

COVID-19 Safety Plan Checklist

August 2022

COVID-19 Safety Plan

- Review your local Health Authority website for any State/Territory specific COVID-19 Safety Plans i.e. industry specific required plans
- A COVID-19 Safety Plan has been developed for the business to address the risks of COVID-19
- Workers and their representatives have been consulted in developing the COVID-19 Safety Plan
- The COVID-19 Safety Plan has been registered with the jurisdictional Government (if applicable)
- Workers have been trained in accordance with the COVID-19 Safety Plan
- Workers have received directions related to the wearing of the required Personal Protective Equipment (PPE) in the workplace or on a worksite, including face coverings if required, and have received appropriate training in the use, maintenance and storage of PPE

Physical distancing

- Support 1.5 metres physical distance between people by displaying posters around the workplace where possible
- Display signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded (if applicable)
- Move workstations, desks and tables in staffrooms further apart to support with physical distancing
- If possible, bring in shift arrangements so less staff are in the workplace at once
- Encourage or request the use of face masks where it is difficult to maintain physical distance

- Instruct workers to have meetings by phone or online instead of in person. If not possible, require them to meet in a large space and keep meetings short

- Review regular deliveries and encourage contactless delivery and payment. Check systems for e-invoicing are in place

- Provide physical distancing markers on the floor in areas where customers line up or where workers perform task and use separate entry and exit points, if possible

- Communicate occupancy or density limits by signs and/or floor markings in key areas (if applicable)

- Encourage workers to work from home, if possible

Handwashing and hygiene

- Have hand sanitiser stations at entry and exit points and around the workplace

- Ensure bathrooms are well stocked with soap and single use paper towel

- Display posters with instructions on how to correctly wash hands or use hand sanitiser

- Instruct workers on other ways to limit the spread of germs, including by not touching their face, sneezing into their elbow, and staying home if feeling sick

- Avoid sharing items, equipment and workspaces. If sharing can't be avoided, clean them between uses

- Encourage your workers to limit contact with others: no shaking hands or touching objects unless necessary

- Encourage cashless transactions

- Increase the number of closed bins in your workplace

- Display signs to encourage customers to only touch objects they are going to buy

Ventilation

- Use outdoor areas where possible

- Open windows and doors to increase natural ventilation in indoor areas

- Maintain ventilation systems to ensure they are working well (eg regular filter cleaning or filter changes)

Cleaning

- Ensure any areas frequented by workers or others (such as visitors to your premises) are cleaned and disinfected at least daily with appropriate disinfectant products (use according to manufacturer's instructions)
- Instruct workers to wear PPE when cleaning, and wash their hands thoroughly before and after with soap and water or use an alcohol-based hand sanitiser
- Clean high contact areas and surfaces several times a day with a detergent or disinfectant solution or wipe. This includes EFTPOS equipment, elevator buttons, handrails, tables, counter tops, doorknobs, sinks and keyboards
- Ensure any rubbish is collected regularly to avoid rubbish overflow
- Encourage workers to clean personal property that comes to work (such as sunglasses, mobile phones and iPads) with disinfectant, such as disinfectant wipes

Restrictions on entry

- Follow all Government directions on mandatory vaccination requirements concerning restrictions on entry (where applicable)
- Follow any Government directions or industry standards regarding testing for COVID-19. This may include clinical testing, rapid antigen testing or other approved methods of testing
- Display and communicate conditions of entry. For example, *"face masks must be worn as part of business policy"*
- Have workers/others sign in and out of the premises
- Obtain details of all persons entering the workplace and ensure they are sufficient enough to facilitate contact tracing, if required
- Clearly identify entry and exit points to minimise interaction and allow better control of persons entering the workplace

Immunisation program

- In consultation with workers, undertake a risk assessment to help determine the need for implementing an immunisation program
- Seek appropriate and independent medical advice to ensure the recommended program meets all Government and health authority guidelines

- Encourage your workforce to seek and follow their own medical advice regarding vaccinations

- Ensure the implementation of any vaccination program is overseen by an authorised medical officer

- Ensure that alternative control measures are implemented where an immunisation program is not possible or individuals are unable to be vaccinated

Monitor symptoms

- Display signs about the symptoms of COVID-19 in the workplace
- Direct workers to stay home if they are sick, and if they are displaying symptoms of COVID-19 ask them to call the National Coronavirus hotline (1800 020 080) and get tested even if they are experiencing mild symptoms
- Instruct workers to tell you if they are displaying symptoms of COVID-19
- Request workers entering the workplace for evidence at the start of their shift if they are free of symptoms (if applicable)
- Remind staff of their leave entitlements if they are sick or required to self-isolate
- Treat personal information about individual workers' health carefully, in line with privacy laws
- Facilitate working from home, if possible, for staff who tested positive for COVID-19 but are not displaying symptoms

Recording keeping

- Keep name and mobile number or email address for all staff, visitors and contractors for a period of time required by the jurisdictional health authority. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. Some industries may require additional information to be obtained such as work rosters and work schedules to ensure contact tracing is able to identify persons who are working in close proximity to one another during the same work period
- Employers should make staff aware of Government approved apps, such as MyGov, QR code check ins, the COVIDSafe app and the benefits of the applications to support contact tracing, if required.
- Cooperate with jurisdictional health authority if contacted in relation to a positive case of COVID-19 at your workplace and notify the health and safety regulator if it is work related

Maintain a written record of which employees/workers have received a COVID-19 vaccination. Employsure BrightHR clients can use the VaccTrak feature to achieve this

Plan ahead

Nominate a worker or a team of workers to be a COVIDSafe marshal, officer or champion to ensure safe practices in the workplace are implemented and followed. Teach their colleagues the proper procedures listed in this checklist and the COVID-19 Safety Plan

Consider what you will do if one of your workers is suspected or confirmed to have COVID-19, including how you will support that worker and what you need to do to ensure the workplace remains safe for other workers

Consider if you have appropriate cleaning products and PPE available to disinfect your workplace following an outbreak. If you do not, consider options for hiring a cleaning company to do this work

Put a protocol in place for reopening your workplace after an outbreak or isolation period

Review

Regularly review procedures and control measures currently in place to ensure its effectiveness

Review procedures currently in place to ensure business is made aware of updated directions from jurisdictional health departments and authorities, and the procedures are reflected of these directions

Review procedures and responsibilities defined to ensure control measures are updated as required

Stay informed

Keep up to date with Government advice on controls to prevent the spread of COVID-19, including any restrictions on normal business activities, and respond accordingly

Contact the Employsure Advice Service on 1300 651 415 or advice@employsure.com.au for any specific queries regarding how the advice may impact on your business and workers

Contact our Bright team on 1300 651 415 if you would like more information on BrightHR and the VaccTrak feature