected staff member where the staff member is asymptomatic (not showing any symptoms), or
 - as otherwise instructed by the authorities,and instructing them to seek testing and self isolate at home.
- Undertake a ‘deep clean’ of the workplace attended by the infected staff member including disinfecting of all surfaces at the workplace that may have even incidentally come into contact with the infected staff member**. This may be done through disinfectant fogging, or hard surface wiping, either undertaken by **Tasco Petroleum** staff or an external provider.
- Report the infection to the relevant Workplace Health authorities as required.

*Staff member displaying symptoms of COVID-19, arising while the staff member **is** at the workplace*

In a Fuel Retail setting, if a staff member becomes unwell, or begins to show symptoms of COVID-19 while at work, they are to secure the site (if working alone) immediately isolate in the office with the door closed and to communicate to the site manager to arrange coverage and to contact the National Coronavirus Helpline on 1800 020 080 or their doctor to arrange for an urgent test and travel advice. If the staff member travelled to work on public transport they will not be able to use public transport while under suspicion of a COVID-19 infection. Site Managers are empowered to arrange transport for suspected infected staff if required.

In a Fuel Wholesale setting, if a staff member becomes unwell, or begins to show symptoms of COVID-19 while at work, they are to secure the vehicle (if on the road) in a safe and legal parking place and to communicate with the scheduler or head office to arrange for someone for vehicle collection and to contact the National Coronavirus Helpline on 1800 020 080 or

their doctor to arrange for an urgent test and travel advice. Head office will arrange for driver collection and delivery to the testing facility or home as required.

In a Fuel Administration setting, if a staff member becomes unwell, or begins to show symptoms of COVID-19 while at work, they are to isolate themselves in a secure place (office or meeting room) or remove themselves from the office and to communicate with their manager office to arrange for coverage and to contact the National Coronavirus Helpline on 1800 020 080 or their doctor to arrange for an urgent test and travel advice. If the staff member travelled to work on public transport they will not be able to use public transport while under suspicion of a COVID-19 infection. Managers are empowered to arrange transport for suspected infected staff if required.

In response to a Suspected Case, in the circumstances outlined above, **Tasco Petroleum** will respond by;

- Ordering a surface clean in the workstation and traffic and common areas, and
- Arranging for safe transport of the staff member to home or the testing facility as appropriate, and
- Actively engaging with the staff member and stand in readiness to further responds should the suspicion of infection be confirmed.

In response to a Confirmed Case, in the circumstances outlined above, **Tasco Petroleum** will respond by;

- **Fully and completely engage with, and comply with any instructions of, the Department of Health at a State or Federal level and their representatives**
- Immediately contacting all staff who were exposed to the infected staff member, due to rostering, in either;
 - the 48 hours prior to their first reported symptoms, or
 - the 72 hours prior to the last rostered shift of the infected staff member where the staff member is asymptomatic (not showing any symptoms), or
 - as otherwise instructed by the authorities,and instructing them to seek testing and self isolate at home.
- Undertake a 'deep clean' of the workplace attended by the infected staff member including disinfecting of all surfaces at the workplace that may have even incidentally come into contact with the infected staff member**. This may be done through disinfectant fogging, or hard surface wiping, either undertaken by **Tasco Petroleum** staff or an external provider.
- Report the infection to the relevant Workplace Health authorities as required.

Customer declaration of suspected or confirmed infection with COVID-19, arising while at the customer is at workplace

If a customer announces while at the workplace that they have or think they may have COVID-19 staff are instructed to respond to such customer declarations as outlined in the

Incident Scenarios and Responses – Staff Instructions area of this section, which details that Staff should;

- keep their distance and get the customers name and contact details if possible (this can be used for contact tracing if needed), and
- explain to the customer that if they think they might have COVID-19 they should get tested and isolate, and if they have it they should not be out in the community, and
- let the customer know the details of the nearest hospital and the National Coronavirus Helpline (1800 020 080), and
- politely ask the customer to please leave the workplace, and
- record the incident and any gathered customer details for the manager (if CCTV footage is available save it for future reference)

In response to these types of incidents **Tasco Petroleum** will report the incident and any details gathered to the authorities for further investigation.

Customer confirmed infection with COVID-19, arising when the customer is not at the workplace

If a regular customer is confirmed to be infected with COVID-19 **Tasco Petroleum** will assess if the customer spent more than 15 minutes at the workplace in the last 72 hours, and if they had the business will respond by;

- Immediately contacting all staff who were exposed to the infected staff member, due to rostering, in either;
 - the 48 hours prior to their first reported symptoms, or
 - the 72 hours prior to the last rostered shift of the infected staff member where the staff member is asymptomatic (not showing any symptoms), or
 - as otherwise instructed by the authorities,and instructing them to seek testing and self isolate at home.
- Undertake a ‘deep clean’ of the workplace attended by the infected staff member including disinfecting of all surfaces at the workplace that may have even incidentally come into contact with the infected staff member**. This may be done through disinfectant fogging, or hard surface wiping, either undertaken by **Tasco Petroleum** staff or an external provider.

