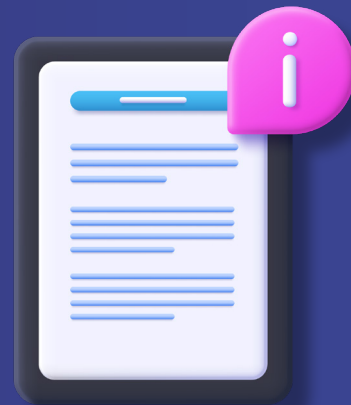# COVID Smart Guidance

## For non-business premises including owners' corporations

Last updated: October 2022

**For businesses, please refer to the 'COVID Safety Plan Guidance for Business' factsheet on the** Business Hub website

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. Encourage the use of face masks and other personal protective equipment 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.

ACT Government

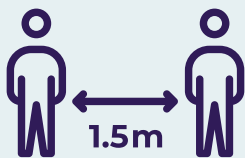**Stay COVID Smart**
Go to covid19.act.gov.au

# 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.

If the key points in this guidance document are considered this would form the basis of a COVID Safety Plan.

# 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.

Signage could be used to discourage those with symptoms of COVID-19 from entering lifts with others who are not known to them. Consider removing seats from lobbies or waiting areas to discourage congregation or spread out any seating to allow for 1.5 metres physical distancing.

- Staff, Students, visitors and contractors and visitors should maintain 1.5 metre physical distancing while participating in work and learning activities.
- Workplace and teaching space assessment and remediation, for physical distancing, is undertaken.
- ACU identifies pedestrian congestion points across campuses and erects signs and barriers and applies other controls to minimise congestion such as using COVID marshalls (security) to prompt people to apply COVID safe practices.
- Flexible working arrangements reduce the risk on campus as they provide staff an option to work from home for up to 2 days per week, which reduces the number of staff on campus. Vulnerable staff are provided with additional flexibility and the Department of Health and Aged Care's criteria for vulnerable groups can inform student applications for special consideration
- Approximately 25% of learning activities are provided online.

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## 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?

ACU provides sanitiser stations in public locations across the campus. Facilities Management are responsible for refilling these when required.
• Wipes are provided for meeting rooms and learning spaces. Staff and students should wipe down surfaces prior to scheduled cleaning.

## 4. Face masks and other personal protective equipment

Keep up to date with the requirements around face masks.

Consider other types of personal protective equipment required. 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:

» Is personal protective equipment required on my premises?

» If so, how will I enforce this?

» Should I print resources on how to wear masks properly?

· Masks are required during a significant portion of work and learning activities whenever a local WHS risk assessments determine they should be worn. Staff, students, visitors and contractors should carry a mask for protection whenever physical distancing cannot be maintained e.g. while travelling on lifts.
· Educational posters about appropriate masks use are displayed and staff and students view relevant Safety Hub videos, including Face Mask Basics, about mask hygiene.

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## 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.

Pro-active cleaning on campus is regularly scheduled to prevent COVID-19 and disease transmission, for high contact surfaces. This cleaning is managed by Facilities Management, in collaboration with our cleaning contractor. Whenever a person has been infectious (48 hours prior to symptoms/receiving a positive test result if asymptomatic) on campus, cleaning is actioned if 48 hours or less have passed. Wipes are being provided for meeting room and teaching spaces to wipe down touch screens and equipment within practical learning spaces. Staff and students should wipe down surfaces in between nightly scheduled cleaning.

## 6. 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 like:

- Prevent the spread of germs

- Good hand hygiene

### Considerations:

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

COVID safe messages are displayed across campus.

# 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.

In the case that someone at the property tests positive to COVID-19 and seeks assistance, Strata managers and owners' corporations may like to consider providing their residents with information such as:

» If deliveries of food, medicine or other items are required, these should be placed outside the unit door, and only collected by the resident when the delivery person has left.

» Potential support that can be provided by the owners corporation/building managers, (if relevant) – for example, collection of garbage (from outside the unit door) or deliveries to the door if access is limited due to building security procedures.

» That the resident should wear a mask any time they open their door.

» Referral to the ACT COVID-19 website for further information about what to do.

Establishments may find it useful to familiarise themselves with the ACT Government Information for people exposed to COVID-19 and make this information available to people in the premises.

## Considerations:

» How will I implement this?

Contractors sign in with Contractor Card and logbook on site. Inductees are reminded of their COVID responsibilities and this plan is shared with them.

# 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.

Details of the ACU Canberra COVID Safety Plan are within each section of this document.

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

You can access current COVID-19 Management Directions on the [ACT COVID-19 website.](#)

Premises may wish to plan for how they will respond to a COVID-19 exposure in public areas of a premises, and include this information in their COVID Safety Plan. Further information can be found on the [Business Hub](#).

Have a question? Looking for advice?
Call the **COVID-19 helpline** on **02 6207 7244**

## 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](#)

[health.act.gov.au](#)

Phone: **132 281**

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