



VICTORIAN JEWISH COMMUNITY

COVIDSafe Outbreak Management Plan

A RETURN TO A THRIVING JEWISH COMMUNAL LIFE

Executive Summary

COVID-19 will remain a public health emergency for the foreseeable future. As organisations look to return to their usual activities in accordance with Victorian Government restrictions, it's important that to recognise the important role they have to play in minimising the risk of exposure to COVID-19 by keeping employees, volunteers, visitors and congregants safe.

Part of being COVIDSafe means implementing nationally consistent work health and safety industry-specific guidance that is being provided by Safe Work Australia and is available online at: www.safeworkaustralia.gov.au

A requirement for organisations who are classified as workplaces is the development of a COVIDSafe Outbreak Management Plan. Even if your organisation is not a workplace, you should be proactive in adapting the guidance in this document to your particular circumstances to protect the health and wellbeing of those within your organisation.

This COVIDSafe Outbreak Management Plan gives you the tools you need to navigate preparing for an outbreak, what to do during an outbreak, what to do if someone becomes seriously ill or passes away as a result of an outbreak and finally, what to do when you have been advised by the Victorian Department of Health and Human Services (DHHS) that it is safe to reopen after the outbreak has passed.

Please be aware the guidance provided in this Outbreak Management Plan is general information and should not be relied on as advice regarding your legal obligations. You should refer to Government websites for up to date information about how to manage COVID-19 in your organisation or workplace, or seek your own independent advice.

Further information and updates on current Victorian Government restrictions can be found online at:

www.dhhs.vic.gov.au/coronavirus

www.worksafe.vic.gov.au/coronavirus-covid-19

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**This Outbreak Management Plan was prepared by the
Victorian Jewish Community COVID-19 Taskforce**



About COVID-19

Coronavirus (COVID-19) is a highly infectious virus that is spread person to person through close contact. COVID-19 is primarily transmitted between people through respiratory droplets - such as via coughs and sneezes. However it is important to be aware that the virus can remain alive and infectious on high-touch surfaces such as doorknobs and tables for prolonged periods of time.

How do you know if you have an outbreak?

If anyone - even a single person, has COVID-19 and visits your venue or organisation while they are infectious, it is likely they have transmitted the infection to others.

The Victorian Department of Health and Human Services (DHHS) are the only authority who can declare an outbreak; however, once you become aware of a COVID-19 case you must err on the side of caution and assume others may have been infected. In such circumstances, and while awaiting testing results, you must follow the instructions of DHHS exactly.

To contact DHHS regarding a possible or known COVID-19 case at your venue or organisation call their 24/7 hotline on 1800 675 398.

What are the symptoms of COVID-19?

If you - or someone you know or come into contact with, have any of the symptoms of coronavirus (COVID-19), however mild, you/they should seek advice and get tested.

The symptoms to watch out for are:

- Fever
- Chills or sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of sense of smell

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered.

To find out more visit: www.dhhs.vic.gov.au/coronavirus

What to do to prepare your organisation for a return to permitted activities.

The steps on the following pages - through green, yellow, orange and red, have been designed to be started from this point and moved through as the crisis escalates.

1

MAKE SURE YOU ARE FOLLOWING ALL OF THE VICTORIAN GOVERNMENT AND CHIEF HEALTH OFFICER'S INSTRUCTIONS

Keep up to date with changes to restrictions in Victoria and follow the advice provided by the Government and Chief Health Officer exactly. Only conduct activities that are strictly in accordance with Government advice.

Read the bulletins sent out by the Victorian Jewish Community COVID-19 Taskforce in full and ask for any necessary clarification that is required.

If you are not on the mailing list, email covid19@csgvic.com.au to be added.

2

ESTABLISH AN ORGANISATIONAL OUTBREAK MANAGEMENT TEAM

This team will need to meet (virtually) and, *in the event of an outbreak*, communicate and coordinate an organisational response on a daily basis.

Establishing this team now enables you to be organised and prepared. It also enables people to mentally prepare for the task ahead and ensures there is organisational accountability for the following of procedures like enhanced cleaning and overseeing authorised gathering.

