



## 1. Completing your COVID-19 Safety Plan

### Managing risk

The Work Health and Safety Act 2012 requires hazards in your workplace to be risk assessed and controls implemented to reduce the risks you identified. As COVID-19 is workplace hazard, you must do a risk assessment to comply with your work health and safety duties. Public Health Directions also require you to undertake an assessment of the risks of COVID-19 transmission in your workplace.

Doing a risk assessment will help you to identify and assess your COVID-19 risks, and determine what controls will be suitable and effective to reduce these risks. These controls will then make up your COVID-19 Safety Plan.

Risks should be considered in terms of:

- ▶ risks to your workers
- ▶ risks to your customers and businesses your service
- ▶ risks to visitors entering your workplace
- ▶ risks to the continuity of your business.

If changes are made in your workplace or additional controls are implemented, you must review your risk assessment and update your COVID-19 Safety Plan.

See also WorkSafe's guidance note on Conducting a COVID -19 Risk Assessment at [worksafe.tas.gov.au/covidframework](https://worksafe.tas.gov.au/covidframework).

The code of practice How to Manage Work Health and Safety Risks also provides guidance on how to undertake a risk assessment. You can find this at [worksafe.tas.gov.au](https://worksafe.tas.gov.au) by searching for 'CP112'.

Public Health has determined a set of minimum standards for managing the risks of COVID-19. These are reflected in Public Health Directions, which can be found at [coronavirus.tas.gov.au/resources](https://coronavirus.tas.gov.au/resources).

### Create your COVID-19 Safety Plan

This guide will help you create your COVID-19 Safety Plan and make sure you have adequate controls in your workplace for reducing the risk of COVID-19 transmission in your workplace. This guide provides information on what these controls may look like, and help you work out if they apply to your workplace and how you might go about implementing them.

You can find a template for creating a COVID-19 Safety Plan at [worksafe.tas.gov.au/covidframework](https://worksafe.tas.gov.au/covidframework).

You'll also find other information that explains specific issues such as physical distancing and industry-specific matters at [worksafe.tas.gov.au/covidframework](https://worksafe.tas.gov.au/covidframework).

### Implement your COVID-19 Safety Plan

Once you've created your COVID-19 Safety Plan, you need to put into practice the control measures in your daily operations.

Work procedures may need to be modified to incorporate the new controls, and workers will need to be instructed and receive training on the new requirements.

You need to implement all the controls identified in the plan where practical. The more controls you can apply in your workplace, the more you reduce the risk of COVID-19 transmission.

### Consult with your workers

You must consult with your workers and/or their health and safety representatives as you develop and implement your plan and control measures. Who else knows your business better than the people that do the work? Gather their input and involved them in the decision making process; you'll get a better outcome.

You must also provide your workers with the information, instruction and training needed to ensure they know what to do, how to do it, when to apply controls and why.

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It's the actual behaviours of your workers, contractors and customers while in your workplace that will determine if COVID-19 will impact your business.

### Review your COVID-19 Safety Plan

Your COVID-19 Safety Plan should be frequently reviewed to help you comply with new restrictions and meet requirements for your workers, contractors and customers.

At [worksafe.tas.gov.au/covidframework](https://worksafe.tas.gov.au/covidframework), you will find information for reviewing and updating your COVID-19 Safety Plan.

Regularly check [coronavirus.tas.gov.au/business-and-employees/business-restrictions](https://coronavirus.tas.gov.au/business-and-employees/business-restrictions) for any changes to restrictions and update your plan if necessary.

You should also review your plan if you change your business operations, your systems of work, or the work tasks your workers perform. You'll need to complete a risk assessment to see how your health and safety risks have changed and help identify what changes you need to make to manage them.

Remember to consult with your workers and/or their health and safety representatives throughout the risk assessment process and as you review your COVID-19 Safety Plan.



## 2. Maintaining physical distance

Physical distancing continues to be one of the strongest controls to prevent the spread of COVID-19.

Current Public Health Directions require physical distancing of at least 1.5 metres between people.

