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COVID-19 (Coronavirus Disease) – FAQs

The development of the COVID-19 virus into a global pandemic has been very swift. Perenti has been preparing for any potential impact on our people and business for some time with the questions and answers in this document intended to give employees more information on the measures that the company is taking. Given the rapidly changing nature of an event such as COVID-19, further developments may mean that our response needs to be adjusted with little or no notice in order to protect our people and our business.

All employees within Perenti Group must report and do everything that they can to assist in preventing the spread of the COVID-19 virus.

Q   What are the symptoms of COVID-19?

A   The most common symptoms of COVID-19 are fever, tiredness, sore throat, shortness of breath and a dry cough. Some patients may have aches and pains or diarrhoea.

Q   How does COVID-19 spread?

A   When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them.

In other words, COVID-19 spreads in a similar way to flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age; people over 60 seem to be more vulnerable than those under 60. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable.

Q   What should I do to limit the risk of me or anyone I work with getting COVID-19?

A   People should take the following precautions to reduce the risk of contracting the virus:

- People should generally keep 1.5 metres of physical distance between each other and avoid handshakes or physical contact with people outside their family.
- Avoid going out in public, maintain a 1.5m distance from other people.
- Wash your hands frequently with soap and water, before and after eating, and after going to the toilet.
- Cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser.
- Wash your hands thoroughly and often and practice good personal hygiene. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, NOT YOUR HANDS.

- Australia currently has border controls in place both locally and internationally because of COVID-19. The Dept of Home Affairs has all the information you need.
- Regardless of travel, if you are experiencing flu like symptoms including fever, cough, sore throat or shortness of breath stay at home and report to your Doctor and direct line manager.
- If you suspect you may have Coronavirus symptoms or may have had close contact with a person who has Coronavirus, you should contact your doctor or local health service.

More information on how to minimise the risk go to:
https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public or
https://www.health.gov.au/news/launch-of-the-coronavirus-covid-19-campaign

Q   What if a family member or person I live with is showing flu like symptoms? Should I go to work / site?

A   Provided you have no symptoms yes you can return to work. If at any time you feel unwell you should leave work and return home or to camp and follow medical advice of your GP or medical provider.

Q   What if a person I work with on site or at work is showing flu like symptoms?

A   Encourage them to return home or to camp and seek the appropriate medical care. Your supervisor will provide you with advice and guidance as to how this will be dealt with at a site level. It will depend on how close a proximity you have been to the infected person and the risk of transfer.

Q   What if a family member or a person I live with is suspected or confirmed to have COVID-19?

A   If you suspect that someone has COVID-19 because they have travelled to a high-risk area of been in contact with someone who has the virus or they are showing symptoms, do not return to work. Seek guidance from your GP or medical provider. Notify your immediate supervisor.

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Q Can employees return to work if their family members are in self-isolate?

A The employee can go to work. However, if the family member becomes symptomatic and requires testing during the 14 days of self-isolate, then the employee may need to self-isolate until the results of the family member's COVID-19 test is known. If the family member's test result is positive for COVID-19 the employee will be contacted by their Public Health Unit if they need to self-isolate. Clear line of communication with your immediate supervisor is essential.

Q What do I do if I have flu like symptoms?

A If you feel unwell with any or the following symptoms: fever, tiredness, sore throat, shortness of breath and a dry cough, you should stay at home, contact your doctor and your supervisor. In these circumstances, if feeling well enough, employees should work from home where possible until they have been cleared by their doctor. If you have returned from overseas or have knowingly been in close contact with someone who has COVID-19 or in a high-risk area you must also isolate yourself and remain in quarantine for at least 14 days.

Q What if I am immunocompromised (someone who has a weakened immune system) or have a close family member or living with a person who is immunocompromised?

A Discuss with your doctor If they recommend you remain away from work, please request a letter stating this so alternative work arrangements can be explored.

Q What if I am asked to undertake a blood test for COVID-19?

A As at 17 March 2020 there is no blood test available for COVID-19. Testing is done from nasal or oral swabs, there is no requirement for a blood test.

Q. I have been requested to work from home. Will the business reimburse me for costs relating to any materials (paper, printer ink, power, data usage) required to work from home. What if I need to have internet connection installed in my home or access a dongle/pay as you go?