Team members should include at a minimum (you may wish to appoint additional role as is needed in your organisation):

- An Outbreak Incident Controller
- A Deputy Outbreak Incident Controller
- An Outbreak Incident Logistics Manager
- An Outbreak Management Organisational Spokesperson
- Any external specialists to your organisation - such as medical professionals or lawyers/solicitors, whose advice you wish to take during this time.

Team members will need to be readily available to discuss new information and to make decisions on behalf of the organisation.

3

CLARIFY THE ROLES AND RESPONSIBILITIES OF THE OUTBREAK MANAGEMENT TEAM

Ensure each person knows what their responsibilities are. For example:

The Outbreak Incident Controller is responsible for the overall function of the Outbreak Management Team and ensuring the organisation is meeting DHHS requirements; and liaising with the Victorian Jewish Community COVID-19 Taskforce.

The Deputy Outbreak Incident Controller assists the Controller and ensures records of all correspondence, phone calls and decisions made are kept.

The Outbreak Incident Logistics Manager ensures that workplaces/venues are deep cleaned and any additional workplace, health and safety advice is implemented.

The Outbreak Management Organisational Spokesperson (which could be the Incident Controller or their Deputy) manages all media enquiries and internal communication to ensure those within the organisation are kept-up-to-date.

Any specialists external to your organisation should know how and who they need to liaise with, and on what basis.

4

ENHANCED CLEANING MEASURES OF THE VENUE MUST BE IN PLACE TO OCCUR AFTER EACH GROUP HAS DEPARTED, INCLUDING ON SHABBAT AND YOM TOVS

Enhanced cleaning and disinfection must occur after each group has visited the venue in accordance with Government instructions and inline with the information contained later in this plan with respect to environmental cleaning.

A log or register must be kept of cleaning frequency, including date, time, cleaner's name and phone number.

5

MAKE SURE YOU HAVE ALL THE NECESSARY PRECAUTIONS IN PLACE WITH RESPECT TO SANITATION AND HYGIENE

As well as ensuring social-distancing remains in place and people are given at least four square metres of personal space, ensure your organisation has hand sanitiser readily available for those on arrival and departure. Soap and paper towels must be available in all restrooms.

High-touch areas should be cleaned thoroughly each day in the case of workplaces or between permitted small groups visiting indoor facilities.

There should be NO sharing of equipment or items such stationary, books, kippot, siddurs or tallitot. People must bring their own equipment and items from home and take them with them when they leave.

6

ALL GATHERINGS, WHETHER THEY ARE HELD INSIDE A BUILDING OR OUTSIDE, MUST ONLY OCCUR VIA PRE-APPROVED BOOKINGS AND MUST ADHERE TO ALL GOVERNMENT RESTRICTIONS ON NUMBERS AND LOCATIONS

Only pre-approved people must attend gatherings. This includes minyanim, religious ceremonies, workplace meets and/or social engagements.

A person in each organisation or group must be appointed as an official organiser who is responsible for ensuring:

- only approved attendees are present (those uninvited who arrive must be turned away and their details recorded)
- that the name, contact phone number and home address of each person in attendance is recorded; and
- that the group adheres to social distancing at all times

In the case of different groups using the same indoor location, a minimum of one full hour must pass between the departure of one group and the arrival of the next to enable cleaning to occur. Refer to advice from the Melbourne Beth Din on how this may be facilitated on Shabbat and Yom Tovs.

7

ENSURE ALL AUTHORISED ATTENDEES ARE AWARE OF THE FOLLOWING CHANGES TO SERVICES/PRACTICES:

- There is to be no kissing or touching of the mezuzot.
- There is to be no kissing or touching of the Torah.
- There is to be no kissing, hugging or shaking hands on arrival or departure; even after using hand sanitiser.

8

THE ORGANISATIONAL LEADER OR THEIR NOMINEE MUST PHYSICALLY CHECK THAT ATTENDANCE REGISTERS AND CLEANING IS BEING CONDUCTED NO LESS THAN TWICE WEEKLY

Organisations - particularly those who are permitting others to use their premises, must ensure that all proper records are being fully kept and maintained to enable contact tracing should an outbreak occur.

