



## Kokatha Aboriginal Corporation RNTBC

ABN: 17 649 502 722 ICN: 8093

**As of 17 March the following measures are in place for KAC staff in regard to COVID-19:**  
(to be reviewed by management weekly)

- A. Staff must not attend work if they fit any of the following criteria:
- I. Are infected with COVID-19
  - II. Have respiratory symptoms of fever, cough or shortness of breath
  - III. Have symptoms of a common cold or flu
  - IV. Have been in contact with a person who is a confirmed case of COVID 19
  - V. Have traveled internationally within the last 14 days
- B. Staff must comply fully with Australian government COVID-19 legislation and protocols, including Social Distancing Guidelines for the Workplace. These include:
- Stay at home if you are sick
  - Stop handshaking as a greeting
  - Hold meetings via video conferencing or phone call
  - Promote good hand and sneeze/cough hygiene and use hand sanitisers provided to all staff and wipes provided in all vehicles
  - Clean and disinfect high touch surfaces regularly
  - Limit food handling and sharing of food in the workplace
- For more information please see <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19>
- C. Staff will cease hosting and attending events comprising 20 people or more
- D. Staff will postpone all non-essential staff travel. All business travel must be approved by the CEO.
- E. Staff will be extra vigilant about hand, sneezing and coughing hygiene. Please advise your manager before your hand sanitiser and wipe packs in each fleet vehicle need replacing
- F. Staff will be extra cautious about symptoms and look after our health and wellbeing. Staff are encouraged to exercise Social Distancing caution outside the workplace.
- G. All Managers must request information of the presence or absence of underlying health conditions of their staff in writing by Friday 20<sup>th</sup> March or prior to starting work.



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### **Additional information regarding Kokatha Mining Services and Kokatha Heritage Services staff:**

**As of 17 March the following KMS and KHS measures are in place in regard to COVID-19:** (to be reviewed by management weekly)

- A. KMS and KHS staff undertaking essential services will follow stakeholder onsite protocols on a case by case basis as approved by their manager.
- B. Staff will follow COVID-19 protocols set by the relevant service provider with any additional safety measures required to ensure compliance to good hygiene and social distancing guidelines to be implemented with KAC management approval as a priority.
- C. Kokatha Mining Services essential services staff currently include Southern Access Road, Lab Courier Run and Rigid Water Truck crews and KMS Operations Manager
- D. Kokatha Heritage essential service crews will be engaged by the Culture and Heritage Manager as required and based on the principle of not exposing individuals at increased risk

### **Additional information regarding Kokatha Pastoral staff and services**

**As of 17 March the following Kokatha Pastoral measures are in place in regard to COVID-19:** (to be reviewed by management weekly)

- A. All non-essential travel to and from the Stations must be postponed- that is, essential services and approved by the Stations Land Manager ([roxbymanager@kokatharntbc.com.au](mailto:roxbymanager@kokatharntbc.com.au) or 0499 331 372). This condition applied to KAC staff, stakeholders, neighbors, Kokatha members, our business partners and contractors.
- B. Kokatha Pastoral prohibits visitors to the Stations who fit any of the following criteria:
  - Are infected with COVID-19
  - Believe they may be infected with COVID-19
  - Believe they have been exposed to COVID-19 within the last 14 days
  - Traveled internationally within the last 14 days
- C. Staff must comply fully with current Australian government COVID-19 legislation and protocols.
- D. Staff must not come to work if feeling unwell.
- E. Staff will cease hosting and attending large events.
- F. Staff be extra vigilant about hand, sneezing and coughing hygiene.
- G. Staff be extra cautious about symptoms and look after our health and wellbeing.

**When the COVID19 travel restrictions are lifted our stakeholders, business partners and Kokatha Members are encouraged to visit the stations and take notice of the following visitor protocols:**

1. All visitors must notify the Stations Land Manager prior to arrival, clearly stating the purpose and location of the visit. Land Manager contact details: [roxbymanager@kokatharntbc.com.au](mailto:roxbymanager@kokatharntbc.com.au) or 0499 331 372
2. Unless otherwise arranged all visitors must report to the office at Roxby Downs Station to complete a visitor induction.
3. When on the Stations visitors must comply with Kokatha Pastoral as well as government restrictions, legislation and conditions. Including firearms laws and restrictions imposed by ADF.