

# InfraCo COVID-19 Work Safety Instruction

**Overview:** This WSI addresses the requirement for COVID-19 vaccinations for those attending Network sites.

**Scope:** This WSI applies to all employees, contractors, suppliers and customers of Telstra InfraCo and its controlled entities entering InfraCo sites and to any other person notified that this WSI applies to them.

## Principles

01. Our approach to keep you, our partners, and our customers safe. When COVID-19 hit, we acted quickly to move our Australian office workforce to work from home so that we could focus on protecting those who could not – those in the field, stores and contact centres as well as our vulnerable workforce who are most at risk from exposure to COVID-19. As restrictions ease, we have considered some options in line with government health advice for a return to office in specific locations. At the same time, some measures must remain in place.

We therefore continue to ask: if you can work from home you should work from home. This WSI is to ensure that all InfraCo fixed network sites are Covid-safe and continue to be safe working environments for staff, contractors, suppliers, visitors, and customers.

## Responsibilities

02. **Telstra and InfraCo Staff, Contractors, Suppliers and customers:**

- a) We have a responsibility to continue to take all reasonable steps to help mitigate the health and safety risks posed by this pandemic. Our primary duty is to not put people at risk and ensure (as far as practicable) the health/safety of Telstra InfraCo employees, contractors, suppliers and customers as well as Telstra InfraCo workers and members of the public as we conduct our business.

## Parties affected by this WSI:

03. Broadly and not limited to, this includes roles where:

- a) You visit an InfraCo Fixed Network Sites / Exchanges / Data Centres.
- b) You interact with Telstra InfraCo staff, contractors, customers and / or other members of the public.
- c) You attend work (i.e., you cannot work from home) and work with other personnel.
- d) You attend work group interactions and are in proximity to others.
- e) Government/health regulations stipulate that you must be vaccinated to enter a location.

## Requiring Employees, Suppliers and Contractors to be Vaccinated:

04. Telstra / InfraCo has continued to assess the risks associated with COVID-19 to our employees, contractors and suppliers across our enterprise. We have decided that there are roles where there is a heightened risk of infection due to the nature of the work performed and regular contact with others. In these circumstances, Telstra InfraCo will require employees, contractors, and suppliers to be fully vaccinated.

## Customers to be Vaccinated:

05. Telstra / InfraCo has also assessed the risks associated with COVID-19 to our customers that work with our business. We have decided that our customers work to reduce the heightened risk of Covid-19 infection due to the nature of their work performed and the regular contact with others. In these circumstances, Telstra InfraCo strongly recommends that all our customers and their support teams be responsible for ensuring that the respective Government/health regulations are followed where these sites are located.

## Vaccination Process:

06. **Telstra and InfraCo Staff:**

- a) Under this WSI, Telstra / InfraCo requires employees in these roles to have had their first vaccination by 15<sup>th</sup> October NSW and VIC, and 29<sup>th</sup> for other states and the second by 15 November 2021. Flexibility on the timeline will be applied in times of vaccine supply issues.

07. **Partners, Contractors and Suppliers:**

- b) Under this initial WSI, Telstra / InfraCo strongly recommends our Partners, Contractors and Suppliers have their first vaccination by 15 October and the second by 15 November 2021. Flexibility on the timeline will be applied in times of vaccine supply issues.

## Logging into Telstra InfraCo Sites

08. As a condition of entry to InfraCo exchanges as outlined in the WINS Induction all staff contractors and customers etc to an InfraCo site must log into the site using the QR code in the foyer of every InfraCo site. In the case of escorted visitors, the escort is responsible for the visitors to log into the site. Failure to comply to this requirement may render the staff member, contractor, supplier denied from future access.

## Reporting of Positive and Close Contact Cases

09. It is expected that positive Covid-19 cases will be reported to Telstra InfraCo in the soonest of instances to ensure the efficient tracing of close contacts. Reporting of positive cases are to be completed through the [Donesafe](#) portal If you are a Telstra InfraCo Account-01 user of through your supervisor or direct via the [FMSR](#) portal.

## Future access to sites

10. It is anticipated that in the future, InfraCo may only provide site access to personnel that maintain a current vaccination or a medical exemption.

### Clarifications:

#### 11. Terms and Definitions

Term	Definition
COVID-19	An acute respiratory illness in humans caused by a coronavirus, capable of producing severe symptoms and in some cases death.
DoneSafe	The internal facility to report SSW and Covid events. <a href="#">Link to DoneSafe</a>
Facilities Maintenance Service Request FMSR	The external web page to report SSW and Covid events. <a href="#">Link to FMSR</a>
FNS / Fixed Network Site / Exchange	An exchange is a type of building that is a workplace that serves as a telecommunications facility.
HSWE	Health, Safety, Wellbeing and Environment <a href="#">link</a>
Pandemic	A disease prevalent over a whole country or the world.
Telstra InfraCo	Telstra Corporation Ltd and its subsidiaries.
Vaccination	Treatment with a vaccine to produce immunity against a disease.
WINS	Induction - <a href="#">Working In Network Sites</a>

### Document Contact Details:

#### 12. Contact person details.

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### Revision Table

#### 13. Table for recording document changes and embedding change approval emails as appropriate.

Issue number	Issue date	Details on the change	Approval emails
0.1	10 October 2021	Draft created	
0.2	12 November 2021	Approved	