Regularly check [coronavirus.tas.gov.au/business-and-employees/business-restrictions](https://coronavirus.tas.gov.au/business-and-employees/business-restrictions) for any changes to physical distancing requirements.

### Workers

Review the layout of your workplace and work processes and consider how you can allow your workers to spread out and stay 1.5 metres apart. This may require redesign of the workplace layout, or changes to the processes and the way workers work together.

Ways to do this include:

- ▶ displaying signs to remind workers to maintain physical distancing
- ▶ placing stickers, crosses or other marks on the floor to designate where workers should stand (for example on processing lines)
- ▶ re-arranging furniture so chairs are 1.5 metres apart.

Limiting the number of workers in enclosed spaces also helps maintaining physical distancing.

It may also be possible that some of your workers can work from home. This might help create more space between workers who remain at your workplace.

### Visitors

Ways to ensure physical distancing by customers, patrons and other visitors at your workplace include:

- ▶ displaying signs at the entrance telling visitors to maintain physical distancing
- ▶ placing stickers, crosses or other marks on the floor to guide customers where to stand in queues, for example
- ▶ re-arranging furniture so chairs are 1.5 metres apart (for example in cafes or at hair salons).

Make sure your workers are empowered to remind visitors of your physical distancing requirements.

It's understood that in some situations physical distancing isn't practicable; for example, groups of people seated at the same table in a café. In this case, there should be 1.5 metres between groups of people.

### Other measures

Where it's not reasonably practicable to comply with the physical distancing requirements described above, then you must use other control measures. Masks and Perspex screens can protect workers and visitors when physical distancing cannot be achieved.



### 3. Density requirements

Density limits restrict the number of people gathered in an enclosed area or indoor space. They limit congestion and overcrowding and help maintain physical distancing.

Current Public Health Directions require premises and venues not to have more than 1 person per 2 square metres of floor space in each indoor space .

This means you mustn't allow people to enter or stay in an indoor space if you can't allow at least 2 square metres of space for each person.

The maximum number of people allowed at a premise is the smaller number of either:

- ▶ the maximum number of people for which there is 2 square metres per person, or
- ▶ the maximum gathering number specified for the type of venue/activity.

Regularly check [coronavirus.tas.gov.au/business-and-employees/business-restrictions](https://coronavirus.tas.gov.au/business-and-employees/business-restrictions) for any changes to density requirements.

See also WorkSafe's information sheet on managing density at [worksafe.tas.gov.au/covidframework](https://worksafe.tas.gov.au/covidframework).

#### Exceptions

The exceptions to the 1 person per 2 square metres rule include:

- ▶ some seated venues: currently these can fill their full seated capacity. This applies to entertainment venues, places of worship, funeral homes, and stadiums and arenas. The 1 person per 2 square metres rule applies to any unseated parts of these venues
- ▶ lifts, elevators and similar spaces.

#### Events

The 1 person per 2 square metres rule applies to events.

#### Inform workers and visitors

Make sure your workers and people entering your premises are aware of your density requirements.

Ways to do this include:

- ▶ placing signs at the entrance telling people the maximum number of people permitted in each room or area.

#### Calculating your density limit

- ▶ Measure the length and width of the floor space for each indoor space.
- ▶ Multiply the length by the width to calculate the area in square metres, then divide this by 2.
- ▶ The final number is the maximum number of people allowed in the premises (up to the maximum gathering size).

#### Applying your density limit

Ways to do this include:

- ▶ ensure workers and customers maintain 1.5 metres distancing from each other (see previous section on physical distancing)
- ▶ where possible, co-ordinate arrival times customers so crowding does not occur in arrival/waiting areas (for example, take bookings at a restaurant)
- ▶ have enough space between dine-in customers and takeaway pickup areas at a café.



### 4. Stay home if unwell

Preventing people from entering your workplace who are unwell or who are displaying COVID-19 symptoms is key to reducing the risk of COVID-19 transmission in your workplace.

#### Workers

You should direct any worker with COVID-19 symptoms to stay at home until they have a COVID-19 test and confirm they do not have COVID-19.

