



# COVIDSAFE PLAN

**AUSTRALIA AND NEW ZEALAND**



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## 1. PURPOSE

The purpose of this plan is to:

- Outline the protocols, controls and procedures that are in place to mitigate the risk of COVID-19 at Bayer sites in Australia and New Zealand.
- Comply with respective Government requirements re: workplace safety in response to the COVID-19 Pandemic.

The plan covers how Bayer will undertake the following requirements.

- controlling the risks for field force employees:
- controlling the risks in the offices/sites:
- managing an exposure or suspected exposure to COVID-19
- managing someone who has been in close contact with confirmed case of COVID-19
- managing the situation if a worker becomes ill at work
- managing a suspected case of COVID-19 awaiting results
- ensuring that all our workers know how to keep themselves safe from exposure to COVID-19
- operating in a way that keeps workers and others safe from exposure to COVID-19
- evaluating whether the work processes or risk controls are effective

## 2. SCOPE

This plan applies to all employees in Bayer Australia / New Zealand.

This plan operates in conjunction with the Bayer ANZ Pandemic Plan and Bayer's Back to the Office Guide and Return to Work in Field Guide (pending). Within NZ each site has its own COVID-19 Safety Plan and this COVID Safe Plan ANZ. Employees should read the plan in conjunction with these documents, as well as Bayer's ANZ Pandemic Plan.

## 3. TERMINOLOGY

For the purposes of this policy, the terms "Coronavirus" and "COVID-19" are interchangeable and have the same meaning. HSE refers to Bayer's Health, Safety & Environment team, CLT refers to Bayer's Country Leadership Team, SLT refers to divisional senior leadership teams, ANZ refers to Australia and New Zealand.

## 4. IMPORTANT NOTE

At all times, Bayer will act in compliance with relevant Governmental restrictions within the country, state or territory the employee resides. In addition, Bayer will ensure all relevant health related advice concerning COVID-19 containment measures will be adhered to. The official Government COVID Tracing App may be downloaded onto work phones.

Workers must co-operate with their employer in implementing risk control measures. They must take all reasonably practicable steps to ensure they don't do anything that creates or increases a risk to the health and safety of themselves or others.

Employees are asked to self-identify to their HR Business Partner if they may be at an increased risk, such as persons who have recently travelled overseas, or who have conditions that put them at higher risk of serious illness (e.g. diabetes, heart and lung disease, older age). In these cases, support will be provided including consideration of flexible working arrangements. Parents of pre-school or school aged children will also be offered flexibility if childcare centres or schools are operating in a part time capacity or are closed due to COVID-19.

## **5. CONTROLLING THE RISKS FOR FIELD FORCE EMPLOYEES:**

- Any employee who is sick with cold/flu like symptoms is strongly discouraged from attending work and is encouraged to undertake testing and/or isolation if sick with COVID-19 symptoms.
- All field force employees are encouraged to use their own vehicle, and not to have passengers in their car when working.
- Each employee has been provided with four cloth re-usable, washable face masks along with instructions as to how to use them. For field force employees who call into Doctor's clinics or hospitals, other masks (such as P2 / N95 or surgical masks may be required, and these have been provided if requested). HSE can provide if the employee does not possess them.
- Physical distancing and appropriate attention to hygiene is required, and hand sanitiser has been provided for this purpose.
- Field force employees may be required to call ahead to see if their customers are open and are accepting appointments. They may be subject to registration and screening processes at other workplaces and should ensure enough time is available to accommodate these requirements. Field force employees are directed to adhere to all reasonable directions at their customer's premises regarding infection control, such as use of specific PPE.
- Field force employees who regularly work in supermarkets and pharmacies can request hi-vis vests from HSE with a social distancing reminder printed on the back.
- All Bayer employees are reminded of the need to stay home when unwell. Field force employees are encouraged to avoid face to face meetings with large groups of customers and to engage virtually where feasible.
- Travel may be required and can be undertaken with appropriate controls and management approval once domestic travel restrictions are lifted. In the short term, CLT approval is required.
- Flexible work arrangements remain in place for those people who have caring responsibilities and/or underlying chronic health conditions or who are in a high-risk group.
- Other guidance advice from Safe Work Australia and WorkSafe New Zealand has been referenced and shared with relevant business divisions, considering the different customers and industries they work in.