Organisations should inspect the work of cleaners to ensure all areas are being disinfected and cleaned inline with the requirements set out in the environmental cleaning section of this plan. Organisations are responsible for ensuring hand sanitiser, soap and paper towels are readily available.

Organisations should replace all cups, cutlery and plates with disposable stock until further notice and remove regular items from circulation (and make them inaccessible). Disposable stock should be set up in a way that enables people to take an item without having to touch others (for example, avoid stacks of disposable cups, plates and other items where people have to touch the entire stack to select an item).

What do to when you are notified of a potential COVID-19 case/outbreak at or related to your organisation/venue

There are two ways you may become aware of a COVID-19 case and/or potential outbreak:

1. The individual diagnosed with COVID-19 may contact your organisation directly; or
2. DHHS may contact your organisation and advise that someone infectious has been identified as having attended your premises.

It is important to remember that DHHS are the only ones that can declare an outbreak; and that they may not contact your organisation depending on the circumstances of the diagnosed individual. This may mean that they have established that there is no risk to the venue and no action is necessary.

You can expect DHHS to contact you if your organisation needs to to take particular actions such as performing deep cleaning or in serious cases, they may instruct you to close. It is therefore important that you follow their directions precisely and ask questions if you are unsure.

DHHS MAY NOT NECESSARILY DECLARE AN OUTBREAK AT YOUR ORGANISATION

Under certain circumstances, such as the person diagnosed with COVID-19 not visiting your organisation while they were infectious, DHHS may not have reason to contact or discuss this case with you. If you become aware of a case, it's prudent to conduct a thorough clean of the premises and provide support to the person/family. It's good practice to reassure those within your organisation of the situations advice you have received from DHHS (if any).

If necessary (such as you need to close for cleaning or because DHHS has declared an outbreak) and once all the steps in the previous (green) stage have been completed:

1

ACTIVATE YOUR OUTBREAK MANAGEMENT TEAM

Advise all team members of the situation and arrange a time to meet to discuss further. In the interim, if DHHS isn't already aware of the case OR they have requested further information, the Incident Controller or their Deputy should complete step 2:

2

(IF REQUIRED) THE OUTBREAK INCIDENT CONTROLLER OR THEIR DEPUTY TO COLLATE AS MANY DETAILS AS POSSIBLE

You may need to have the following information readily available to assist the DHHS with contact tracing:

- The name/s, phone numbers, home addresses and email addresses of the potential COVID-19 case
- The date/s and time/s they were last at your organisation or venue.
- The details of all other people who were at your organisation or venue at the same time (names, phone numbers, home addresses and email addresses)
- The name of your organisational point of contact, their phone number and email address (if that person is not you)

3**(IF REQUIRED) CALL THE VICTORIAN DEPARTMENT OF HEALTH AND HUMAN SERVICES 24/7 HOTLINE ON 1800 675 398**

(IF REQUIRED) If the case of COVID-19 is the cause (or suspected cause) or death at a workplace, you must report it to Work Safe Victoria on 1800 136 089

Their reporting line is open Monday to Friday between 7.30am and 6.30pm.
Their 24/7 emergency line can be contacted on 13 23 60.

4**NOTIFY THE VICTORIAN JEWISH COVID-19 TASKFORCE VIA EMAIL covid19@csgvic.com.au**

As restrictions in the Victorian community are eased, it is exceptionally important that we all work together to support each other through outbreaks as they occur.

The Taskforce can assist you to navigate community considerations, manage media and interpret advice or guidance from Government.

5**REACH OUT TO THOSE DIRECTLY IMPACTED BY EXPOSURE OR CLOSE CONTACT TO THE INFECTIOUS PERSON**

The Outbreak Incident Controller or their Deputy should personally reach out via phone call to each person identified, in conjunction with DHHS, as being a close contact or contact of the infectious person and ascertain their welfare. They should ascertain what (if any) support they require (particularly if they have been directed to self-isolate for 14-days), and to advise them that you will shortly be letting organisational community members know what is going on (while respecting their privacy).