You must educate and train your workers on the main symptoms of COVID-19:

- ▶ fever (or signs of fever, including chills or night sweats)
- ▶ cough
- ▶ sore/itchy throat
- ▶ runny nose
- ▶ shortness of breath
- ▶ loss of taste or smell.

COVID-19 can also cause the following symptoms, on their own or with other symptoms:

- ▶ headaches
- ▶ muscle and joint pain
- ▶ nausea/feeling sick, vomiting
- ▶ diarrhoea

- ▶ loss of appetite
- ▶ fatigue/extreme tiredness.

Look at working from home arrangements (where possible). This will significantly reduce the impact on your operations while workers isolate at home awaiting their COVID-19 test results.

#### Visitors

Ways to reduce the risk of customers, patrons and other visitors entering your workplace with COVID-19 include:

- ▶ displaying signs at the entrance telling visitors not to enter if they have COVID-19 symptoms, cold/flu symptoms or have been in close contact with confirmed cases
- ▶ asking people to leave your premises if they display symptoms associated with COVID-19
- ▶ ensuring contractors/suppliers confirm they are well when 'signing in'
- ▶ updating your induction procedures to ensure all contractors are aware of your COVID-19 controls
- ▶ empowering workers to monitor visitors, to check if they are unwell, and to ask them to leave if they are not.



### 5. Hygiene Factors

Having appropriate hygiene controls in place and encouraging your workers to have good hygiene practices will reduce the risk of COVID-19 transmission in your workplace.

Hand washing using soap and water or using hand sanitiser are important hygiene practices. Avoiding touching your face, eyes, nose and mouth are also important.

Ways to encourage good hygiene practices include:

- ▶ encouraging everyone to wash their hands for at least 20 seconds and dry them with clean paper

towel. Use 70% alcohol-based hand sanitiser if unable to wash hands. This should occur:

- before and after eating
- after coughing or sneezing (into elbow/tissue)
- after going to the toilet
- when changing tasks
- after touching potentially contaminated surfaces.

- ▶ displaying signs on correct hand washing in toilets and staff break rooms.

You must provide all supplies and equipment necessary to ensure good hygiene practices can be followed.



## 6. Cleaning

### Cleaning schedule

You must prepare, implement, and maintain a schedule for routinely cleaning and (where appropriate) disinfecting your workplace.

Your cleaning schedule should:

- ▶ consider the level of risk of COVID-19 transmission within your workplace
- ▶ identify what needs to be cleaned and disinfected, how often, and how the cleaning/disinfecting is to be done
- ▶ be written down and displayed so workers are aware of the requirements.

Important points to remember when **cleaning** include:

- ▶ clean frequently touched or used surfaces/areas regularly throughout the day
- ▶ clean less frequently used surfaces and or areas at least daily
- ▶ keep a record of shared rooms (for example meeting rooms and tea rooms) and when they were last cleaned
- ▶ start cleaning the cleanest surface first, progressively moving towards the dirtiest surface
- ▶ when surfaces are clean, they should be as dry as possible, to prevent slips/falls and the spread of viruses through droplets.

Important points to remember when **disinfecting** include:

- ▶ disinfecting means using chemicals to kill germs on surfaces. These can be liquids, sprays or wipes, and are labelled 'disinfectant' on their packaging
- ▶ disinfectants are usually only necessary if a surface is contaminated with potentially infectious material, or if your workplace has many customers or others entering each day.
- ▶ it is important to clean before disinfecting.

### Cleaning staff

Cleaning staff must sign the cleaning schedule each time they clean an area or item.

Consult with your workers responsible for cleaning or your cleaning contractor about your requirements. Instruct workers in the safe use of cleaning chemicals. Make sure safety data sheets are available. Make sure workers wear gloves and eye protection when handling and preparing disinfecting solutions.

Ensure cleaning staff can maintain the increased cleaning schedule. Discuss any supplies or equipment needed.

### Cleaning supplies

You must provide all supplies and equipment necessary to ensure your cleaning schedule and requirements are implemented.

