



About the High Risk COVIDSafe Plan

The High Risk COVIDSafe Plan has been developed to support construction businesses to reopen safely, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

In order to be compliant with public health directions:

- All businesses will be required to have a COVIDSafe Plan, or a High Risk COVIDSafe Plan (as required under the public health directions), for their onsite operations under the 'How We Work' Roadmaps, except businesses with no onsite operations (e.g. working from home).
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing this COVIDSafe Plan, you are still required to meet your obligations under the *Occupational Health and Safety Act 2004*.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

For all construction businesses in **metropolitan Melbourne**, the High Risk COVIDSafe Plan is the only plan you are required to complete. Information about your industry's level of restriction can be found at vic.gov.au.

For all construction business in **regional Victoria**, you are not required to complete this High Risk plan. Instead, you should complete the COVIDSafe Plan, found at vic.gov.au.

How to develop your High Risk COVIDSafe Plan

1. Understand your responsibilities

Information on public health directions that apply to employers is available at vic.gov.au.

2. Prepare your plan

Below is the High Risk COVIDSafe Plan template which you will need to complete.

The High Risk COVIDSafe Plan is grouped into six COVIDSafe principles. These are:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirements above. Please note that if you are in a restricted or heavily restricted industry, additional requirements may apply.

Mandatory requirements under public health direction feature this symbol:



- All other points are highly recommended for keeping your workers safe and workplace open, but are not mandatory.
- Some of the requirements in the High Risk COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).



3. Keep your plan up to date

Your High Risk COVIDSafe Plan must be reviewed and updated routinely, and when restrictions or public health advice changes. Organisations with multiple worksites must complete a High Risk COVIDSafe Plan for each worksite.

You do not have to lodge your High Risk COVIDSafe Plan with the Victorian Government. However, you may need to provide your High Risk COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits, to ensure you implement and comply with your High Risk COVIDSafe Plan.

4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

5. Allocate a COVID Marshal

You must implement a COVID Marshal for each large scale worksite. COVID Marshals are responsible for supporting site compliance and providing advice on appropriate physical distancing, hygiene and records requirements detailed in the roadmap.

The COVID Marshal must undergo basic infection control awareness training. You can find this training at <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training> or <https://www.skills.vic.gov.au/victorianskillsgateway/Explore/Pages/infection-control-training.aspx>. It is recommended that Marshals are also trained in providing First Aid (Level 2).

Multiple people can fulfil the Marshall role, as long as there is always one dedicated Marshall onsite while works are occurring. More information is contained in the guidance at the end of this plan.

For further guidance on how to prepare your High Risk COVIDSafe Plan or any other questions, please visit vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Additional best practice information developed by industry is also available and can assist operators in implementing change. This includes:

[Coronavirus \(COVID-19\) Guidelines For The Building And Construction Industry Victoria](#)

[Housing Industry Association “Making Space on Site” guidelines](#)

There is also a range of [COVIDSafe Worksite Resources](#) available in 16 languages developed in partnership with industry bodies and unions

Your High Risk COVIDSafe Plan

Business name: _____

Plan completed by: _____

Date reviewed: _____



1. Ensure physical distancing

Requirements

Action



You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:

- Displaying signs to show worker limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers
- Staggering start times, breaks and finish times
- Using floor markings to provide minimum physical distancing guides in situations that require employees to be in close contact with one another (e.g. when travelling in personnel hoists and work lifts)



You must apply the density quotient to configure shared work areas and publicly accessible spaces to ensure that:

- There is no more than one worker per four square metres of enclosed workspace
- There is no more than one member of the public per four square metres of publicly available space indoors



You must ensure that vehicles used for work (i.e food van) have a COVIDSafe Plan

- Employers who operate transport services (e.g. rideshare, taxis, public transport) need to have a COVIDSafe Plan but not an individual plan for every vehicle in their fleet.

You should provide training to workers on physical distancing expectations while working and socialising. This should include:

- Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au

If your industry is restricted or heavily restricted, should also:



Have workers only attend work if permitted. Workers in permitted work premises must work from home, if they can.



Hold client (or agent) contract meetings including document signing, material selection and final inspections must be conducted remotely when possible. If not reasonably practicable, onsite meetings are permitted by appointment only with physical distancing.



