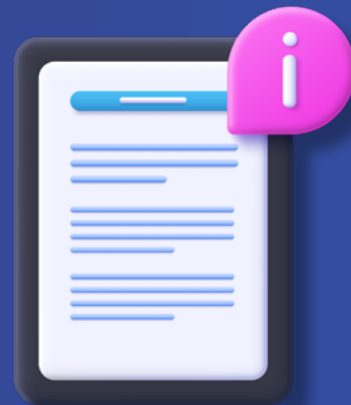


COVID Smart Guidance



For non-business premises including owners' corporations

Last updated: July 2023

For businesses, please refer to the 'COVID Safety Plan Guidance for Business' factsheet on the [ACT Government business site](#)

As we transition to living with COVID-19, it is important that we remain COVID Smart. We have now learnt what we can do to minimise the impact which COVID has on our daily lives.

'**COVID Smart**' means using simple actions and behaviours you likely already have in place in your establishment to keep your community safe.

Key considerations for COVID Smart operations

1. Develop and maintain a COVID Safety Plan
2. Encourage physical distancing
3. Provide hand sanitiser and encourage good hygiene practices
4. Consider if it may be appropriate to encourage the use of face masks in certain areas, particularly indoor spaces where physical distancing cannot be maintained
5. Undertake regular cleaning and disinfecting
6. Display COVID Smart signage
7. Develop guidelines for people in or visiting your premises (for example, contractors)

How to use this document

Consider how your establishment will implement the key considerations for COVID Smart operations. The following pages provide guidance on the considerations for a COVID Safety Plan and can be adapted as required.

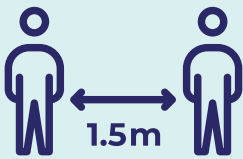
1. Develop and maintain a COVID Safety Plan



Your establishment may wish to consider developing and maintaining a COVID Safety Plan to protect residents and visitors.

The points below seek to provide guidance on the development of COVID Safety Plans.

2. Encourage physical distancing



Encourage physical distancing of 1.5 metres by marking areas where congregation may occur, such as at exit and entry points, lifts and stairwells. If possible, consider one-way flows to avoid bottlenecks.

Considerations:

- » What are the areas of congregation on my premises?
- » How will I implement this? Do I need some signage?

3. Provide hand sanitiser and encourage good hygiene practices



Provide alcohol-based hand sanitiser at key points around your premises, including at the entrance and areas such as mailboxes and garbage collection points. Ensure any public bathrooms are well stocked with hand soap and paper towels or hand dryers.

Considerations:

- » How will I implement this?
- » Who is responsible for ensuring hand sanitisers are available and refilled when required and checking bathrooms are well stocked?

4. Face masks and other personal protective equipment



Keep up to date with the requirements around face masks.

Even if face masks are not mandated, premises may wish to consider their own mask wearing policies in order to satisfy obligations under the workplace health and safety legislation.

Considerations:

- » Have mask wearing policies been considered for certain areas within the premises?
- » If so, how will I enforce this?
- » Should I print resources on how to wear masks properly?

5. Undertake regular cleaning and disinfecting



Conduct regular cleaning and disinfecting of all surfaces in areas accessed by the public (particularly frequently handled surfaces such as counters, door handles and hand railings, shared tools, trolley handles, intercom and lift buttons, public bathrooms, changerooms, etc). Cleaning tips for workplaces can be found on the [Safe Work Australia website](#).

In apartments and similar complexes where communal facilities such as barbecues are provided, consider providing signage asking residents to clean after they use the facilities.

In indoor areas, encourage natural ventilation by keeping windows and doors open wherever possible.

Considerations:

- » How will I implement this?

6. Display COVID Smart signage



Consider if you would like to display COVID Smart signage.

The [ACT Government business site](#) has a range of downloadable posters like:

- Prevent the spread of germs
- Good hand hygiene

Considerations:

- » What signs do I have and where will I put them?

7. Develop guidelines for people in or visiting your premises (for example, contractors)

Establishments, including strata properties, may wish to consider developing guidelines or procedures for contractors attending the property. This could include:

- » Briefing contractors on physical distancing measures which are in place within the property.
- » Requesting that contractors practise good hand hygiene and wipe down surfaces which they come into contact with, once they have completed their work.
- » Ensure that contractors are complying with any relevant PPE requirements that may be in place for the premises.

Considerations:

- » How will I implement this?

My COVID Safety Plan

This space is where you may wish to note down details of your COVID Safety plan. You should address points 2 to 7.

You can keep up to date on the situation in the ACT through the [ACT COVID-19 website](#).

Further information and resources can be found on the [ACT Government business site](#).

Accessibility

If you have difficulty reading a standard printed document and would like an alternative format, please phone **13 22 81**.

If English is not your first language and you need the Translating and Interpreting Service (TIS), please call **13 14 50**.

For further accessibility information, visit: health.act.gov.au/accessibility

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