

COVID-19

PROJECT CONTINUITY PLANNING



¹ *This COVID-19 Exposure Management & Business Continuity Procedure is designed to provide a general framework for companies to prepare for and manage the COVID-19 outbreak. Companies should review the document carefully and tailor it to their individual organizations. Nothing in this document should be construed as providing legal advice or establishing a duty of care in preparing for and managing the COVID-19 virus.*

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Purpose of this communication

This document outlines the planning required to keep the business operational as we prepare to move into the next phase of our Coronavirus strategy. In particular it provides:

- Details for the prevention and spread of Coronavirus and reducing the risk of infection to our employees, special contractors and stakeholders
- Outline plans for project, continuity including alternative ways of working to ensure the business can continue to operate safely

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- Section 1 – Contact information
- Section 2 – Guidance for maintaining operational capability

SECTION 1 – CONTACT INFORMATION

Coordination

(Your company name here) has established a Coronavirus Crisis Team. The steering committee is responsible for coordinating the regional response and to report on readiness activities. They meet daily to review the business readiness and to respond to emerging issues.

(Your leadership member here), is the main of contact (PoC) for all matters relating to Coronavirus. Contact details are:

(Your leadership member here)

Mobile

Email address

Please address your project-specific questions to **him/her**.

Communications Protocol

- The contents of this plan must be communicated to your team and stakeholders.
- Any communications with stakeholders or employees must be documented and saved.
- Any proactive or reactive communications must be signed off by the Coronavirus Crisis Team that is monitoring and reviewing the situation before being published.
- Any incoming media enquiry must be directed to **the main PoC**.

Additional Resources

<https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.webmd.com/lung/coronavirus#1>

<https://www.cnn.com/2020/01/20/health/what-is-coronavirus-explained/index.html>

<https://www.osha.gov/SLTC/covid-19/>

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SECTION 2 – GUIDANCE ON MAINTAINING OPERATIONAL CAPABILITY

This section provides guidance and recommendations for projects, to incorporate into Coronavirus-specific continuity plans. We anticipate that the progression of the virus will require us to implement alternative ways of working and supplementary measures in order to keep our sites operational.

What you are required to do

Each project must:

- Complete the Construction Staffing Plan (see separate attachment).
- Send the completed document back to your Business Unit GM and EH&S Director.
- The Business Unit General Manager will forward completed project templates to the appropriate teams.

Project activities and alternative ways of working – factors to consider in your plan

Goals

- We want to maximize the number of our people that could effectively work remotely, while we will require the necessary project staff to maintain our delivery obligations.
- We want to 'bifurcate' our project staff where possible, to enable projects to continue to work effectively in the event one of the bifurcated teams is required to quarantine for up to 14 days.
- The goal is to minimize the potential for our team that works remotely from physically interacting with the project team continuing on-site delivery activities.
- We encourage regular contact through the use of Teams for all project staff.

Action Plans

- The continued safe operation of the project remains the priority. Management and supervision levels will need to be reviewed at the beginning of each working day to ensure they remain appropriate on an activity-by-activity basis.
- Our offices, trailers, and welfare areas should be deep cleaned regularly.
- Site deliveries will be permitted but should be properly coordinated in line with this protocol.
- Pre-start and daily supervisors' coordination meetings need to continue to ensure safe operations. Project inductions will continue, these inductions do not need to be conducted in a closed 'classroom' environment and alternatives should be considered.
- Request postponement of non-essential visitors to projects.

Social distancing

- Project team members need to avoid gatherings of large groups of people that are not deemed to be business critical.
- Develop clear education and guidance to our staff and the workforce about what is acceptable. E.g. a 'no handshake' policy, social distancing and enhanced hygiene expectations.
- Wherever possible attempt to maintain social distancing.

Site office meetings

- Face-to-face office meetings of non-project staff to be avoided unless deemed business/project critical.
- Telephone or web meetings are to be used instead of face-to-face meetings where possible.

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Social gatherings

- All non-essential face-to-face social gatherings are to be postponed.

Working from home

- All employees are required to carry laptop computers home each day as quarantines and closures may be enacted with little warning.

Office/Site Hygiene

- Increased cleaning regimes should be applied to all common areas including, but not limited to, rest facilities, offices, hoists and bathrooms, using cleaning products that have been approved to kill Coronavirus.
- Jobsite offices and shanties should be deep cleaned by a third-party at least once per week.
- Staff and workers should be requested to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Soap and water and alcohol-based hand rubs should be provided in the workplace. Hand rubs are to be placed in multiple locations including conference rooms to encourage hand hygiene.
- Provide tissues and no-touch disposal receptacles for use by employees.
- Provide disposable Clorox/Lysol wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

Communication

- Your plan should contain a full stakeholder map for the project and identify the key people and organizations who need to be contacted, how and by who. This applies to clients, subcontractors, other stakeholders etc.
- In line with your Business Continuity Plan you should have the contact details of all staff and the key contacts for your specialty contractors.

Commercial and Legal

- Please review the impact of the changes proposed in your continuity plan. These will need to be communicated to your respective GM and project legal counsel. Regionally we will be preparing standard notices that can be used with various stakeholders (eg downstream with specialty contractors and upstream with customers/clients). These will be distributed as required.

Procedure to follow in event of suspected or confirmed COVID-19 case

- Please follow established company protocol in the event of a suspected or confirmed case.
- In either of these scenarios your (leadership team member) must be informed.

