

COVID-19

SAFE

CHECKLISTS

FIRST EDITION
JUNE 2020



KEEPING AUSTRALIAN ATTRACTIONS SAFE



WORKPLACE SAFETY CHECKLIST

What can I do to keep my workers safe at the workplace and limit the spread of COVID-19?

1. Working from home

- Assess who can do their jobs from home. Give those workers the option to do so.
- Provide guidance to your workers on how to set up a safe home work environment (see, for example, SWA's working from home information and diagrams).
- Require workers to complete a self-assessment checklist to ensure they comply with good ergonomic practices (an example is Comcare's Working from home checklist).
- Appoint a contact person in your business that workers can talk to about any concerns.
- Set up ways to communicate with workers online (e.g. through Skype or Zoom) and communicate with them daily.
- Provide information to workers about the supports available to them, for example through an employee assistance program.

2. Physical distancing

- Put up posters around the workplace on keeping at least 1.5 metres distance between everyone at the workplace.
- Erect signs at the entrance to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded.
- Move work stations, desks and tables in staffrooms further apart to comply with social distancing.
- If possible, bring in shift arrangements so less staff are in the workplace at once.
- Instruct workers to have meetings by phone or online instead of in person. If not possible, require they meet in a large space and keep meetings short.

- Review regular deliveries and request contactless delivery. Check systems for e-invoicing are in place.
- Provide social distancing markers on the floor in areas where customers line up or where workers perform tasks.
- Nominate a person on the work floor to be responsible for keeping everyone the required 1.5 metre distance apart in accordance with the latest government requirements.

3. Handwashing & Hygiene

- Have hand sanitiser stations at entry and exit points and around the workplace.
- Ensure bathrooms are well stocked with hand wash and paper towel.
- Put up posters with instruction on how to hand wash/hand rub.
- 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.
- Have automatic alerts set up on computer systems to remind workers about washing hands and not touching eyes, nose and face.
- Instruct your workers to limit contact with others - no shaking hands or touching objects unless necessary.
- If possible, accept only cashless transactions.
- Increase access to closed bins in your workplace.
- Put up signs to request customers only touch objects they are going to buy.



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4. Cleaning

- Ensure any areas frequented by workers or others (e.g. visitors to your premises) are cleaned at least daily with detergent or disinfectant
- Instruct workers to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
- Clean frequently touched 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, door knobs, sinks and keyboards.
- Instruct workers to clean personal property that comes to work, such as sunglasses, mobile phones and iPads with disinfectant, such as disinfectant wipes.

5. Monitor symptoms

- Put up 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).
- Instruct workers to tell you if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.
- Remind staff of their leave entitlements if they are sick or required to self-quarantine.
- Treat personal information about individual workers' health carefully, in line with privacy laws.
- Facilitate working from home, if possible, for staff who are required to self-quarantine but are not displaying symptoms of COVID-19.

6. Plan ahead

- Nominate a worker or a team of workers to champion safe practices in the workplace and teach their colleagues the proper procedures listed above.
- Develop a plan to ensure business continuity if there is a suspected or confirmed outbreak of COVID-19 in your workplace.
- Consider what you will do if one of your workers is suspected 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 personal protective equipment 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 quarantine period.

Stay informed

Download the Australian Government's official COVIDSafe app, subscribe to your state's Health Department updates and frequently check the SafeWork Australia website for updates.



PHYSICAL DISTANCING CHECKLIST

This checklist will assist you to implement physical distancing measures at your workplace. Don't forget to also refer to the AALARA Reopening Guide and SafeWork Australia guidelines.

One person per 4 square metres

Calculate the number of people you can have in an enclosed space at any one time.

- Do a walk through your attraction with a tape measure and write down the dimensions of all enclosed spaces.
- Calculate the area of each enclosed space by multiplying the length of the space in metres by its width in metres.
- Divide the calculated area by 4. The result is the number of people you can have in a space to allow for at least 4 square metres of space per person.

For example:

Length = 5 metres, Width = 10 metres

Area in square metres: $5 \times 10 = 50$

Maximum number of people: $50 \div 4 = 12.5$.

Round it down to 12.

Is it reasonably practicable for you to provide 4 square metres of space per person?

