

COVID-19 MANAGEMENT AT NGH

NGH have an evolving COVID-19 Action Plan, which is regularly updated in line with emerging government advice. This can be provided to you upon request.

The Action Plan details the range of measures NGH is implementing to protect the health and safety of staff, clients and the community.

The Action Plan identifies measures necessary to ensure business continuity across all parts of NGH's operations.

The Action Plan has been informed via a detailed risk assessment relating to our workplace undertaken in consultation with all NGH staff.

Measures we have implemented at our indoor work areas include:

- Anyone who has any Covid-19 symptoms, has been overseas in the last 14 days, or has been in contact with a known Covid-19 case in the last 14 days must not enter an NGH workplace.
- All visitors are required to sign in when visiting an NGH office.
- We support non-physical greetings.
- All staff and visitors must obey health information signage located at NGH workplaces.
- All staff and visitors must maintain social distancing whenever possible.
- Rooms will have limitations on the number of people permitted at any one time.
- Hand sanitation equipment is available at all NGH workplaces.
- High-use areas of NGH offices are cleaned daily using bleach/ethanol-based cleaners.
- Where online meetings are possible, these are preferred. All NGH staff have access to a range of video conferencing software including MS Teams, Zoom and Skype.
- We have implemented a range of online social events to maintain contact with each other and check in on staff wellbeing.

Measures we have implemented for field work and outdoor activities, that have been identified via a detailed risk assessment, include:

- Using local staff wherever possible, including across NSW/Qld border, to minimise travel.
- Limitations on the number of people permitted in a vehicle. Where necessary, we would travel in multiple vehicles.
- All NGH vehicles are equipped with hand sanitiser. Hands must be sanitised when first getting into the car and when leaving the car.
- Where travel in a hire car is required, staff carry their own sanitation equipment.
- Accommodation providers are required to inform us of the type and frequency of cleaning conducted in rooms NGH staff are using.
- No shaking hands/physical contact with landowners or clients.
- Maintain social distancing whenever possible.

We are confident that NGH will continue to be able to provide the high quality of service to you in a safe manner.