YOUR COVIDSAFE PLAN TEMPLATE

Employers have a responsibility to provide a healthy and safe working environment under the National COVID-19 safe workplace principles. To do so, all businesses should implement a COVIDSafe plan to help keep the coronavirus at bay. Get started with your plan using this three-step template.

STEP 1: COMPLETE A RISK ASSESSMENT

Risk assessments are a helpful tool to identify and control workplace hazards in order to provide a safe work environment. While risk assessments are a normal part of managing a business, you may need to revisit yours to make it COVIDSafe. Answering these questions can help.

■ What workplace hazards could contribute to the spread of COVID-19 infections (e.g. workstations too close together, shared employee facilities, no regulation of visitors to your office)?

■ For each hazard you've listed, what is the potential risk level that it will contribute to the spread of COVID-19 infections (low, medium or high)?

■ Starting with the highest ranked hazards, what actions can you take to manage, control or eliminate the associated risks (e.g. separating workstations, temporarily closing shared workplace spaces, restricting visitors to your office)?

STEP 2: IMPLEMENT PREVENTION PRACTICES

Preparation and prevention is the cornerstone of your COVIDSafe plan. Consider implementing the following practices as part of your fight against the pandemic.

- [ ] Ensure full office cleaning is scheduled for the end of every work day.
- [ ] Provide personal protection equipment (PPE) and a disinfectant containing at least 70% alcohol to cleaners.
- [ ] Give employees access to alcohol-based disinfectant wipes and hand sanitiser for daily hygiene.
- [ ] Set up and restock hand sanitisation stations for all people entering and leaving your workplace.
- [ ] Put up social distancing, hand washing and hygiene instruction posters in shared spaces including kitchens and bathrooms.
- [ ] Provide floor markers to direct foot traffic and maintain social distancing.

STEP 3: PREPARE TO RESPOND TO AN INFECTION

If an employee or visitor becomes infected or has close contact with someone who is infected, it's important to know the course of action you'll take. Answering these questions can help get you started.

■ What have you told your employees about symptoms to look out for and when not to come to work?

■ How have employees been instructed to notify the business if they test positive for COVID-19?

■ What support can you provide to infected employees?

■ How can you notify the relevant health body in your state or territory?

■ How can you identify which of your employees may have had close contact with the infected person?

■ How can you notify employees who may have had close contact with an infected person, and what support can you provide?

■ How can you manage an immediate shut down of your workplace if necessary after an infection is identified?

■ What immediate cleaning protocols do you have in place if an infection is identified in your workplace?

As the number of COVID-19 cases increases or decreases over the coming months, government-imposed restrictions may change at short notice. Keep track of the latest COVID-19 information at our Business Guide to Coronavirus.

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