- Consider how many people are usually present in the enclosed area at any one time. Is this more or less than the number you calculated above?
- If the number is less than the number of people in the area, can you reduce the number of people in the enclosed space by:
 - reducing the number of work tasks in the enclosed space
 - postponing non-essential work
 - facilitating working from home
 - modifying work tasks
 - splitting workers' shifts to reduce the number of workers onsite at any given time
 - restricting access to the enclosed space to essential workers and/or others

- staggering entry into the workplace by customers or clients
- Are there any considerations you need to take into account regarding worker numbers?

For example:

Child to carer ratios, the minimum number of workers required to carry out a task or operate plant or equipment safely.

- Have you consulted with workers and relevant health and safety representatives on implementing this control measure? You have a duty to consult with workers when they are likely to be or are directly affected by a situation involving their health and safety.

What if it is not reasonably practicable to provide a 4 square metres of space per person?

- Can you still implement measures that increase the square meterage each person has?
- Implement other control measures to reduce exposure to COVID-19 (e.g 1.5m physical distance between each person, seek independent medical advice and feed that into your risk-based plan)

How to implement measures to achieve 1.5m distance between each person

Identify all the situations, tasks & processes where workers & others (clients, customers, contractors, visitors) interact closely with each other.

- What work tasks require workers to be close to each other

For example:

Tasks involving working at heights in elevated platforms, private meeting, safety checks.



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How to implement measures to achieve 1.5m distance between each person

(Continued)

- What are the situations where workers interact closely with customers or clients?

For example:

Customers at the cash register, child care workers, washing someone's hair over a basin

- Does the layout of the workplace, including entry and exits, require workers and/or others to be close to each other?

For example:

Dining room tables in break areas, office desks next to each other, data centre racks in close proximity.

- Do workers and/or guests travel together in vehicles/devices?

Identify the situations tasks and processes where it is reasonably practicable for workers and others to keep 1.5m away from each other.

- can you change the layout of your workplace?

For example:

Can you move work stations and plant further apart? Can you restrict customer or client movement to a particular part of the workplace? 1.5m distancing includes both side to side and back to back.

- Can you modify the way workers and others interact with each other?

For example:

Can you put in physical barriers that minimise contact between workers and others (e.g Perspex shield)

- Can you modify how staff gather, meet and train together?

For example:

Use electronic communications for meetings and training to minimise face-to-face.

- Can you modify the use of workplace facilities?

For example:

Reduce the number of workers utilising common areas at a given time by staggering meal breaks and start times.

- Review regular deliveries. Can you request contactless delivery? Check systems for e-invoicing are in place.

- Identify and address, so far as reasonably practicable, any other risks that may arise if workers and others are required to practice physical distancing.

- Have you consulted with workers and relevant health and safety representatives on implementing this control measure. You have a duty to consult with workers when they are likely to be or are directly affected by a situation involving their health and safety.

Put in place measures to communicate and remind workers of the need to practice physical distancing.

- Put signs around the workplace and create wall or floor markings to identify 1.5m distance. Your workers could wear a badge as a visual reminder to themselves and each other.

- Provide physical distancing markers on the floor in areas where guests line up or queue or where workers perform tasks.

Close contact work tasks

You may have particular work tasks that, due to their nature, or for work health and safety reasons, can only be performed if workers are in close contact.

Identify and implement measures to reduce the amount of time workers spend in close contact.

- Is that work essential? Can it be postponed?



✓ PHYSICAL DISTANCING CHECKLIST

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Close contact work tasks

(Continued)

- What measure can you put in place to reduce the amount of time workers spend in close contact? Can you:
 - minimise the number of people within an area at any time?
 - stagger start, finish and break times where appropriate?
 - move work tasks to different areas of the workplace or off-site, if possible?
 - separate workers into dedicated teams and have them work the same shift or work in a particular area?
 - provide each worker of the dedicated team their own equipment or tools?
- Have you consulted with workers and relevant health and safety representatives on implementing this control measure? You have a duty to consult with workers when they are likely to be or are directly affected by a situation involving their health and safety.

The use of personal protective equipment (PPE)

- Have you considered and implemented measures to limit the amount of time workers will spend in close contact?
- If yes, will workers, despite other control measures, be in close contact with each other or with other people for longer than the recommended time (ie. more than 15 minutes face to face cumulative over the course of a week or more than 2 hours in a shared closed space)?
- If yes, consider the use of personal protective equipment (PPE). This includes respirators with positive airflow and disposable gloves.
- Workers must be trained in the proper use of PPE. Be aware of WHS risks that may arise as a result of workers using and wearing PPE. (i.e allergies, reactions)

Notes:

For more resources:

Visit the Safe Work Australia website
swa.gov.au/coronavirus