A For employees who have been requested (and/or authorised) to work from home, the company will pay reasonable out of pocket expenses, where it can be demonstrated that the expense was directly related to working from home. Employees will need to retain receipts and claim expenses back via approval of their supervisor

through the Expense Claim processes. The amount paid to an employee will be limited to a total of $250.

Travel

Q What if I reside overseas and travel to and from that country for work?

A If you are trying to return to work in a country that has a self-isolation period you should speak with your manager regarding options which could include:

- working from home in your home country
- travelling to the host country to serve the isolation period and then continue your shift cycle thereafter
- redeployment to an alternate site
- taking paid annual leave in your home country for the duration of your shift cycle
- taking leave without pay

If you reside overseas and your home country has a mandatory quarantining period equal to or greater than the duration of your stay, this means you won't be able to return in time for your next swing. In this circumstance you need to contact your supervisor immediately to discuss options.

Q What if I can't return to site due to isolation requirements, will I be paid?

A If you are trying to return to work in a country that has a self-isolation period you should speak with your manager regarding your options.

Q What if I am unable to work due to a client or Perenti directive?

A All employees will be provided with the relevant information should a client or Perenti make a decision that would impact an employee's ability to fulfil their work. In this instance we would give employees as much notice as possible.

Q Will employees be able to access leave entitlements during this period?

A Yes, employees will be able to access leave entitlements.

Q What if I have booked travel overseas, what should I do?

A In line with current Australian Government advice we strongly recommend that you don't travel. Employees should monitor the relevant local health advice and if they are required to self-isolate, this should be discussed with your supervisor.

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Q **What if I travelled on the same plane as someone who was infected by the COVID-19?**

A The Department of Health or the Airline will contact you directly if you are deemed to be at risk. If you are not contacted by the Department or Airline, you are deemed to be a low risk, but you still need to monitor your own health. If you develop any cold or flu like symptoms contact your GP and supervisor ASAP.

Q **What if work or site shuts down due to COVID-19? Will I be paid?**

A Your manager will provide you with details and guidance in the event that a workplace or site is closed due to COVID-19.

If you are not showing symptoms (and depending on the applicable enterprise agreement or employment arrangements), options may include:

- Consideration of alternate work locations or temporary transfers
- Working from home (where authorised and able)
- Continued payment of salary or base rate as per your agreement and in accordance with Perenti Leave Guidelines
- Paid vacation, annual leave (if accrued, on written request of the employee)
- Unpaid leave.

If you are showing symptoms, then the following options may be available:

- Paid sick leave (if accrued)
- Unpaid sick leave
- Paid vacation, annual leave (if accrued, on written request of the employee).

Q **I was experiencing some flu like symptoms and have been absent from work. I have since recovered, when is it ok for me to return to work? Do I require a medical clearance?**

A If you feel better and no longer have any symptoms, then return to work.

Q **What do I need to prepare ahead of taking a flight within Australia?**

A The Mining sector has been given a special exemption from border closures and quarantine measures across State boundaries. This is very much a privilege that we should all do our upmost to maintain. This means that you should conduct yourself professionally at all times when transiting through airports. Your direct leader will provide you with the relevant paperwork you need in order to travel – this may include a specific letter confirming your role, destination/site location and duration of your travel. If you have been provided a site access card you should also carry that with you at all times. For more information on this please speak to your direct leader.

Q **If I have been unwell due to flu like symptoms and have exhausted my sick leave balance, will the company allow me to go into negative leave?**

A You will be required to take unpaid leave.

Q **If someone is diagnosed with COVID-19 in our workplace do I need to self-isolate?**

A If we have someone with a positive COVID-19 diagnosis in our workplace we will work closely with the relevant health authority to ensure employees who have worked closely or are deemed at risk have been contacted and isolated as required.

Q **If I am required to care for a dependent (child or parent) will there be flexibility?**

A You should discuss options with your supervisor.

Q **If a decision is made for office-based employees to work from home is it okay to use our personal computers, as not everyone has a work computer?**

A It is okay to use your personal computer to access Office 365 to undertake your daily work functions. This enables access to your email, OneDrive, Teams, and all other Microsoft applications. **Login:** https://portal.office365.com If you require access to specific corporate systems or applications, no access would be available via your personal computer.