1. Ensure physical distancing (continued)

Reduction of onsite workforce



Small-scale construction sites

Reduction of workforce

HEAVILY RESTRICTED

- No more than five workers per site
- Corporate workers should work remotely and all site offices to apply the density quotient
- Workers can visit two sites per day

RESTRICTED

- No more than five workers per site
- Corporate workers should work remotely and all site offices to apply the density quotient
- Specialist contractors can visit up to five sites per week including a maximum of two sites per day

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- No restrictions on number of workers per site
- Working from home where possible and onsite / office-based activities to resume with the density quotient applied



Early stage residential land development sites

Reduction of workforce

HEAVILY RESTRICTED

- Density restrictions of no more than 10 workers per hectare
- Corporate workers to work remotely and all site offices to apply the density quotient

RESTRICTED

- Density restrictions of no more than 20 workers per hectare

OPEN WITH COVIDSAFE PLAN

- No restrictions on number of workers per site
- Workers encouraged to work from home and on-site / office-based activities to resume with the density quotient applied



Large-scale construction sites

Reduction of workforce

HEAVILY RESTRICTED

- Limit the daily maximum number of onsite workers to whichever is greater: either 25 per cent of the baseline workforce OR five workers total
- Corporate workers to work remotely and all site offices to apply density quotient

RESTRICTED

- Limit the daily maximum number of onsite workers to whichever is greater: either 85 per cent of the baseline workforce or 15 workers total
- Dedicated COVIDSafe Marshall on-site

OPEN WITH COVIDSAFE PLAN

- No restrictions on number of workers per site
- Onsite and office-based activities to resume with density quotient applied, working from home when possible



1. Ensure physical distancing (continued)

Reduction of onsite workforce – daily peak workforce capacity



Are you a large-scale construction site? Yes / No

If yes, please complete Table 1 below.

Are you an early stage residential land development? Yes / No

If yes, please complete Table 2 below.

**Are you a small-scale construction site or have answered “No” to all the above questions?
Yes / No**

There are no additional requirements for you to complete.

Table 1 – Large Scale Construction Site

You must reduce your daily on-site workforce to ensure restrictions on the previous page are complied with.

To calculate baseline workforce, use the average daily number of workers on site across the project lifecycle, as derived from the project’s resourcing plan as of 31 July 2020. For new projects where no resource plan was available prior to 31 July 2020, the resource plan as at the date of project commencement must be used. Project lifecycle commences from the date of on-site mobilisation and ends at handover. See guidelines for example.

The resourcing plan and calculation are subject to audit and therefore must be kept available and produced upon request by Authorised Officers.

**What is your baseline workforce
(before reducing workforce)?**

**What is your reduced daily
maximum workforce?**

Table 2 – Early Stage Land Development

You must reduce your daily onsite workforce to ensure restrictions on the previous page are complied with.

What is the size of your site in hectares?

**What is your reduced daily workforce
capacity per day?**



2. Wear a face covering

Requirements

Action



You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:

- Providing adequate face coverings and personal protective equipment (PPE) to workers that do not have their own
 - In workplaces that operate as a chilled distribution facility, ensuring all workers wear a single-use surgical face mask
-
- You should install screens or barriers in the workspace for additional protection where relevant
 - You should provide training, instruction and guidance on how to correctly fit, use and dispose of personal protective equipment (PPE)
 - You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately



An employer in relation to an Additional Obligation Industry Work Premises (except for retail facilities) must:

- Have a personal protective equipment (PPE) training plan in place as soon as reasonably practicable after 11 August 2020
- Be consistent with best practice training plans and provide this to workers in multiple formats such as infographics and text
- Be able to provide translated health and safety guidance for employees that speak English as a second language

There are no additional requirements for restricted or heavily restricted industries.



3. Practise good hygiene

Requirements

Action



You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

You should display a cleaning log in shared spaces

You should undertake comprehensive cleaning in all areas where staff are working on a daily basis

You should provide hand sanitiser at site entrances and exits, in all hoists, amenities and other high traffic areas of the site. Communicate with workers about hand sanitiser locations and encourage regular use

You should create accessible resources and messaging, including for culturally and linguistically diverse communities

You should display hygiene information in prominent locations on the construction site such as tea rooms, site offices, toilets, foyers, lifts and site entrances

If your industry is restricted or heavily restricted, you should also:

Restrict the of sharing tools, plants and equipment

The following restrictions also apply for large-scale construction sites:



