COVID-19 Plan Checklist

SAFETY CHAMPION

	Yes	No	N/A
Working from home – have you			
Provided guidance on or arranged for a virtual safe workstation set up for all workers			
Appointed 'contact persons' who your workers can talk to about concerns			
Set-up a communication network (e.g. daily x 10 mins) for all workers or within teams via zoom, teams or similar			
Provided information to workers about EAP programs or where to get advice and support			
Physical Distancing (at a workplace) – have you			
Put up posters re keeping a 1.5m distance			
Erected signs at entrances/exits, lifts, meeting rooms etc. to ensure the max safe capacity is not exceeded			
Moved workstations, desks, tables etc. to comply with social distancing			
Considered shift arrangements			
Handwashing and hygiene – have you			
Sanitiser at entry and exit points			
Ensured that bathrooms are well stocked with handwash and paper towel			
Put up posters (instructions on how to hand wash/hand rub)			
Provided guidance to workers on how limit the spread of germs			
Considered automatic alerts on computers re washing hands etc.			
Cleaning – have you			
Appropriate cleaning products and personal protective equipment in place.			
Ensured frequented areas by workers or other are cleaned at least daily with detergent or disinfectant			
Instructed workers to wear gloves when cleaning and wash hands or use sanitiser before and after wearing gloves			
Ensured frequently touched areas (Eftpos equipment, elevator buttons, handrails, tables, counter tops, door-knobs, sinks, keyboards etc.) are cleaned several times a day with detergent or disinfectant solution or wipes.			
Instructed workers to clean personal property that comes to work, such as sunglasses, mobile phones and iPads			
COVID-19 Symptoms – have you			
Put up signs about the symptoms or provided guidance (electronically) to workers			
Directed workers to stay home and/or to seek medical advice			
Reminded workers of leave entitlements (sick and annual) and government support if none available			
COVID-19 Plan – have you			
Developed a documented busines continuity plan (i.e. COVID-19 Risk Management Plan) that considers: Preparedness, Initial Actions, Targeted Actions, Recovery			
(Note: This must be in place if your business is within Metropolitan Melbourne and you are Open (for on-site Work) from midnight on Wednesday 5 August)			
Identified a suitable cleaning company to undertake cleaning activities if a worker tests positive to COVID-19 or can you undertake these activities in house			
A process in place for informing WorkSafe Victoria of a confirmed case of COVID-19			
Considered how you will support a worker who is suspected of or confirmed to have COVID-19			

10 Considerations for Effective COVID-19 Management

Have you:

1. Viewed Safe Work Australia's Resources "COVID-19 Information Workplaces" https://www.safeworkaustralia.gov.au/covid-19-information-workplaces; and familiarised yourself with the available resources.
2. Made a list of the ways that COVID-19 could be transferred within your workplace; and, for each identified transmission pathway, identified one or multiple "things" that your business is doing, or could do?
3. Communicated with your workers?
   - Do workers know what your COVID-19 controls are? And (if required), do they have ready access to required PPE?
   - Have you reminded workers to "stay at home" (and utilise sick leave entitlements) if they have symptoms?
   - Have you established routine check-in's and/or communication points?
4. Communicated with your contractors, visitors, or customers (i.e. those exposed to the work you undertake)?
   - Discussed/Directed expectations of both parties, at the start of the engagement (i.e. established signage at entrance points, introduced a survey, etc.
5. Established a cleaning, wipe-down or sanitation program? Consider "after-use" for all shared equipment and surfaces.
6. Encouraged your workers to download the "COVID-SAFE" App.
7. Download the official government "Coronavirus Australia" App, or subscribe to Safe Work Australia COVID-19 Updates for your Industry https://www.safeworkaustralia.gov.au/subscribe-updates; and frequently check for updates.
8. Nominated an internal stakeholder, as a COVID-19 internal contact point.
9. Scenario Planned?
   - Identified your health and safety responsibilities, should one of your workers report that they have COVID-19? If you are not sure, check the website of your state health and safety regulator (i.e. WorkSafe, SafeWork, etc.). If you are not sure who your regulator is, this can be located on the Safe Work Australia website.
   - Have you put a protocol in place should shut down occur? And when reopening your workplace after an outbreak or quarantine period.
10. Importantly, documented all of the above! And scheduled a review when circumstances change, or periodically.

Commonly adopted controls for your consideration

- Signage. "Physical Distancing – 1.5 m" and "COVID-19 Symptoms" posters at entrances, etc.

- Reducing use of shared tools, equipment.

- Establish a program of cleaning, wiping-down, sanitising shared tools, equipment, and work surfaces after use.

- Eliminate shared equipment and/or resources, and transition to single-use items (i.e. cutlery, etc.).

- Reducing "physical" contact. Not having cross-over between shifts, work parties, etc. Where possible this should be encouraged in, and outside of the work environment.

- Encouraging and/or mandating workers (where possible) to "work from home"

- Providing access to hand sanitiser, masks, face shields, etc.

- Guiding "at home" workers with access to knowledge on effective workstation setup.

- Providing workers with direction to mental health support services (i.e. Beyond Blue, RU OK, Black Dog, etc.)

- Video conferencing has proven to be an effective way to communicate during isolation and maintain social connection. If you have replaced team meetings with phone calls, or, cancelled coffee catch-ups and social drinks, consider if these be transitioned to video-based meeting? Consider: Zoom, Skype, MS Teams.

- Implementing cloud-based solutions such as Safety Champion – to document COVID-19 controls communicated to workers, provide workers with ready access to risk assessment templates, provide workers with relevant information, and access to incident and hazard reporting.