Q **If schools are closed will parents be able to look after their children.**

A We are currently trialling systems and infrastructures to see how some of our employees might work remotely. Priority would be given to parents who need to work home due to their children. In the first instance this would need to be discussed with your supervisor to assess the various options.

Q **What's our position on face to face meetings in the office or on site with external vendors or customers?**

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A If you can, you should conduct your meetings electronically (eg via Teams). If you do require a face to face meeting, then common sense should be used to ensure a minimal amount of people are in the same meeting room together.

If you have any other questions please email them to: grouphsesupport@perentigroup.com.

Cyber Security

Q: **How do I know what a phishing email is? How do I know what to look for?**

Phishing – to use social engineering to be deceptive or deceive users.

The intent of the email is to be deceptive enough to "appear" real and create trust, enticing users to click on a link, perform and action or just "gain more trust".

The example below is a recent phishing attack that occurred at Perenti. In this scenario, the email was sent to an existing employee with a valid email address. It was sent "From" a colleague and copied two other colleagues, thereby creating an element of "trust" or to appear geniune. However, upon closer inspection it is evident the yellow highlighted email addresses are incorrectly represented as "perentigroupse" which is not valid.

This is a phishing email.

It is a good habit to pay close attention to these types of emails, particularly when they are requesting high risk actions be undertaken.

Typographical errors are often big indicators of being a phishing expedition.

Below is an example of a phishing email in which every sentence or so have two words concatenated. Secondly, no legitimate user would send a link to the bank account. The third indicator is the sender provides no contact information other than the name "Al Scogin" and the email address from which it is sent.

The goal with this phishing email is to have you click on the link.

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Dear Sir or Madam,

I'm making contact with you to statea payment mistake in the amount $144 on mybank account. This amount is inaccuratebecause youliterally billed me twice. I amasking for the error endup being solved, that any funds and alsoother payments related to thedebated amount becredited too, and thatI get anappropriate statement.
Attached are the bank statement as well as theinvoice confirming mysituation. Pleasecheck out thisissue and solve theinvoicing mistake asquickly as possible.

My Bank Statement

Respectfully Yours,
Al Scogin

Q: How would I know what URL is safe or not?

Sometimes a link masks the website to which it actually links. If you use your mouse to hover over the link without actually clicking on it, you will notice the full URL of the link's destination in a lower left corner of your browser.

For example, you may find the words "Click Here!" or "Save 10%" as a hyperlink in an email you receive from a supplier you regularly engage with. If you were to click arbitrarily there is nothing to say whether it is legitimate or not. However, if you hover over the words you will see in the bottom left corner exactly what website URL it will take you to.   If it is something other than your trusted supplier website, then it is quite probably phishing.

Here are the most prevalent tell-tale signs of a threatening website and some ways that you can protect yourself:

- Never click on a link embedded in an email. Even if sent from someone you trust, always type the link into your browser.
- Use your common sense. Does a website look strange to you? Is it asking for sensitive personal information? If it looks unsafe, don't take the risk.
- Look for signs of legitimacy. Does the website list contact information or some signs of a real-world presence. If doubtful, contact them by phone or email to establish their legitimacy.
- Read the URL carefully. If this is a website you frequent, is the URL spelled correctly? Often times, phishers will set up websites almost identical to the spelling of the site you are trying to visit. An accidental mistype may lead you to a fraudulent version of the site.
- If it looks too good to be true, it probably is. Is the website offering you a product or service at an unheard of price? Or maybe they are promising you a huge return on investment? If the offer looks too good to be true, trust your instincts. Do some research to find reviews or warnings from other users.

Things to look for in a secure website are:

- HTTPS vs HTTP. A secure website's URL should begin with "https" rather than "http". The "s" at the end of "http" stands for secure and is using an SSL (Secure Sockets Layer) connection. Your information will be encrypted before being sent to a server.

Further information is provided by the Australian Government StaySmart Online website -
https://www.staysmartonline.gov.au/protect-yourself/recover-when-things-go-wrong/phishing

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