Select and use appropriate cleaning and disinfecting products.

Implement procedures for the safe disposal of contaminated waste.

See also:

- ▶ Safe Work Australia's information on cleaning and disinfecting at [swa.gov.au](https://www.swa.gov.au) by searching for 'covid cleaning'
- ▶ WorkSafe's information sheet on cleaning, hygiene and managing mixing at gyms at [worksafe.tas.gov.au/covidframework](https://worksafe.tas.gov.au/covidframework).

### Cleaning plan

You should develop a cleaning plan that sets out how you will clean your business if you have had a COVID positive case on site.





### 7. Provision of information, training and instruction to workers

You must provide each worker (including your contractors and volunteers) with information, training, and instruction on:

- ▶ the risks of COVID-19 transmission in your workplace
- ▶ your COVID-19 Safety Plan and its control measures to reduce those risks.

You must also provide your customers, patrons and other visitors to your workplace with information about your control measures, and how they must follow these.

Ways to do this include:

- ▶ displaying posters in your workplace
- ▶ holding training sessions and including information in inductions
- ▶ providing written or digital information.

Workers and visitors must comply, so far as they are reasonably able to, with any reasonable instruction you give to manage the risks of COVID-19.



### 8. Provision of adequate supervision (in implementing the plan)

You must provide adequate supervision to your workers to ensure that your control measures are implemented.

Provide your supervisors with guidance to ensure that COVID-19 controls are applied and enforced at all times. Supervisors must ensure that these controls are incorporated into daily work practices and processes.



### 9. Record of entry for contact tracing

Recording people's entry into your workplace enables efficient contact tracing to happen if someone with COVID-19 comes into your workplace. It can help reduce the impact of COVID-19 in your workplace by identifying, assessing, and managing people who have potentially been exposed to COVID-19.

#### Use of the Check-in TAS App

The Check in TAS app helps identifying people who may have been exposed to someone with COVID-19.

Many businesses are required (under Public Health Directions) to register for the Check in TAS app to collect contact information about everyone who spends time at their premises.

These are:

- ▶ accommodation locations
- ▶ airport premises
- ▶ animal health and care locations
- ▶ education and child care locations
- ▶ entertainment, cultural and historic locations
- ▶ events locations
- ▶ fitness, sports and physical recreation locations
- ▶ food and beverage locations
- ▶ hair, beauty and personal care locations
- ▶ health, medical and aged care locations
- ▶ passenger transport services and locations
- ▶ places of worship locations
- ▶ retail locations
- ▶ tourist and tourism locations.

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Regularly check [coronavirus.tas.gov.au/business-and-employees/business-restrictions](https://coronavirus.tas.gov.au/business-and-employees/business-restrictions) for any changes to this list of mandated businesses.

Even if you are not required to use the app, it may be something you wish to implement as part of your COVID-19 Safety Plan as it is a simple and effective tool to assist in contact tracing.

### Paper-based system

Customers, patrons or other visitors can check in using a paper register if they do not have a suitable device.

You can find a template for creating a register at [worksafe.tas.gov.au/covidframework](https://worksafe.tas.gov.au/covidframework).

You must keep this information securely for 28 days, or add it into the app yourself when internet service is available.

### Workers

As well as providing the Check in TAS app QR code and paper-based registers, encourage your workers to monitor that visitors do actually check in when they enter your workplace.

Workers should also check in when they come to work.



## 10. Vaccination of workers

Another important way to reduce the risk of COVID-19 transmission is to be vaccinated.

Ask your workers if they have been vaccinated. While it is not mandatory for workers to share this information with you, most will. This information can then be used to inform your risk assessment when deciding whether to make vaccination mandatory in your workplace.

### Mandatory vaccinations

Workers in some industries are required (under Public Health Directions) to be vaccinated. This should be reflected in your COVID-19 Safety Plan.

Regularly check [coronavirus.tas.gov.au/resources](https://coronavirus.tas.gov.au/resources) for any changes to vaccination requirements.

