COVID-19 safety checklist

Under WHS law, all employers or businesses must manage the risk of COVID-19 to people in the workplace. This checklist can be used to create your own COVID-19 safety plan. However, use of this template isn't mandatory.

This COVID-19 Safety Plan outlines actions you can take to minimise the risk of disease spreading in your workplace and in the community. But every workplace is different. Consider how you can address the risks of COVID-19 in the context of your business.

Employers and businesses must also follow requirements under NSW public health orders. For information on current rules, visit:

- Business rules in NSW

More information for businesses is available at:

- Safe Work Australia

- Coronavirus and Australia's workplace laws

- Guidance in NSW

- SafeWork NSW

How to use this checklist

1. **Read the guidelines** to make sure you've implemented the COVID-safe measures.

2. **You can add more or alternative actions** in the notes sections. Describe how you'll apply this in your workplace.

3. **Save the safety plan as a PDF** to share it with workers and other people.

> For more information visit **nsw.gov.au** or call **13 77 88**

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Ensure areas are well ventilated

- Use outdoor areas where possible.
- Open windows and doors to increase natural ventilation in indoor areas.
- Optimise ventilation systems (e.g., maximise the intake of outside air, avoid reticulation of air, and consult and expert). Maintain ventilation systems to ensure they are working well (e.g., regular filter cleaning or filter change).

Add how you'll apply this

Air conditioning optimises airflows to minimise transmission of COVID-19. The small number of spaces without air conditioning have windows that can open. Refer to [independent ventilation assessments](#).

Our air conditioning systems are maintained and have filters that comply with Australian Standards for indoor ventilation. We have an indoor air quality monitoring network that will monitor the air quality in ACU-owned buildings across the university to confirm that we meet Australian Standards for ventilation. All mechanical ventilation systems are regularly.

Protect the wellbeing of workers and other people

- Encourage or request the use of face masks where it is difficult to maintain physical distance.
- Consider what work can be done remotely from the premises (for instance, what work could be completed from home).
- Use telephone or video platforms for meetings where possible.
- Exclude workers and other people who are unwell.

And how you'll apply this

- **Potential congestion points identified, and pedestrian flows adjusted**
- **Signage is in place across the campus**
- **Workspaces are reviewed and adjusted to ensure 1.5 meter spacing is in place**
- **Additional screens and barriers have been installed where required**
- **Outdoor settings will be considered for events and gatherings**
- **Masks are also mandatory for a diverse range of work and learning activities (informed by local WHS risk assessments. Staff, students, visitors, and contractors should carry a mask that is worn whenever physical distancing cannot be maintained e.g., while travelling in a lift**
- **Flexible working arrangements support changed start and finish times**
- **WHS risk assessments inform the digital delivery of some work and learning activities**
- **Wipes are provided for meeting rooms and learning spaces to support staff to clean surfaces in between scheduled cleaning**

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Maintain good hygiene practices

- Ensure hand sanitiser is available to workers and others in key locations.
- Supply bathrooms with hand soap, paper towels or hand dryers.
- Avoid sharing items, equipment, and workspaces. If sharing can't be avoided, clean them between uses.
- Regularly clean areas and surfaces that are frequently touched.
- Workers wear personal protective equipment when cleaning, and wash their hands before and after with soap and water
- Use disinfectant solutions at the correct strength. Use according to the manufacturer's instructions.
- Ensure any rubbish is collected regularly to avoid rubbish overflow.