You must ensure adequate PPE for workers moving between sites

You must have CALD (culturally and linguistically diverse) resources and messaging



You must have an allocated COVIDSafe Marshal on site



4. Keep records and act quickly if workers become unwell

Requirements

Action



You must support workers to get tested and stay home even if they only have mild symptoms



You must develop a business contingency plan to manage any outbreaks. This includes:

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work



For contact tracing, you must keep records of all people who enter the workplace

You should implement a screening system that involves temperature checking upon entry into a workplace

You should proactively share notice of positive cases to suppliers and B2B customers who have been in contact

If your industry is restricted or heavily restricted, you must also:



Restricted Industries

Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate



Heavily Restricted Industries

Ask workers to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate



5. Avoid interactions in enclosed spaces

Requirements

Action

You should reduce the amount of time workers are spending in enclosed spaces.

This could include:

- Enabling working in outdoor environments
- Moving activity outside as much as possible, including meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

You could conduct all site inductions outside

You should conduct all box inspections outside

There are no additional requirements for restricted or heavily restricted industries.



6. Create workforce bubbles

Requirements

Action



You must maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts

You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes

You should establish a process to keep business records and calculations to determine the restricted workforce levels (e.g. including roster, time and attendance, payroll and other site attendance records)

You should consider having workers operating in consistent teams/bubbles where possible:

- Separate shifts
- Separate work areas on site
- Divide work areas up further into separate teams/bubbles
- Keep bubbles separate at work and after work
- Separate break areas or break times
- Use identified COVID marshals to ensure separation

Small-scale construction sites

Employer obligation to limit worker movement:

HEAVILY RESTRICTED

- Specialist contractors can move between up to three sites/week, with a maximum of two per day.
- Workers restricted to attending only one site

RESTRICTED

- Specialist contractors can move between up to five sites/week, with a maximum of two per day

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- N/A

Large-scale construction sites

Employer obligation to limit worker movement:

HEAVILY RESTRICTED

- Specialist contractors can move between up to 3 sites/week
- Workers restricted to attending only one site

RESTRICTED

- Specialist contractors can move between up to 3 sites/week.
- Workers restricted to attending only one site

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- N/A

If your industry is restricted or heavily restricted, you must also:



Limit or cease the number of workers working across multiple work sites



Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises



High Risk COVIDSafe Plan Guide

This guide has been designed to accompany your High Risk COVIDSafe Plan and provides suggestions and example actions for how to implement requirements.

Please use this guide to help you complete your High Risk COVIDSafe Plan. For further information go to vic.gov.au

Requirement for all High Risk Industries

All High Risk Industries must implement COVID Marshals

COVID Marshals are appointed by the respective site managers and are responsible for supporting site compliance and providing advice to employers and workers on the following measures:

- Ensuring workers practise appropriate physical distancing measures
- Ensuring workers practise minimum-level hygiene measures (as per Infection Control Awareness training)
- Ensuring adequate ventilation
- Maintaining accurate and robust record keeping (subject to audit)
- Informing required updates to respective COVIDSafe plans.

The COVID Marshal is also the lead Point of Contact for contact management.

COVID Marshals are individuals who have (at a minimum) certifications and training for:

- Infection Control Awareness Training (mandatory); and
- First Aid (Level 2) (recommended).

Site managers can appoint multiple COVID Marshals. The role does not need to be a single dedicated appointment, however, the COVID Marshal role must be their primary role when on duty (i.e. an existing HSR or Site Supervisor can also be appointed as COVID Marshall concurrent with their extant duties, however their COVID Marshall duties must account for >50 per cent of their daily work activities).

The employer has ultimate responsibility for ensuring the COVIDSafe obligations are met.



1. Ensure physical distancing

Requirements



You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers



You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors



You must ensure that vehicles used for work have a COVIDSafe Plan.