## 6. CONTROLLING THE RISKS IN THE OFFICES/SITES:

- Any employee who is sick with cold/flu like symptoms is strongly discouraged from attending the workplace and is encouraged to undertake testing and/or isolation if sick with COVID-19 symptoms.
- Initially, workforce attendance will be managed to ensure no more than 50% of employees at large admin sites ie. Pymble, Hawthorn and Glenfield attend the office at any one time. This will slowly increase as restrictions are eased. Managers are responsible for coordinating team attendance to facilitate this.
- There will be increased frequency of cleaning of high-touch surfaces and commonly used areas such as bathrooms, kitchens, lifts, canteen, door handles, handrails, taps and buttons.
- Continued regular servicing and maintenance of air conditioning systems including filters.
- Significant use of signage throughout the office to remind people of the physical distancing requirements. This includes in the lifts in which capacity has been restricted and signed accordingly.
- Decreased capacity in meeting rooms, drop in rooms and common areas to ensure 4 square metres of space per person. This is controlled by signage and chair placement.
- No external visitors allowed initially, with minimal face to face meetings, with virtual meetings being encouraged.
- Increased awareness of the need to remain home if unwell.
- Extensive provision of hand sanitizer throughout the sites,
- Bayer has provided each employee with 4 cloth reusable and washable face masks for personal use and has also provided P2 and surgical masks to workers who require them for protection (eg in production sites or those working in hospitals).
- Travel for work purposes remains restricted in Phase 1, with travel approval via CLT only. During Phase 2, travel will be approved by the relevant SLT member.
- Each desk and meeting room in all office sites have been assessed to ensure appropriate physical distancing requirements can be met.
- Flexible work arrangements remain in place for those people who have caring responsibilities and/or underlying chronic health conditions or who are in a high-risk group.
- Employees are encouraged to use their own equipment where possible and not to share. Any employee using a shared space or desk is required to wipe it down with disinfectant wipes after use.
- For production sites, temperature monitoring and questionnaires at the gate may continue.
- For production sites, workforce segregation and split shifts may also continue.

## **7. MANAGEMENT OF AN EMPLOYEE WHO IS EXPOSED OR SUSPECTED TO HAVE BEEN EXPOSED TO COVID-19**

- Any employee who is suspected of having COVID-19 is required to self-isolate and not return to the office until cleared.
- If an employee becomes ill at work, they will be required to report to their manager, seek immediate first aid, be provided with a surgical mask and will be instructed to seek medical attention immediately. The first aiders have been provided with surgical masks and advised of the appropriate protocol. HSE also has spare surgical masks if required.
- Either the affected employee or their Manager should complete the [Suspected Infectious Disease](#) form on Bayer's intranet for HSE team follow up.
- Arrangements should be made for their transport either to a doctor or to their home, preferably not using public transport
- The HSE team should be informed immediately so that contact tracing can commence.
- Any employee who is suspected of having COVID-19 will have their contacts traced both by Bayer and the Health Department and any close contacts will also be asked to stay home, self-isolate and monitor for symptoms.
- The Facilities team will be informed by HSE so that the dedicated work area where the affected employee worked during the 48 hours prior to being symptomatic will be disinfected and professionally cleaned.
- If an employee was found to be infectious at work, HSE will contact the relevant Work Health and Safety regulatory authority as required.
- The affected employee will be sent a comprehensive email from HSE with guidance and advice to follow as well as links to relevant health authority websites.
- Co-workers who are physically located close to the affected person will be informed via HR protocols with privacy considerations adhered to.