Add how you'll apply this

- **Hand sanitiser stations have been installed across campus and are regularly maintained**
- **Regular cleaning and replacing supplies of hand soap and paper towels**
- **Regular cleaning including frequent touch surfaces several times each day with a cleaner and a disinfectant**
- **Wipes are provided for meeting rooms and learning spaces to support staff and students to clean surfaces, in between regular cleaning**

Maintain physical distancing

- **Support 1.5m physical distance between people where possible.**
- **Avoid close groupings of people, such as between seated groups, workstations, or queues.**
- **Stagger bookings, start times and breaks to minimise contact.**
- **Have strategies to reduce crowding or gathering outside premises.**
- **Encourage contactless payment and delivery.**

Add how you'll apply this

- **Potential congestion points identified, and pedestrian flows adjusted**
- **Signage and posters are displayed across campuses**
- **Workspaces reviewed and adjusted to ensure 1.5 metre distancing**
- **Additional screens and barriers have been installed where required**
- **Outdoor settings will be considered for events and gatherings**
- **Staff, students, and others should carry a mask for interactions that do not support physical distancing**
- **Physical distancing is considered whenever WHS risk assessments are conducted about events**

> For more information visit **nsw.gov.au** or call **13 77 88**

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Provide COVID-19 information and training to workers

- Provide staff and students with information and training and how to minimise risk of transmission. For example, train staff about COVID-Safe behaviours, or when to get a COVID-19 test and self-isolate
- Encourage staff to get vaccinated
- Ensure workers understand their leave entitlements if they are sick or need to self-isolate.

Add how you'll apply this

- **Regular communication with staff and students about COVID safe practices**
- **Staff and students are encouraged to be fully vaccinated (two doses) and receive booster doses when eligible**
- **Proof of vaccination is recorded for staff and students who visit settings where vaccinations are mandatory**
- **Staff and students are advised of the Public Health orders if they test positive or if they have been a close contact.**
- **Comprehensive range of FAQs are published on the ACU website.**
- **ACU regularly consults with staff and students about its COVID settings**
- **Staff and students should watch COVID-19 videos about mask use**
- **Educational posters are displayed across campuses**

Encourage COVID-safe behaviour through communications

- Display and communicate conditions of entry. For example, ask people to stay away if they're unwell. Communicate this on entryways, your website, and social channels.
- Communicate occupancy or density limits, physical distancing, and hygiene measures. Do this with posters, floor markings and other signs in key areas.

Add how you'll apply this

- **Signage placed across campuses to encourage COVID-19 safe practices including physical distancing and hygiene measures. Staff and students also apply COVID-safe behaviour (illustrated below)**
- **Regular communications**
- **Staff and students should view relevant COVID-19 Safety Hub videos**

> For more information visit **nsw.gov.au** or call **13 77 88**

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COVID-safe behaviour

	Stay home if you are unwell or COVID-19 positive		Get tested if unwell and isolate on health advice		Get vaccinated and get your boosters when eligible		Practise good hand hygiene
	Practise good respiratory hygiene		Wear a facemask where you can't physically distance and where this is required		Follow physical distancing guidelines		Follow COVID-safety plan on campus or your placement provider's plan

Your COVID-19 policy and business obligations

- Cooperate with NSW Health if they contact you about a positive case of COVID-19 at your workplace. Notify SafeWork NSW if a worker tests positive and is hospitalised or dies.

- Have a plan to follow if someone with COVID-19 attended your workplace or venue.

- You can require proof that workers and others are vaccinated, as part of your business COVID-19 policy.

- You can require workers and other people to wear face masks, as part of your business COVID-19 policy.

Find more information on:

- COVID-19 vaccination policies at Workplace rights and obligations

- workplace mask policies at Protecting employees and customers.

Add how you'll apply this

- **ACU has a protocol for dealing with COVID-19 positive cases and to contact authorities and provide details. Staff and students also access information about exposure sites (updated daily) and collaborate to identify potential contacts**
- **Mask mandates apply whenever local WHS risk assessments determine that staff and students should wear masks when performing a particular work and learning activity**
- **Face masks recommended for indoor settings where physical distancing cannot always be maintained**
- **Staff and students engage and apply the University COVID-19 Safety Plan and associated location-specific COVID Safety Plans. They also familarise themselves with the Infectious Diseases Procedure**

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