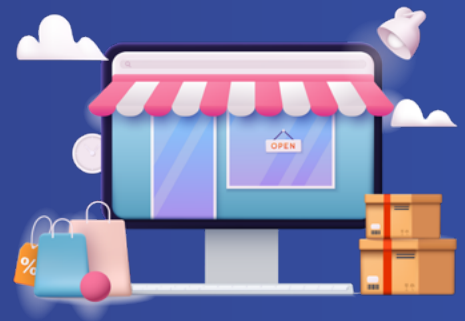


COVID Safety Plan

Guidance for Business

Last updated: July 2023



As we transition to living with COVID-19, it is important that businesses remain COVID Smart in their operations.

We've learnt what we can do to minimise the impact which COVID has on our daily lives.

'COVID Smart' is the simple actions and behaviours you likely already have in place in your business that keep your business and the community safe.

Key considerations for COVID Smart businesses

1. Understand your WHS obligations
2. Develop and maintain a COVID Safety Plan
3. Manage staff and customers who are unwell
4. Encourage physical distancing
5. Provide hand sanitiser and encourage good hand hygiene practices
6. Encourage the use of face masks and other personal protective equipment where physical distancing cannot be maintained
7. Undertake regular cleaning and disinfecting
8. Display COVID Smart signage
9. Talk to employees about COVID Smart behaviours
10. Consider improving ventilation

1. Understand your WHS obligations

It is important that employers understand their WHS obligations under the [Work Health and Safety Act \(2011\)](#). Persons conducting a business or undertaking who are responsible for a workplace or venue must take actions to reduce the risk of transmission of COVID-19. This includes abiding by both the WHS laws and the COVID-19 Management Directions in place.

Workplaces should conduct risk assessments and implement controls to reduce the risk of COVID-19 transmission in the workplace. Risk assessments may include the type, length and frequency of interactions in the workplace, and if employees or clients are likely to be at [higher risk of severe illness from COVID-19](#).



For more information visit the [WorkSafe ACT](#) website.

You are only required to [notify WorkSafe ACT](#) of a COVID-19 infection if there is evidence it was contracted at a workplace **and** if the infected person is hospitalised.

For detailed information about supporting workers in different industries and workplaces, visit:

WorkSafe ACT worksafe.act.gov.au

Safe Work Australia safeworkaustralia.gov.au

2. Develop and maintain a COVID Safety Plan

Businesses are encouraged to consider developing and maintaining a COVID Safety Plan to protect employees and visitors to their establishment, that details their COVID-19 policies and related actions.

Covering the key points in this guidance document can assist with the development of a COVID Safety Plan.

3. Manage staff and customers who are unwell

Consider your obligations to prevent illness or injury under the [Work Health and Safety Act \(2011\)](#).

Ask staff to be aware of the advice for getting tested for COVID-19, available on the [ACT COVID-19 website](#).

Encourage staff who are unwell to stay at home, even if they return a negative test for COVID-19.

Undertake a risk assessment to manage employees who have tested positive for COVID-19, that considers work health and safety obligations and public health advice. Public health advice can be accessed on the COVID-19 website.

Consider your messaging to customers who are unwell, such as placing signs at entry points to instruct customers not to enter the business if they are unwell.

4. Encourage physical distancing

Physical distancing is an effective way to minimise risk of transmission of COVID-19. Consider encouraging distancing of 1.5 metres in areas of your business where people gather.

Physical distancing can be encouraged through use of signage, floor markers, one way traffic through entry and exit points and spreading out or removing seating.

More information and resources are available from the [ACT Government business site](#).

5. 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 all amenities are well stocked with hand soap and paper towels or hand dryers.

Promote good hand hygiene practices using posters to encourage patrons and staff to regularly wash and sanitise their hands.

6. Encourage the use of face masks and other Personal Protective Equipment (PPE)

Businesses may wish to consider implementing their own mask wearing policies to reduce the impact of COVID-19 to their business.

Businesses may choose to implement mask wearing policies in areas where physical distancing cannot be maintained or promote that masks are encouraged for patrons and staff who wish to wear them, particularly for staff who have recently recovered from COVID-19 or are living with someone infected with COVID-19.

7. Undertake regular cleaning and disinfecting

Conduct a risk assessment to determine what frequency of cleaning and disinfecting is necessary to reduce risk. Regular cleaning should be undertaken of all surfaces in areas in the workplace and other 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).

Businesses should also ensure they maintain appropriate cleaning and sanitising practices and adequate supplies.

Cleaning and hygiene checklists about keeping your workplace COVID Safe can also be found on the [Safe work](#) website.

8. Display COVID Smart signage

Consider if you would like to display COVID Smart signage.

The ACT Government Business Resources page has a range of downloadable posters.

9. Talk to employees about COVID Smart behaviours

Your employees must be aware of your COVID-19 policies and properly trained in any relevant processes.

Ensure your employees understand and have access to information relating to COVID Smart behaviours like:

- » physical distancing
- » staying up to date with vaccinations
- » staying home when unwell
- » practising good hand hygiene

Encourage staff to familiarise themselves on when to get tested for COVID-19 and the options for vaccination.

10. Consider improving ventilation

Assess the ventilation at your workplace and whether ventilation can be improved by introducing fresh air and removing stale air, via natural or mechanical means.

Information about considerations for improving ventilation is available here on the [ACT's COVID-19](#) and [Safe Work Australia website](#).

COVID-19 symptoms and testing

For information on COVID-19 symptoms and testing, visit the [ACT COVID-19 website](#).

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 accessibility information, visit: www.health.act.gov.au/accessibility

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 10 for this document to satisfy the requirement for a COVID Safety Plan.

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 10 for this document to satisfy the requirement for a COVID Safety Plan.

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 10 for this document to satisfy the requirement for a COVID Safety Plan.