- Employers who operate transport services (e.g. rideshare, taxis, public transport) need to have a COVIDSafe Plan but not an individual plan for every vehicle in their fleet

Action (examples)

- Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas
 - Allocate different doors for entry and exit
 - Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit
 - Use floor markings to provide minimum physical distancing guides at entrances and exits
 - Establish contactless delivery or invoicing
 - Display signage for delivery drivers
 - Identify designated drop off areas
 - Outline the maximum occupancy of areas that are open to the general public, and information about signage
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- Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so workers are not facing one another on break
 - Comply with relevant density quotient and signage requirements in the Workplace Directions



1. Ensure physical distancing (continued)

Requirements



You should provide training to workers on physical distancing expectations while working and socialising. This should include:

- Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au

Action (examples)

- Develop and educate workers on strategies and work practice changes to maintain physical distancing
- Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions
- Educate workers on hand and cough hygiene, including how to wash and sanitise their hands correctly
- Reinforce the importance of not attending work if unwell
- Ensure appropriate information on the use of face coverings and personal protective equipment (PPE)
- Ensure compliance with current restrictions if in metropolitan Melbourne about industry closure and Permitted Worker Permits
- Identify the roles that are required to be performed from home or can be adapted to be performed from home
- Adapt working arrangements to enable working from home
- Regularly assess workers in attendance at the workplace to determine whether they are required to be there
- Encourage workers to complete [infection control training](#), which is offered for free through Victorian TAFEs and Registered Training Organisations



1. Ensure physical distancing (continued)

If your industry is restricted or heavily restricted, you must also:



Have workers only attend work if permitted. Workers in Permitted Work Premises must work from home, if they can



Hold client (or agent) contract meetings including document signing, material selection and final inspections must be conducted remotely when possible. If not reasonably practicable, on-site meetings are permitted by appointment only with physical distancing



1. Ensure physical distancing (continued)



Reduction of onsite workforce – daily peak workforce capacity

Are you a large-scale construction site? Yes / No

If yes, please complete Table 1 below.

Are you an early stage residential land development? Yes / No

If yes, please complete Table 2 below.

Are you a small-scale construction site or have answered “No” to all the above questions? Yes / No

There are no additional requirements for you to complete.

Table 1 – Large Scale Construction Site

You must reduce your daily onsite workforce to ensure restrictions on are complied with.

To calculate baseline workforce, use the average daily number of workers on site across the project lifecycle, as derived from the project’s resourcing plan as of 31 July 2020. For new projects where no resource plan was available prior to 31 July 2020, the resource plan as at the date of project commencement must be used. Project lifecycle commences from the date of on-site mobilisation and ends at handover.

The resourcing plan and calculation are subject to audit and therefore must be kept available and produced upon request by Authorised Officers.

What is your baseline workforce (before reducing workforce)?

To calculate baseline workforce, use the average daily number of workers on-site across the project lifecycle, as derived from the project’s resourcing plan as of 31 July 2020.

A project lifecycle commences from the date of on-site mobilisation and ends at handover.

What is your reduced daily maximum workforce?

Either 85 per cent of the baseline workforce or 15 workers total.

Table 2 – Early Stage Land Development

You must reduce your daily onsite workforce to ensure restrictions on the previous page are complied with.

What is the size of your site in hectares?

e.g. 10 hectares

What is your reduced daily workforce capacity per day?

To calculate this:
Size of your site in hectares x number of workers
e.g. 10 hectare site x 10 workers per hectare = 100 worker reduced daily workforce capacity



2. Wear a face covering

Requirements



You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes:

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own
- A face covering includes a fitted face mask, of at least two plies, that covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements



- A face covering includes a fitted face mask, of at least two plies, that covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements

Action (examples)

- Identify face coverings and PPE required for the workplace and describe when and how they need to be worn
- Monitor the use of face coverings in all workers, unless a lawful exception applies

An employer in relation to an Additional Obligation Industry Work Premises (except for retail facilities) must:

- Have a personal protective equipment training plan in place as soon as reasonably practicable after 11 August 2020
- Be consistent with best practice training plans and provide this to workers in multiple formats such as infographics and text
- Be able to provide translated health and safety guidance for employees that speak English as a second language

You should install screens or barriers in the workspace for additional protection where relevant

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

There are no additional requirements for restricted or heavily restricted industries.



3. Practise good hygiene

Requirements

Action (examples)



You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

- Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment)
- Provide information about workplace cleaning schedule and how to use cleaning products
- Identify which products are required for thorough cleaning
- Monitor supplies of cleaning products and regularly restock
- Swap shared coffee and condiments for single serve sachets
- Install 'no-touch' amenities such as contactless taps, rubbish bins and soap dispensers
- Avoid sharing equipment such as phones, desks, headsets, offices, tools or other equipment
- Provide workers with their own personal equipment, labelled with their name

You should display a cleaning log in shared spaces

You should increase the regularity of comprehensive cleaning by requiring cleaning of all areas where workers are working on a daily basis

You should provide hand sanitiser at site entrances and exits, in all hoists, amenities and other high traffic areas of the site. Communicate with workers about hand sanitiser locations and encourage regular use.