You can only require your workers to be vaccinated where:

- ▶ a specific law (such as a Public Health Direction) requires a worker to be vaccinated
- ▶ the requirement is permitted by an enterprise agreement, other registered agreement or employment contract, or

- ▶ it would be lawful and reasonable for an employer to give their workers a direction to be vaccinated, which is assessed on a case-by-case basis.

One or more of these circumstances can apply when you are requiring a worker to be vaccinated.

You should also consider how protections for workers under anti-discrimination laws may apply.

See also the Fair Work Ombudsman's information on vaccination rights and obligations at [coronavirus.fairwork.gov.au](https://coronavirus.fairwork.gov.au) by searching for 'vaccination rights'.

### Risk assessments to mandate vaccination

Where vaccinations are not mandated by a Public Health Direction, do a risk assessment to determine if the risks of COVID-19 are significant and if mandating vaccinations would reduce those risks.

A risk assessment should address things like if you deliver services to vulnerable people or communities, and determine whether you will require workers to be vaccinated under a lawful and reasonable direction. This should be done in consultation with your workers. See WorkSafe's guidance note on doing a COVID-19 risk assessment at [worksafe.tas.gov.au/covidframework](https://worksafe.tas.gov.au/covidframework).

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It is important to note that when over 90% of the population is vaccinated, mandating vaccination may have minimal impact on reducing the risk of COVID-19 transmission in your workplace. The other control measures in your COVID-19 Safety Plan are much stronger defences.

The Fair Work Ombudsman has identified four 'tiers' or types of work that can guide workplaces as they decide whether or not to make vaccinations mandatory for their workers. Other factors that can help in this decision making (and ensure that decision is lawful and reasonable) include:

- ▶ the nature of each workplace: whether physical distancing is possible, and whether the business is providing an essential service
- ▶ how much workers need to work with/come into contact with the public, what kind of people they will interact with (for example, vulnerable people in a nursing home, possibly-infected people in a quarantine hotel, worker in other high-risk workplaces)
- ▶ the extent of community transmission of COVID-19 in the workplace's location among workers, customers or other members of the community
- ▶ the terms of any Public Health directions in place where the workplace is located

- ▶ work health and safety obligations
- ▶ each worker's circumstances, including their duties and the risks associated with their work; and if they have a legitimate reason for not being vaccinated (for example, a medical reason).

See the Fair Work Ombudsman's information on mandatory vaccinations at [coronavirus.fairwork.gov.au](https://www.fairwork.gov.au/coronavirus) by searching for 'mandatory vaccinations'.

Workers required to be vaccinated and who have an adverse reaction to vaccination may be entitled to workers compensation..

### Excluding unvaccinated visitors from your workplace

Excluding visitors from your workplace who aren't vaccinated may have minimal impact on reducing the risk of COVID-19 transmission in your workplace when over 90% of the population is vaccinated. The other control measures in your COVID-19 Safety Plan are much stronger defences.

In some high risk circumstances, Public Health Directions apply and place requirements around the vaccination status of people entering workplaces. Regularly check [coronavirus.tas.gov.au/resources](https://www.coronavirus.tas.gov.au/resources) to see if these apply to you.



## 11. Ventilation in the workplace

COVID-19 droplets can spread between people and be inhaled more easily indoors than outdoors. Good ventilation can reduce the risk of COVID-19 transmission, so review the ventilation systems in your workplace.

Ways to do this include:

- ▶ open a window to allow greater air movement in a room or area
- ▶ avoid using rooms where there is no air conditioning.
- ▶ leave a door open when having multiple persons in the room.

Contact an air conditioning professional if you want to have your air conditioning arrangements assessed.

See also Safe Work Australia's information on ventilation at [covid19.swa.gov.au](https://www.covid19.swa.gov.au) by searching for 'HVAC'.





## 12. Case and outbreak management

### Face masks

Using face masks is an effective means of controlling the risk of COVID-19 transmission, particularly when physical distancing is not possible or where there may be the potential of a high volume of people entering your workplace. Make sure workers know how to safely take face masks off and on.

