

12 June 2020

WorkSafe Tasmania's COVID-19 Safety Plan with links to resources provided by ACSA

Managing risks to health and safety

Key things to consider:

1. **What are the current legal requirements (e.g. public health orders, health directions) for my area and how do they apply to my business?**

Members should regularly check the State and Territory Public Health Orders and Health Directions for any update.

The Industry Code for Visiting Residential Aged Care Homes during COVID-19 (the Code) sets out the aged care industry's expectations of conduct for aged care providers on how to support residents being able to have visitors while also keeping them safe and protected during the COVID-19 pandemic.

To access the fact sheet on the Code, please click [here](#).

2. **Does the nature of the work undertaken by my business increase the risk of my workers being exposed to COVID-19?**
3. **What effect will the COVID-19 controls I implement have on other hazard management controls I already have in place?**

Aged Care specific resources that members can access as part of the risk assessment process:

- When to use personal protective equipment in aged care - [Download PDF](#).
- COVID-19 Infection Control Training, please follow this [link](#)
- Guidance for symptom monitoring in health and aged care workers during the COVID-19 outbreak - [Download PDF](#).
- Department of Health Guide for Home Care Providers - [Download PDF](#).
- [Providing aged care services during COVID-19](#)

Cleaning and hygiene

Cleaning

The employer must prepare, implement and maintain a schedule for cleaning, and where appropriate disinfecting, that ensures the workplace is routinely cleaned. This must include furniture, equipment and other items.

The cleaning schedule should be in writing, so all workers are aware of the requirements. The schedule should take into account the level of risk of exposure to, contracting or spreading COVID-19 within the workplace.

This schedule is to set out both the frequency and method that cleaning and disinfecting is to be done.

Hygiene

The employer is to put a hygiene procedure in place to ensure all persons at the workplace are observing appropriate hygiene measures to minimise the risk of exposure to, contracting or spreading COVID-19 within the workplace. This procedure includes how to address the hand cleaning by workers and other people in the workplace using soap and water or the use of hand sanitiser, as appropriate for the circumstances.

Supplies and Equipment

The employer must provide all the supplies and equipment necessary to ensure that the cleaning schedule and hygiene procedure implemented for the workplace can be complied with. See SafeWork Australia's guide on how to clean and disinfect your workplace (below).

The employer should also print posters and signs on good hygiene and hand washing practices to display in bathrooms, kitchens and break rooms. See Safe Work Australia's posters (below).

Resources:

- Coronavirus (COVID-19) advice for the health and aged care sector:
 - [Hygiene and cleaning for the health workforce during COVID-19](#)
 - [Good hygiene for coronavirus](#)
 - [Physical distancing](#)
 - [Environmental cleaning and disinfection principles for health and residential care facilities](#)
- [Safe Work Australia - Information on Cleaning and Disinfecting](#)
 - [Recommended cleaning: Supplementary information](#)
 - [Cleaning checklists](#)
 - [Workplace checklists](#)
 - [Health, hygiene & facilities checklist](#)
 - [Physical distancing checklists](#)
 - [Signage and posters](#)

Restrictions on Entry to the Workplace

The employer must take all reasonable steps to ensure that a worker or others do not enter or attend the workplace if they display symptoms associated with COVID-19 or the worker/other has been required to isolate or quarantine.

This may include displaying signs at the front of your premises/workplace telling people not to enter if they have COVID-19 symptoms, cold/flu symptoms or have been in close contact with confirmed cases.

A worker must not enter a workplace if they are required to isolate or quarantine other than in specific circumstances:

In the event of a case of COVID-19 being detected at your workplace, it will be important to be able to trace people who have been at your workplace.

Consider how you would do this. You may also have workers who work at clients' homes. How will you be able to trace your workers' potential exposure to COVID-19 at a client's home?

Examples of what you need to do:

1. Restrict entry to the workplace in accordance with the relevant State and Territory's Public Health Act: Visitors to Residential Aged Care Facilities Directions.
2. Be able to trace people who have been in the workplace.
3. Be able to trace where your workers may have been at clients' homes.

You can achieve this by displaying signs at all entries to the premises, have workers and visitors sign in and out of the premises and keep a record of where your workers and contractors have worked in the last 21 days.

Resources available to you:

To read the aged care specific information and resources regarding COVID-19, please follow this link to the Aged Care Quality and Safety Commission's [website](#).

Physical Distancing at the workplace

Unless otherwise provided for by Public Health directions, the total number of people present in a single space, at any one time cannot exceed whichever is smaller; the gatherings maximum set by Public Health or the number calculated by dividing the total area of the space used, as measured in square metres, by four.

An employer must also where practical ensure that each person at the workplace, or entering or leaving the workplace, maintains a distance of at least 1.5 metres from each other at the workplace, or when entering or leaving the workplace.

If it is not reasonably practicable to maintain a distance of at least 1.5 metres, then the employer must ensure that control measures are implemented in keeping with the requirements to manage the risks to health and safety relevant to COVID-19.

A person at, entering or leaving a workplace must ensure that s/he complies with the requirements of the physical distancing requirements of that workplace, if it is reasonable to do so.

What do you need to do?

1. You need to know the capacity of the premises.
2. Ensure the maximum capacity of the premises is not exceeded.

You can do this by calculating the area of a room or space and divide that number by 4 and then display signage at entries and inside the premises.

Resources:

- [Physical distancing](#)
- Safe Work Australia's [Physical distancing checklists](#)

Providing instruction, training and supervision in respect to COVID-19

The employer must provide each worker at the workplace (including contractors and volunteers) with information, training and instruction on: - the risks in relation to COVID-19, and - the control measures implemented in the workplace to mitigate those risks, in relation to COVID-19.

The employer must also provide adequate supervision to ensure control measures are implemented in the workplace in relation to COVID-19.

The employer must also ensure that information and instruction is provided to other people in the workplace about the control measures in place to mitigate the risks of COVID-19, and the requirements of those people to apply the control measures as they are reasonably able.

The information and instructions are to be in a format that is reasonable to the circumstances, including the use of plain English. This may also include the use of pictures and being provided in languages other than English.

What you need to do?

- Ensure everyone is aware of their responsibility to protect themselves and others
- Allocate organisational responsibility for ensuring COVID-19 controls are applied and enforced
- Provide accessible advice and information on how to manage COVID-19 risks

- Provide managers and supervisors with training
- Document and record COVID-19 procedures and train workers in these.

Resources:

- [5 important ways managers are talking with teams](#)
- [Coronavirus \(Covid-19\): Looking after your Mental Health](#)
- [Safe Work Australia – Officer Duties](#)

Responding to an incident of COVID-19 in the workplace

The employer at a workplace must prepare a COVID-19 emergency response plan for the workplace that outlines how they will respond if there is a suspected or confirmed case of COVID-19 associated with their business. This plan should:

- Outline what your first action will be if notified of a possible COVID-19 infection;
- Confirm who has what response responsibilities, e.g. notifying Public Health, Worksafe Tasmania;
- State how you will clearly communicate with staff and meet privacy obligations;
- State how you will clean your workplace after an infection; and
- Outline how your business will continue to trade or reopen.

What you need to do?

- Notify Public Health on 1800 671 738 immediately
- Organise cleaning of the area as directed by Public Health in accordance with the Department of Health and Safe Work Australia's guidelines

Resources:

- [What to do if a worker has COVID-19 - Infographic](#)
- [Coronavirus Disease 2019 \(COVID-19\) Outbreaks in Residential Care Facilities](#)