

CORONAVIRUS GUIDELINES FOR HGO WORKERS AND SITE VISITORS – 20 MARCH 2020

Coronavirus also known as COVID-19 was identified as being a potentially fatal virus in December 2019. This virus has now spread through the world and measures have been put in place by the World Health Organisation (WHO) to identify and reduce the risk of this virus. This guideline has been implemented by Hillgrove Resources in line with the advice of the WHO, Fair Work Australia and the Australian Government Department of Health.

Coronavirus is transmitted through the droplets produced when a person coughs, sneezes or exhales. These droplets land on objects and surfaces and the virus is then transmitted when another person touches these surfaces and then touches their eyes, nose or mouth. The WHO are currently of the opinion that the virus is transmitted through contact with respiratory droplets rather than through the air.

The best assurance against being infected with Coronavirus is through respiratory hygiene. HGO workers and all site visitors have the responsibility of maintaining their own health and hygiene. Listed below are the WHO's preventative measures for good respiratory hygiene:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
- When coughing and sneezing cover mouth and nose with tissues and then dispose of these immediately in a lined bin.
- Thoroughly wash hands before and after each meal, preparation of food and drink and washroom visit.
- Maintain a distance of 1.5 metre from persons who are coughing and sneezing.
- Avoid touching your eyes, nose and mouth.
- If you have a fever, cough and difficulty breathing, maintain quarantine measures and seek medical advice immediately.

Preventative measures implemented by HGO are listed below:

- Clean all work stations with provided alcohol wipes including phone, keyboard, mouse, computer and any other object you touch within your working day at the end of each working day.
- All shared work zone areas must be cleaned with provided alcohol wipes prior to leaving your work zone at the start and finish of each work period and at the end of your shift. That is if you leave your station to have lunch, clean your station prior to leaving. If you are relieving another person of their work station, do not rely on them to clean your new work area.
- Clean all surfaces you touch in a mobile plant with provided alcohol wipes prior to the end of your shift or work period. These include door handles, steering wheel, gear leavers, joy sticks etc.
- Clean all surfaces you touch in light vehicles with provided alcohol wipes prior to exiting the vehicle. These include door handles, steering wheels, gear leavers, switches, etc.
- Clean your hands thoroughly as per the guidelines and procedures posters in all washroom areas.



- All personnel utilising a common area for breaks, eating and preparing food have the responsibility to ensure all surfaces, utensils and equipment used have been thoroughly cleaned prior and after use.
- All visitors and HGO workers that are placed through the Alcohol testing regime at the gatehouse will now be tested through the SD400 machine utilising the straw rather than the alcohol wand. When the wand is used in other areas do not blow towards another person. Clean down the wand after use with wipes. Please note that to prevent a false positive, the wand will need to dry before further use.
- All employees who have returned from travel outside of Australia, or have had close contact with a person who has return from travel outside of Australia, must place themselves in a 14 day self-isolation at home.
- All visitors to site will be asked if they have travelled overseas or have been in contact with anyone that has travelled overseas within the last 14 days. If they have, they will be refused entry to site.
- Greater measures will be enforced on the cleaning of common rooms. This will include, door handles, taps, basins, soap dispensers, dish washing liquid bottle, fridge doors, microwave handles, etc.

The responsibility of maintaining ones health is upon the individual, although Hillgrove Resources has implemented this guideline to encourage effective respiratory hygiene and to prevent the transmission of the coronavirus within the Hillgrove community, it is the individual person that ensures the enforcement of this guideline, and in the interest of public safety, Hillgrove encourages the individual to adopt these measures outside of the workplace

These guidelines will be updated as new information becomes available.