

Topic: FUNDAMENTAL RULES to prevent the spread of COVID-19

Attention: Contractors entering / working at Hutchison Ports

Date: 22 March 2020

Security Requirements

When accessing HPA and signing in via Security, you will need to do the following:

- i. Declare that to best of their knowledge you are well / not sick.
- ii. Have not been in contact with a person with COVID-19.
- iii. Have not returned from another country (overseas) in the previous 14 days.

Fundamental Rules:

- Wash your hands immediately when entering site
- Where possible maintain 1.5m distance between individuals (co-workers and HPA employees)
- Wear PPE – including gloves and masks as required
- Visitors (including delivery truck drivers) and Contractors must provide and wear their own PPE – including gloves and masks as required
- In the event of sharing vehicles with third parties – utilise back seat and opposite side in order to remain at a distance from driver
- PPE must not be kept on tables or benches in the meal rooms.
- Site Management, workers and contractors have an absolute obligation to comply with these precautions, challenge fellow workers and to speak up / report.
- Any known positive HPA COVID cases identified must be reported to the Hutchison Ports Contact Officers.

Additional PPE to be used to assist with preventing the spread of COVID-19:

Gloves (or equivalent)	<ul style="list-style-type: none">• When wiping down surfaces• When driving vehicles• When handling tablets and hand-held devices• All First Aid situations
Masks	<ul style="list-style-type: none">• When working within 1.5m of other individuals• When working in direct communication with HPA staff• All First Aid situations

Hygiene

It is important that everyone:

- i. Regularly cleans their hands for at least 20 seconds with soap and water, or use an alcohol-based hand rub. You should wash your hands:
 - Upon entering site
 - before entering an area used by other employees
 - after using the bathroom
 - after coughing or sneezing
 - before preparing food or eating.
- ii. cover your nose and mouth when coughing and sneezing with a tissue or a flexed elbow
- iii. avoid close contact with anyone with cold or flu-like symptoms.
- iv. practice good cough etiquette (keep away from other employees, cover coughs and sneezes with disposable tissues or clothing (e.g. into elbow), dispose of used tissues), and clean your hands afterwards).
- v. Avoid touching your eyes, nose, and mouth with unwashed hands or gloves.

Disposing of used PPE

Once PPE is removed and placed into a disposal bag or directly into a regular bin. After disposal in the bin, immediately perform hand hygiene again.

Definitions

- **COVID-19** - a large family of viruses that cause illness from the common cold to more severe diseases such as Middle East Respiratory Syndrome and Severe Acute Respiratory Syndrome.
- **Droplet Transmission** - COVID-19 is transmitted by droplet transmission which includes coughing and sneezing of secretions onto a close contact within approximately one meter and by touching contaminated surfaces and subsequently touching the eyes, nose and mouth.
- **PPE** - Personal Protective Equipment includes masks, safety glasses and gloves including cleaning / sterilising materials (hand sanitiser, cleaning sprays etc.)
- **Close Contact** - Greater than 15 minutes face-to-face contact in any setting with a confirmed case in the period extending from 24 hours before onset of symptoms in the confirmed case, or sharing of a closed space with a confirmed case for a prolonged period (e.g. more than 2 hours) in the period extending from 24 hours before onset of symptoms in the confirmed case.
- **Casual Contact** - Casual contact is defined as any person having less than 15 minutes face-to-face contact with a symptomatic confirmed case in any setting, or sharing a closed space with a symptomatic confirmed case for less than 2 hours

References

Australian Government; Department of Agriculture, Water and the Environment – WHS COVID-19 advice for Biosecurity Officers (17.02.2020).