

# Workplace checklist – Coronavirus

## 1. Physical distancing in the workplace

- Display VACC posters around the business premises to remind staff and customers to maintain at least 1.5 metres distance between others at the workplace.
  - Display signs at the entrance to meeting rooms to ensure the maximum safe capacity is not exceeded (no more than one person per four square metres of floor space).
  - Re-arrange workstations, desks and tables in offices and lunchrooms further apart to comply with social distancing requirements.
  - Move chairs and tables in customer waiting areas to comply with social distancing requirements.
  - If possible, introduce shift arrangements so less staff are in the workplace at once.
  - Instruct workers to conduct meetings by phone or online instead of in person. If not possible, mandate that meetings must be in a large space, minimum number of staff required should attend, and keep meetings short.
  - Where possible, encourage workers to travel separately to/from work and to any off-site locations. ([VACC poster available.](#))
  - Ensure a risk assessment is conducted for situations where workers need to be in a close vicinity for short periods of time (i.e. team lift situations). Controls must be put in place to reduce the risk of transmission in these rare situations.
  - Inform customers prior to the delivering of services that some business activities have currently ceased due to Coronavirus risks (i.e. courtesy vehicles, etc).
- Review regular deliveries and request contactless delivery. Check to ensure systems for e-invoicing are in place.
  - Provide social distancing markers on the floor in areas where customers line up or where workers perform tasks as a guide to comply with social distancing requirements.
  - Nominate a staff member to be responsible for monitoring that staff and customers adhere to the required 1.5-metre social distancing. Regular enforcement is required by management to ensure effectiveness.

## 2. Handwashing and personal hygiene

- Have hand sanitiser stations at entry and exit points and around the workplace.
- Ensure bathrooms are well stocked with hand wash and paper towel.
- Display posters with instructions on how to hand wash/hand rub correctly.
- Instruct workers on other ways to limit the spread of germs, such as by not touching their face, sneezing/coughing into their elbow, and staying home when they are sick.
- Instruct your staff to limit contact with co-workers and customers – no shaking hands or touching objects unless necessary ([VACC poster provided](#)).
- If possible, accept only cashless transactions ([VACC poster provided](#)).
- Increase the number of rubbish receptacles in the workplace and ensure they are emptied regularly.

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## 3. Cleaning and disinfecting your workplace

- Ensure customer vehicles are sanitised prior to working inside them and prior to returning the vehicle to the customer ([VACC poster provided](#)).
- Instruct workers to wear gloves when cleaning and to wash their hands thoroughly or sanitise with an alcohol-based hand sanitiser before and after wearing gloves.
- Ensure any areas frequented by workers or others (e.g. visitors to your premises) are cleaned at least daily with detergent or disinfectant.
- Clean frequently touched areas and surfaces several times a day with a detergent or disinfectant solution/wipes. This includes Eftpos equipment, handrails, tables, counter tops, door handles, elevator buttons, sinks and keyboards.
- Instruct workers to clean personal property that comes to work, such as sunglasses, mobile phones, tablets, etc, with a disinfectant solution/wipe.

## 4. Monitoring Coronavirus symptoms in your workplace

- Display signs about the common symptoms of Coronavirus in the workplace.
- Direct workers to stay home if they are sick. If they are displaying symptoms of Coronavirus, ask them to call the National Coronavirus hotline (1800 020 080).
- Instruct staff to advise you immediately if they are displaying symptoms of Coronavirus and have been in close contact with a person who has tested positive for Coronavirus or if they are being tested for Coronavirus.

- Remind staff of their leave entitlements if they are sick or required to self-quarantine (VACC's IR Department can provide advice).
- Treat personal information about individual workers' health carefully, in line with privacy laws.

## 5. Working from home

- Evaluate who can do their job from home. Give those workers the option to do so, if possible.
- Provide guidance to your workers on how to set up a safe home office environment ([information here](#)).
- Request that workers complete a self-assessment checklist to ensure they comply with good ergonomic practices ([link](#)).
- Appoint a contact person in your business that staff can talk to about any concerns around working from home.
- Set up ways to communicate with staff online (e.g. through Skype or Zoom) and communicate with them daily.
- Provide information to workers about the support available to them, for example through an employee assistance program (EAP) or other organisations that may assist (contact the OHSE Unit for more information).