

Covid-19 Safety Plan

Workplace details

Name of Workplace	<input type="text"/>	Prepared by	<input type="text"/>
Street Address	<input type="text"/>	Position title	<input type="text"/>
Contact Number	<input type="text"/>	Completed	<input type="text"/>
Email	<input type="text"/>	Revision Date	<input type="text"/>

***Some of the considerations that may apply to your workforce safety plan include, but are not limited to;**

Vaccination

- Seek advice to confirm whether your workplace is covered under any government mandates.
- If so, is your business complying with all mandatory requirements for your industry?
- Has your workplace properly registered their business and has visible QR code check-ins for patrons to check in?

Physical Distancing Measures

- Are staff well informed on social distancing measures?
- Has the furniture been arranged to match recommended social distancing measurements? (1.5 metres)
- What steps, if any, have you taken to minimise the number and movement of staff in the workplace?
- Have you identified all the potential interactions that can take place between staff and others? If so, have they been modified in any way from what was originally planned for them based on your findings?
- Are there visible and appropriate signage (markings) and information encouraging social distancing, where possible?
- Is your staff aware of density limits and have they been trained to react to potential of overcrowding?

Personal Hygiene

- Have you provided adequate hand washing and hand sanitising stations?
- Have all works been instructed on how to property wash hands and ensure hygienic working environments?
- Is there correct signage and information in the workplace on maintaining good hygiene and frequent cleaning?

Cleaning

- Does your business have an appropriate amount of cleaning equipment, such as detergent, disinfectant or food grade sanitiser?
- Are there plans and procedures in place for regular cleaning in areas such as communal rooms and on items that are considered 'high touch' such as door handles, countertops or furniture?
- Have you removed any items that can be re-used among staff?

Ventilation

- Has there been an appropriate assessment on the ventilation in your workplace and the potential for improvement?
- Have you considered contacting a specialist to conduct an ventilation assessment, identifying any improvements that can be made? Such as the use of outdoor spacing?

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Masks

- Does your business fall under the current mask wearing mandate?
- Do you provide face coverings for staff in the event that a face mask is unavailable?
- Have your staff been properly instructed on how to use and dispose of a mask?

Training

- Is your staff well informed on the COVID safety procedures and what responsibilities they must undertake?
- Have your staff undergone any COVID-19 required training?
- Have your clientele been well informed on your COVID safety procedures and what to do in the event of exposure?

Compliance

- Seek advice to ensure your business is fully compliant with any statutory requirements.

Response Planning - Monitoring symptoms of COVID-19

- Have you put up correct signage about COVID-19 symptoms in your workplace?
- Have you notified any staff that is unwell / symptomatic to stay home and get tested?
- What are the protocols in the event of an exposure or suspected exposure of COVID-19 in the workplace?
- Is there a plan in place in the event a worker returns a positive RAT or PCR test?

Contact tracing records

- Is the SafeWA QR Code in a clear and visible location?
- Are there any options for contact tracing purposes? (i.e. check-in book)
- How are you storing and maintaining records for the purposes of contact tracing?
- Are these records being recorded and discarded in accordance with statutory requirements?
- Do you have a track record of staff movement and allocated shifts?

For more information on how COVID-19 could affect your workplace, or whether any of the above considerations apply, then please contact our Employment team at (08) 9305 9529 or lotuslegalperth.com.au/employment-law/



Covid-19 Safety Guidelines

Vaccination

The COVID-19 vaccination is a critical tool in our fight against the ongoing pandemic, and it has decreased the number of hospitalisations and deaths caused by the virus as well as curbed transmission amongst the community.

For more information on vaccine access, visit rollup.wa.gov.au. Currently, proof of vaccination is required for many staff and customers/patrons to enter venues and events across WA. For further information, you can visit www.wa.gov.au.

Ventilation

Having a well-ventilated workplace can help reduce the risk of transmission. There are many factors that can influence a room's ventilation, such as space, number of people, and the timing of how long someone spends in a room. Thus, adapting your workspace to allow for better airflow can dramatically decrease the risk of airborne transmission. It is encouraged that you should seek a qualified person to conduct a ventilation assessment to identify potential risks and make improvements to any low ventilated areas.

For more information on COVID-19 and workplace ventilation, please refer to the WA health website (<https://ww2.health.wa.gov.au/>) for more information.

