

HILLGROVE RESOURCES

COVID-19 GUIDELINES FOR HGO WORKERS AND SITE VISITORS – MAY 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, the Australian Government Department of Health, SA Health, Department of Energy and Mines SA, Australian Minerals Council and South Australian Chamber of Mines and Energy.

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 accepted general 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 4 square metres per person and 1.5 metres between people, wherever possible, in indoor areas.
- Hold essential meetings outside in the open air if possible.
- Avoid touching your eyes, nose and mouth.
- If you have a fever, cough and difficulty breathing, maintain quarantine measures and seek medical advice immediately.
- All persons who have been outside of Australia or have had close contact with persons who have been outside of Australia within in the last 14 days; must observe the 14-day self-quarantine restrictions currently in place.
- As of Tuesday the 24th of March from 4:00pm CDST all persons who are entering the state of South Australia from this moment on must observe the 14 day self-quarantine restrictions. An exemption to this rule applies for “Essential Travellers” including specialist contractors to the mining sector and FIFO workers.

Specific preventative measures implemented by HGO in relation to and in addition to the above are listed below:

- If employees are requested to work from home, they will do so. This will primarily include administrative roles who are able to perform their duties remotely. HGO has remote access to the server via VPN.

- Those required to work on site or in the head office will clean work stations, including phone, keyboard, mouse, computer and any other object touched within the working day at the end of each working day, with alcohol wipes provided.
- Any shared work zone areas must be cleaned with provided alcohol wipes prior to leaving work zone at the start and finish of each work period and at the end of shift.
- All surfaces touched in mobile plant and equipment will be cleaned with alcohol wipes prior to the end of shift or work period. These include door handles, steering wheel, gear leavers, joy sticks etc.
- All surfaces touched in light vehicles will be cleaned with alcohol wipes prior to exiting the vehicle. These include door handles, steering wheels, gear leavers, switches, etc.
- Consideration will be given to COVID-19 precautions in JHA's or SOP's for tasks performed in the field.
- Hands are to be cleaned 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 be tested through the SD400 machine utilising the straw rather than the alcohol wand. When the wand is used in other areas personnel will not blow towards another person. The wand is to be cleaned down 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 South Australia, or have had close contact with a person who has return from travel outside of South Australia, must place themselves in a 14-day self-isolation at home. This requirement is not necessary if the close contact is made with an individual classed as an "Essential Traveller".
- All visitors to site will be asked if they have travelled overseas or interstate or have been in contact with anyone that has travelled overseas or interstate within the last 14 days. If they have, they will be refused entry to site, unless the "Essential Traveller" exemption applies.
- 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.
- Where possible, meetings will be delayed, halted or performed through phone or internet conferencing. Essential meetings will adhere to the 1.5 metre distance and the 4 square metre area per person indoor ruling.
- Meal breaks within common areas may require staggering to reduce the number of persons within close contact and to maintain the 1.5 metre distance and the 4 square metre area per person indoor rule.
- Close contact with other persons is to be avoided, this includes hand shaking.
- Employees who are unwell should not attend work. If employees develop symptoms at work such as fever, cough, sore throat or shortness of breath they should seek medical advice.
- Employees, contractors and suppliers will continue to use swipe cards to access site or sign in at the gate. This will allow contact tracing to take place in the case of a positive COVID-19 case.

The responsibility of maintaining one's 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 that ensures the enforcement of this guideline. In the interest of public safety, Hillgrove encourages the individual to also adopt these measures outside of the workplace.

The attached flowsheet developed by SA Health provides simple directions on what you should do in various situations with regards to COVID-19. These guidelines will be updated as new information becomes available. Further information specific to the mining sector, including national protocols from the Minerals Council of Australia, is available at the following:

<https://www.sacome.org.au/covid-19.html>

http://www.energymining.sa.gov.au/coronavirus_covid-19

WHAT SHOULD YOU DO...

COVID-19

If you have returned from overseas, travelled interstate or been on a cruise ship in the past 14 days

Do you have fever or chills (in the absence of an alternative illness that explains these symptoms)
OR
 cough, sore throat, runny nose, shortness of breath, unexplained loss of smell, or altered sense of taste?

No

Monitor your health for any changes and stay in quarantine for 14 days

Yes.
Seek testing

Call your GP to book an assessment and testing. Provide your symptoms and travel history over the phone. If your GP cannot test you, they may refer you to a dedicated COVID-19 testing clinic

OR

Visit a dedicated COVID-19 clinic to be assessed and tested

Stay in quarantine for 14 days (even if you receive a negative test result) and follow medical advice

If you have been in close contact with a confirmed case of COVID-19

Do you have fever or chills (in the absence of an alternative illness that explains these symptoms)
OR
 cough, sore throat, runny nose, shortness of breath, unexplained loss of smell, or altered sense of taste
OR
 have you been instructed by a healthcare professional to get tested for COVID-19?

No

Monitor your health for any changes and stay in quarantine for 14 days

Yes.
Self-isolate and seek testing

Call your GP to book an assessment and testing. Provide your symptoms and travel history over the phone. If your GP cannot test you, they may refer you to a dedicated COVID-19 testing clinic

OR

Visit a dedicated COVID-19 clinic to be assessed and tested

Remain in self-isolation until negative test and for 14 days from date of last exposure with a confirmed case of COVID-19 (whichever is longer)

If you are unwell with COVID-19 symptoms

Do you have fever or chills (in the absence of an alternative illness that explains these symptoms)
OR
 cough, sore throat, runny nose, shortness of breath, unexplained loss of smell, or altered sense of taste?

Self-isolate and seek testing

Call your GP to book an assessment and testing. Provide your symptoms and travel history over the phone. If your GP cannot test you, they may refer you to a dedicated COVID-19 testing clinic

OR

Visit a dedicated COVID-19 clinic to be assessed and tested

Avoid contact with others while you wait for your result

Positive result:
Stay in self-isolation and follow medical advice

Negative result:
Avoid contact with others until well again

If you are worried but feel well

Visit the SA Health website to learn more about COVID-19 and what you can do to stay well

Talk to friends, family or a professional if you need help

Download the Federal Government's COVIDSafe app

Call the SA COVID-19 Information Line 1800 253 787

Call the SA COVID-19 Mental Health Support Line 1800 632 753

In a medical emergency, call triple zero (000) immediately.

Health Practitioners should refer to the latest COVID-19 CDNA National Guidelines for a comprehensive list of case definitions and sahealth.sa.gov.au/healthalerts

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sahealth.sa.gov.au/COVID2019



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