## **8. MANAGEMENT OF AN EMPLOYEE WHO HAS BEEN IN CLOSE CONTACT WITH CONFIRMED CASE OF COVID-19**

- If the relevant Health Department confirms that the person has COVID-19, the local Public Health Unit will be in contact with close contacts from the workplace, if any, to advise them on what action to take.
- HSE should be informed and the person should complete the [Suspected Infectious Disease](#) form on Bayer's intranet.
- If an employee has been identified as a close contact of a confirmed case of COVID-19 they must adhere to all relevant health authority advice and self-isolate. The close contact will be directed to leave the workplace and go home. They may be required to undertake a

COVID-19 test and should remain in self-isolation until such time as determined by the relevant health authority.

- These employees should remain at home and strictly follow their doctor's advice.
- The Facilities team will be informed by HSE so that the dedicated work area where the close contact of the affected employee worked during the 48 hours prior to being symptomatic will be disinfected and professionally cleaned.
- The affected employee will be sent a comprehensive email from HSE with guidance and advice to follow as well as links to relevant health authority websites.
- In all actual or suspected COVID-19 cases, Bayer can request medical clearance before workers return to the workplace.

## **9. HOW BAYER ENSURES EMPLOYEES KNOW HOW TO KEEP THEMSELVES SAFE FROM EXPOSURE TO COVID-19**

Bayer has provided resources to ensure employees know how to keep themselves safe from exposure to COVID-19. These include:

- Bayer intranet [go/corona](#) information pages
- Bayer ANZ [Back to the Office Guide](#)
- [Bayer ANZ Pandemic](#) Plan. This includes [Suspected infectious Diseases](#) and [Contact Tracing Form](#).
- Bayer [Return to Field](#) guide for remote employees
- Regular management email updates to all employees
- Extensive signage throughout office spaces
- Support from Bayer's senior leadership teams, HR and the Health, Safety & Environment team.

## **10. HOW BAYER WILL OPERATE THE BUSINESS IN A WAY THAT KEEPS WORKERS AND OTHERS SAFE FROM EXPOSURE TO COVID-19.**

- During Phase 1, all employees are invited to return to the workplace if they are able. The office capacity will be limited to 50% of the office capacity so managers are required to speak with their teams to determine their attendance availability during this time.
- It is expected that people with caring responsibilities, health problems or who are in a high-risk category may not be able to attend the office at this time.
- No external visitors are allowed on site except building maintenance, couriers, delivery personnel and facilities contractors only.

- No non-essential face to face meetings to be held in Phase 1.
- No large face to face gatherings will be allowed on site (eg social events, Town Halls, training sessions) during Phase 1 or Phase 2.
- All employees are encouraged to drive, walk or cycle to work and if they use public transport they are strongly encouraged to attend to physical distancing, appropriate personal hygiene measures and may consider using a mask.
- Frequent cleaning of the office sites will continue.
- Food service options will be limited to take away using disposable crockery and cutlery, when Bayer's office canteen re-opens at a date to be determined.

## **11. EVALUATION OF THE EFFECTIVENESS OF THE WORK PROCESSES OR RISK CONTROLS**

- HSE will engage with HR Business Partners and Senior Leadership teams as well as employees via regular communications, to obtain feedback on the controls put in place.
- Risk assessments are completed and reviewed.
- HSE will keep informed of any required changes or alterations to existing controls via local media, Regional and Global HSE advice.
- Reports from First Aiders, other HSE personnel, Managers and HR will inform the overall status update.
- HR can provide advice on sick leave utilization if required.

## **12. REFERENCES**

- a) Safe Work Australia COVID -19 [Information for Workplaces](#)
- b) WorkSafe NZ COVID-19 [Information for Workers](#)
- c) NSW Government [COVID-19 Information Pages](#)
- d) Australian Government Health Department [Coronavirus information pages](#)
- e) Bayer AG intranet pages [go/corona](#) (internal)