### Physical barriers

Many workplaces have adopted perspex barriers in high-traffic areas to protect workers, particularly where physical distancing is possible (for example, supermarket checkouts). If you use these barriers, make sure they are cleaned regularly.

Looking at your work processes will help you identifying high risk areas where this may be useful.

### Outbreak management

Your COVID-19 Safety Plan should include how you will respond if there is a COVID-19 case or transmission in your workplace.

You should:

- ▶ state how your workplace will help workers who need to isolate/quarantine
- ▶ outline the reporting mechanisms you will have in place so you can respond as soon as possible to a COVID-19 case
- ▶ identify who will lead the response and liaise with Public Health and other agencies; and how you will liaise with Public Health to coordinate appropriate communications about the case or outbreak to other people who are associated with your workplace
- ▶ outline how you will support Public Health contact tracing by collecting and providing any additional worker and visitor information that has not been collected via the Check in TAS app. This may include work rosters, manual check in/visitor log sheets, appointment books or spreadsheets

- ▶ outline how you will advise anyone you identify as a contact to quarantine at home and follow the quarantine instructions (see also contact tracing below)
- ▶ state how you will clean and disinfect the workplace.

### Testing

Public Health will continue to offer testing to identify people infected with COVID-19.

### Contact tracing

Contact tracing will also continue but will focus on identifying close contacts. A close contact is anyone who has had face-to-face contact with a confirmed case in their infectious period.

Whether you are considered to be a close, casual or low risk contact will depend on:

- ▶ the amount of time you were exposed to the infectious person
- ▶ how close you were to the person
- ▶ whether you and the person were wearing masks
- ▶ the vaccination status of the person
- ▶ your vaccination status
- ▶ the setting or location of the exposure.

Public Health will use a risk assessment to identify close, casual and low risk contacts and will undertake contact tracing by:

- ▶ interviewing the infectious person to find out who they live, work and socialise with
- ▶ using the Check in TAS data to identify people who may have visited a site that was also visited by the infectious person
- ▶ working with workplaces and exposure sites to identify people who may have been exposed to the infectious person.

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### Isolation and quarantine

Where a confirmed COVID-19 case has been identified in a workplace, Public Health will identify those people who will need to go into isolation or quarantine. Public Health will provide information to workplaces, including instructions about isolation and quarantine.

See [coronavirus.tas.gov.au](https://coronavirus.tas.gov.au) for up-to-date information on isolation and quarantine.

### Closing your business if identified as an exposure site

You should not need to close your business down if there are close contacts identified in your workplace.

If your workplace is deemed an exposure site, you will be expected to undertake normal cleaning and disinfecting of your workplace to reduce any residual COVID-19 risks and you should be able to continue to operate without closure.

If your workplace has multiple transmissions, Public Health may require additional actions including closing down for a period of time.

See more about case and outbreak management go to [coronavirus.tas.gov.au](https://coronavirus.tas.gov.au) and search for 'outbreak'.

### Incident notification for COVID-19

You must notify WorkSafe Tasmania when it is confirmed that someone has contracted COVID-19 through carrying out work and:

- ▶ the person dies; or
- ▶ the person requires treatment as an in-patient in a hospital; or
- ▶ the reason the person contracted COVID-19 is reliably attributable to carrying out work that involves providing treatment or care to a person; or involves contact with human blood or body substances. In this case, the carrying out of work must be a significant contributing factor to the infection being contracted.

You must notify WorkSafe Tasmania immediately after you become aware of the situation. Call WorkSafe Tasmania on 1300 366 322 or submit an online notification at [worksafe.tas.gov.au](https://worksafe.tas.gov.au) (search for 'notify').

### Disclaimer

To ensure this information is as accessible and easy to understand as possible, we refer to 'employers' and their responsibilities.

However, under the model WHS laws, duties apply to any person conducting a business or undertaking (PCBU) which includes employers, but also others who engage workers. For more information about who is a PCBU see [worksafe.tas.gov.au](https://worksafe.tas.gov.au).