Customer droplet exchange with staff, malicious or accidental, with or without suspicion of infection with COVID-19, arising when the customer is at the workplace

If a customer, in an act of aggression, chaos or accident, causes a staff member to come in contact with the customers saliva or mucus droplets, **Tasco Petroleum** will consider there to be an infection risk, even if the customer is not under suspicion of infection with COVID-19 and will respond by;

- Isolating the effected staff member at the workplace while seeking advice from the Health authorities regarding safe transport and testing
- **Reporting the incident to the Health authorities and fully and completely engage with, and comply with any instructions of, the Department of Health at a State or Federal level and their representatives**
- Standing down the effected staff member with pay until a test can reasonably be responsibly (noting incubation time) be undertaken and the employee cleared to return to work.
- Providing for the safe transport home/or to the hospital as advised by the Health authorities.

- Undertaking a standard all surface clean, even if it is not yet scheduled according to the Cleaning and Sanitising schedule.
- If the incident was malicious or intentional it will be reported to the police and any CCTV footage retained
- If the incident results in a confirmed case of infection for the effected staff, the business will report the infection to the relevant Workplace Health authorities, as a workplace contracted illness, as required.

Local community cluster (or hot spot) of COVID-19 infections

If the workplace is in the zone of a local community cluster or hot spot of COVID-19 infections **Tasco Petroleum** will respond by;

- Reviewing all of the risks, hazards and controls implemented as part of this COVIDSafe Plan, including reviewing best practice and assessing the potential and appropriateness of activating the Additional Controls.

Community, Industry, State or Federal Secondary Lockdown Order

If the workplace is in the zone of a local community, Industry, State or Federal Lockdown Order **Tasco Petroleum** will respond by;

- Activating 'work from home' for administrative staff where appropriate
- Reviewing all of the risks, hazards and controls implemented as part of this COVIDSafe Plan, including reviewing best practice and assessing the potential and appropriateness of activating the Additional Controls for essential workers (noting that fuel wholesale and retail are essential services that have not been subject to State and Federal lockdown orders).

**** Deep Clean notes;**

In a Fuel Wholesale setting, if hard surface wiping 'deep clean' is undertaken by **Tasco Petroleum** staff it is noted this would need to be to the standard and inclusion level outlined in the Resource; [Fuel Wholesale Deep Clean Surface Cleaning Instructions](#).

Incident Scenarios and Responses – Staff Instructions

As a COVIDSafe Staff Member what do I do if...	COVIDSafe Plan says...
I am not well?	You should stay home, contact your supervisor, apply for leave and explain your absence.
I am caring for someone in my household who is not well?	You should stay home, contact your supervisor, apply for leave and explain your absence.
I am at home and showing symptoms of COVID-19?	You should stay home, contact your supervisor, apply for leave and explain that you are showing COVID-19 symptoms, contact the National Coronavirus Helpline on 1800 020 080 or your doctor to arrange for an urgent test and travel advice.
I am at home and caring for someone in my household who is showing symptoms of COVID-19?	You should stay home, contact your supervisor, apply for leave and explain that you are sharing a household with someone showing COVID-19 symptoms, contact the National Coronavirus Helpline on 1800 020 080 or your doctor to arrange for an urgent test and travel advice.
I am at work and I start having symptoms of COVID-19?	You should secure the site/vehicle, contact your manager to arrange coverage, isolate yourself in an office or similar and contact the National Coronavirus Helpline on 1800 020 080 or your doctor to arrange for an urgent test and travel advice.
Another staff member at work looks like they are suffering from COVID-19 symptoms?	You should keep your distance and let your manager know.
A customer has let me know they do or might have COVID-19?	You should keep your distance and get the customers name and contact details if possible (this can be used for contact tracing if needed), explain to the customer that if they think they might have COVID-19 they should get tested and isolate, and if they have it they should not be out in the community. Let the customer know the details of the nearest hospital and the National Coronavirus Helpline (1800 020 080) and the politely ask the customer to please leave the workplace. Note the details for your manager (and save any CCTV footage if available).
I have found out that a regular customer has been diagnosed with COVID-19?	You should keep calm and remember that the infection controls implemented significantly reduce the risk of exposure, as does the very small interaction time we have with our customers, if you are really worried you should speak to your doctor about getting tested.
A customer has spat or otherwise breached social distancing at the site?	You should secure the workplace and isolate yourself, and contact your manager. You will be relieved and the business will arrange for travel to home or the hospital, depending on the advice from the Department of Health. You will be tested for COVID-19 (though it may be a few days before you can be tested due to the nature of the tests and incubation). You will be on paid stand-down until cleared for work.
There is another lockdown order?	As an essential industry, fuel wholesale and retail has not been subject to previous lockdown orders and is unlikely to be subject of any secondary lockdowns that may occur.

Staff Training

Tasco Petroleum recognises its duty to ensure that all staff are trained in the risks, hazards and controls associated with their work, and that this includes the risk of COVID-19. As such all staff are

provided with detailed information about the risks, hazards and controls of COVID-19 as part of this Plan and its attachments.