- Locate hand sanitiser stations throughout the worksite
- Ensure rubbish bins are available to dispose of paper towels
- Ensure adequate supplies of soap and sanitiser
- Ensure workers have information on how to wash and sanitise their hands correctly

Be able to provide translated health and safety guidance for employees that speak English as a second language

You should display hygiene information in prominent locations on the construction site such as tea rooms, site offices, toilets, foyers, lifts and site entrances



3. Practise good hygiene (continued)

If your industry is restricted or heavily restricted, you should also:

Restrict the of sharing tools,
plants and equipment

The following restrictions also apply for large-scale construction sites:



You must ensure adequate PPE for workers
moving between sites

You must have translated resources for culturally
and linguistically diverse workers.



You must have an allocated COVIDSafe
Marshal onsite



4. Keep records and act quickly if workers become unwell

Requirements

Action (examples)



You must support workers to get tested and stay home even if they only have mild symptoms.

Communicate to workers the financial support available to them if they cannot work while they are waiting for test results or are confirmed as a positive case.



You must develop a business contingency plan to manage any outbreaks. This includes:

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

- Establish a process for notifying workers and close contacts about a positive case in the workplace
- Establish a cleaning process in the event of a positive case
- Establish a process and responsibility for notifying DHHS, WorkSafe and your health and safety representative
- Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite
- Establish a process for notifying WorkSafe that the site is reopening



For contact tracing, you must keep records of all people who enter the workplace.

- Ask workers to complete a health questionnaire before starting their shift
- Establish a process to collect records from workers attendance including labour hire, external contractors, cleaners, delivery drivers and workplace areas that are accessed during each shift. Where possible, consider implementing a contactless system
- Review processes to maintain up-to-date contact details for all workers
- Provide information on protocols for collecting and storing information

You should implement a screening system that involves temperature checking upon entry into a workplace.

You should proactively share notice of positive cases to suppliers and B2B customers who have been in contact.



4. Keep records and act quickly if workers become unwell (continued)

If your industry is restricted or heavily restricted, you must also:



Restricted Industries

Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.



Heavily Restricted Industries

Ask workers to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.



5. Avoid interactions in enclosed spaces

Requirements



You should reduce the amount of time workers are spending in enclosed spaces. This could include:

- Enabling working in outdoor environments
- Moving activity outside as much as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

You should conduct all site inductions outside

You should conduct all box inspections outside

Action (examples)

- Ensure that windows and air conditioning are set for optimum air flow at the start of each workday or shift
- Create outdoor spaces for meetings and break times

There are no additional requirements for restricted or heavily restricted industries.



6. Create workforce bubbles

Requirements

Action (examples)



You must maintain records of all workers who have disclosed that they live with another worker and ensure that there is no cross-over between shifts.

You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

You should establish a process to keep business records and calculations to determine the restricted workforce levels (e.g. including roster, time and attendance, payroll and other site attendance records).

You should consider having workers operating in consistent teams/bubbles where possible:

- Communicate to workers so they understand they cannot work across multiple sites
- Adjust rosters and develop procedures to ensure workers do not work across multiple sites
- Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time
- Encourage workers to minimise time in shared facilities when taking breaks
- Ensure groups of workers do not mix across different shifts

- Outline your process for developing and storing your business records and the calculations you've used to establish your restricted workforce levels. This might include rosters, time and attendance, payroll and other site attendance records
- Keep records to demonstrate compliance with these directions, including (without limitation):
 - the High Risk COVIDSafe Plan
 - all logs created during the time these directions are in place
 - Work Premises rosters
 - time and attendance records
 - payroll data; and
 - records of all workers and all visitors who attend the Work Premises in accordance with the records requirement

- Separate shifts
- Separate work areas on site
- Divide work areas up further into separate teams/bubbles
- Keep bubbles separate at work and after work
- Separate break areas or break times
- Use identified COVID marshals to ensure separation
- Workers in same households on same shifts

If your industry is restricted or heavily restricted, you must also:



Limit or cease the number of workers working across multiple work sites.



Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.