Masks

It is important that all individuals follow the current mask-wearing requirements, to help protect themselves and others. When in the workplace, masks should be worn properly and should be replaced regularly. If masks are mandatory in your workplace, they should be worn at all times, unless it is inappropriate, or the individual is unable to do so. Masks should also be worn by customers/patrons, subject to a valid medical exemption.

For up to date information on what the current mask mandates are in Western Australia, visit: <https://www.wa.gov.au/government/covid-19-coronavirus/covid-19-coronavirus-what-you-can-and-cant-do>

Physical Distancing

Maintaining and practising social distancing in a workplace can be one of the most effective ways to reduce the spread of COVID-19.

While not mandatory, it is highly recommended that a minimum of 1.5 metres is provided amongst patrons and staff. If your workplace is required to have density/capacity limits, then this must also be followed. Failure to comply may result in warnings or even fines.

Other potential tips or hazards that can help curb the spread of COVID-19 include but are not limited to:

- Having barriers at contact points, such as at the register.
- Signage that encourages social distancing or directs the flow of traffic.
- Management of shared spaces between staff and patrons.
- Having a management plan for staff.

Personal Hygiene

Research has shown that the COVID-19 can also spread through the surfaces we touch, thus maintaining good personal hygiene is important in preventing the spread of the virus. Staff and customers/patrons should be encouraged to always wash their hands, sanitise and limit their contact with objects. To properly wash and sanitise, visit:

https://www.healthywa.wa.gov.au/Articles/F_I/Facts_about-hand-hygiene

Training

To provide further clarity, businesses should regularly communicate restrictions, policies and procedures to their staff and customers/patrons. Having a hard copy on the premises, communicating electronically or having regular briefings could reduce any potential issues. The Australian government has also provided a training program if you wish to participate.

<https://www.health.gov.au/resources/apps-andtools/covid-19-infection-control-training>

Covid-19 Safety Guidelines

Contact registering / Tracing

The current state government regulations require all businesses to maintain a 'contact register' of all people involved within the business. This information can be used for contact tracing purposes only. Currently, all customers/patrons must check into venues or events by using the ServiceWA QR Code, which should be visible at all entry points or at any other accessible locations (such as a table).

Alternatively, a hard copy contact register should be available for patrons who do not wish to use an electronic device to check-in, such as a logbook. For further information about contact registration in your business, please refer to the two links below:

<https://safewa.health.wa.gov.au/>
<https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-posters-and-signage>

Response Planning

In the event that COVID-19 is detected in your workplace, it is important that you act immediately and according to applicable industry standards. It is recommended to have an emergency response plan in place in advance, to be better prepared in the event of an outbreak.

Factors businesses should consider when responding are:

- Cleaning and disinfecting of the known area (https://ww2.health.wa.gov.au/~/_media/Corp/Documents/Health-for/Infectious-disease/COVID19/COVID19-IPC-advice-on-cleaning-and-disinfecting-in-the-workplace.pdf).
- Providing relevant information of contacts to WA Public Health. (RING 13 COVID - 13 26843)
- Reviewing and maintaining risk assessments in the business.
- Having prevention and control strategies within the business that is updated regularly.
- Ongoing consultation with staff on emerging risks and updated policies.

Personal Protective Gear

While it may not apply to every business, PPE is a necessary tool for many services and interactions in the workplace. PPE can include but is not limited to items such as sanitisers, hand wash surface disinfectants, masks, gloves, and many more.

It is also crucial that proper procedures are implemented including the correct use and disposal of PPE. In combination with the provided PPE in your workplace, regular cleaning schedules should also be made available. If you need more information on identifying PPE and training, please visit:

<https://ww2.health.wa.gov.au/About-us/Policyframeworks/Public-Health/Mandatoryrequirements/Communicable-DiseaseControl/Infection-Prevention-and-Control/Identificationand-Use-of-Personal-Protective-Equipment-in-theClinical-Setting-COVID19-Policy>

Personal Protective Gear

Businesses must ensure compliance with any statutory obligations including but not limited to the: **Emergency Management Act 2005, Public Health Act 2016, and the Protection of Information (Entry Registration Information Relating to COVID-19 and Other Infectious Diseases) Act 2021.**

For more information on how COVID-19 could impact your workforce or whether any of the above considerations apply to your workplace, then please contact our Employment Team at (08) 9305 9529 or at lotuslegalperth.com.au/employment-law/