A copy of this Plan is to be reviewed by all staff and to be kept on premises for the staff to access. Posters identifying the operation, location and importance of understanding the Plan will also be placed onsite.

In addition all staff will be required to complete the online ACAPMA COVID-19 Awareness in Fuel **[Retail/Wholesale]** course and present a copy of their completion certification to their manager for recording and storage onsite.

Plan Review

Tasco Petroleum has designated **Safety, Health & Environment** as the department within the business responsible for the regular review and updating of this COVIDSafe Plan.

As Responsible Person, they will monitor the risks associated with COVID-19, including declared infection hot spot and local community outbreak information and general infection rates in the community via the Department of Health website.

As Responsible Person, they will monitor best practice industry, and broader COVID-19 risk controls via industry and safety news aggregators.

As Responsible Person, they will, activate incident response measures and additional controls, where appropriate.

As Responsible Person, they will update this COVIDSafe Plan to reflect any changing risks or controls, and provide staff with instruction about any changes.

All measures outlined in this COVIDSafe Plan to control the spread and risk of COVID-19 infection are to remain in place until formally withdrawn. Any withdrawal of measures will be clearly communicated to staff.

Staff with questions about the operation of the COVIDSafe Plan, or comments or suggestions on further measures should contact their site manager or the COVID Team:
COVID.Team@tascope Petroleum.com.au

Notes on Staff Entitlements

As part of the commitment of **Tasco Petroleum** to the review of the situation, facts, risks and controls pertaining to COVID-19, regular review and communication of staff entitlements relevant to the disease are also included in this plan, to ensure that all staff are aware of their entitlements.

Personal and Carers Leave

Staff who are unwell, or caring for a household member who is unwell, are not to come to work. In such instances staff are able to access Personal and Carers Leave without impact on their ongoing employment.

For some staff this leave will be paid leave and for other staff it will be unpaid leave, depending on current accrual levels, employment instrument and employment status.

In all cases Leave Application and Notice requirements remain, and staff may be advised on notice of leave that Medical Certificates or other appropriate evidence may be required.

Pandemic Leave

Staff who have been diagnosed with COVID-19, or who are caring for a household member who has been diagnosed with COVID-19, will be required by law to self isolate for at least 14 days.

During this time the staff will have access to unpaid Pandemic Leave.

Leave Application and Notice requirements remain, and staff may be advised on notice of leave that Medical Certificates or other appropriate evidence may be required.

Annual Leave

Staff are entitled to take any accrued Annual Leave, subject to the usual application process.

Staff are also entitled to request to take ½ Pay Annual Leave, where the Annual Leave entitlement is taken over twice the accrued length at ½ the usual pay (so taking 2 weeks Annual Leave at ½ Pay would result in receiving 50% of the normal pay for 4 weeks of time off).

Staff are also entitled to 'cash out' Annual Leave accrued on request, provided that they have 2 weeks Annual Leave accrued as an entitlement AFTER any cash out process, and provided that the request is made in writing and the business agrees.

In all cases Leave Application and Notice requirements remain and are required to be complied with.

Long Service Leave

Staff are entitled to take any accrued and entitled Long Service Leave, subject to the usual application process.

In all cases Leave Application and Notice requirements remain and are required to be complied with.

Impact of JobKeeper

Tasco Petroleum has enrolled in the JobKeeper Scheme, a wage subsidy from the Federal Government that aims to provide businesses with support to keep staff in jobs through the economic pressures of COVID-19.

This program is not in the control of the business.

This program commenced 30/3/2020 and is legislated to cease on 27/9/2020, unless withdrawn earlier.

As a participant in the JobKeeper Scheme the business has committed to provide all eligible staff with the Wage Condition (minimum \$1,500 before tax per fortnight, made up of amount earned through work and a top up amount if required).

The JobKeeper Scheme staff eligibility is not something the business has any control or discretion over, if a staff member is not eligible the business cannot 'make' them eligible for the scheme.

Participation in the JobKeeper Scheme does not remove the normal employment requirements; staff will still need to appear for work as rostered and apply for leave where required in accordance to usual practice.

Despite eligibility for the JobKeeper Scheme, staff who refuse to work, and are not otherwise on approved leave, may be called on to Show Cause as to why they should not be terminated for abandonment of employment.

Privacy

Staff are entitled to the privacy of their information. However, in line with COVID-19 and workplace safety laws, some staff information may need to be reasonably provided to other parties.

In each case **Tasco Petroleum** will provide staff with notice of the required provision of their information to other parties.

Examples of circumstances where **Tasco Petroleum** will share staff details include if a staff member is diagnosed with COVID-19 the business must provide information to;

- Department of Health about the staff member infected and other staff that may have potentially been exposed
- Work safety authorities about the staff member infected and other staff that may have potentially been exposed
- Other staff who were potentially exposed about their potential exposure

In all cases **Tasco Petroleum** will provide only the amount of detail needed and required to ensure a safe response, and no more than that.

Tasco Petroleum follows the required privacy guidelines outlined at;

<https://www.oaic.gov.au/privacy/guidance-and-advice/coronavirus-covid-19-understanding-your-privacy-obligations-to-your-staff/>