Outbreak Incident Controllers or their Deputy should be mindful of each individual's circumstances and the issues they may face as a result of being in close contact with an infected person. For example, consideration should be given to family and domestic violence situations, ensuring those already under financial stress are able to access food and other necessities and connecting people with the right support services where necessary.

6**COMMUNICATE WITH YOUR COMMUNITY**

Send an email or SMS to everyone in your immediate community to inform them:

- What has happened (without naming anyone)
- When it happened (when the infectious person was on-site)
- What has been done (that you have contacted DHHS and are following their instructions - you may wish to convey some of those instructions, such as deep cleaning, closure of the venue etc)
- What you will be doing in the coming days (liaising with DHHS, finding out more information)
- And who your community can contact for further information.

7**MONITOR THE SITUATION**

The Outbreak Management Team should conference call each day to discuss new information and developments.

What do to when you are advised there is a COVID-19 outbreak or cluster at or linked to your organisation or venue

Once all the steps in the previous stages have been completed:

1

IF DHHS ADVISES YOU THAT THEY ARE DECLARING YOUR ORGANISATION OR VENUE AS AN OUTBREAK OR CLUSTER:

Only DHHS can declare an outbreak or cluster.

It is important that you follow the instructions that they give you exactly.
If at any stage you are not sure of anything, ring them to seek further clarification.

It is highly likely you will need to close your venue or site at a minimum for deep cleaning to occur.

You should pre-empt this out of an abundance of caution and ensure a thorough clean of the premises is completed.

2

NOTIFY THE VICTORIAN JEWISH COVID-19 TASKFORCE VIA EMAIL covid19@csgvic.com.au

The Taskforce can assist you to navigate community considerations, manage media and interpret advice or guidance.

3

COMMUNICATE THIS UPDATE WITH MEMBERS OF YOUR COMMUNITY:

Keep your community members informed by updating them on:

- What has changed since your last message
- What the current situation is and how long it is expected to last for
- What DHHS instructions you are following
- How you are supporting those impacted by this outbreak - whether they are infected or not
- That you will provide them with a further update when more information becomes available

**4****KEEP IN CONTACT WITH THOSE COMMUNITY MEMBERS WHO HAVE BEEN ISOLATED OR THOSE WHO ARE ILL. FOR THOSE HOSPITALISED, KEEP IN CONTACT WITH THEIR FAMILY.**

It is imperative that the Outbreak Incident Controller or their Deputy keep in regular phone call conversation (as a preferred means over SMS and email) during their isolation, while they await testing results or during their illness.

If someone becomes seriously unwell, particularly when they are admitted to hospital, the Outbreak Incident Controller or their Deputy should be in very regular contact with their family to provide whatever supports necessary.

**5****MONITOR THE SITUATION**

The Outbreak Management Team should conference call each day to discuss new information and developments.

What do to when someone becomes critically ill; or passes away from becoming infected with COVID-19 via your organisation

1

IMMEDIATELY UPON RECEIVING THIS NEWS CONVENE YOUR OUTBREAK MANAGEMENT TEAM

- Discuss how the family is being currently being supported.
- Appoint a single person from the Outbreak Management Team (preferably the Incident Controller) to be in contact with the family so as not to overwhelm or impose on them during this time - to keep up with the critically ill's situation/or to assist as much (or little) as possible after the persons passing.
- Consider if any pastoral care supports need to be offered or arranged.
- Consider what, if any, financial support may be in need.
- Consider meal-drives and other means of support.
- Do whatever is possible, and is inline with the family's wishes - to support them during this time.

2

MONITOR THE SITUATION

The Outbreak Management Team should communicate as regularly as the situation necessitates to discuss new information and developments.



IF THE PERSON PASSES AWAY AS A RESULT OF CONTRACTING COVID-19 VIA YOUR ORGANISATION:

Consider, with respect to the circumstances of how the person became infected at your organisation and in consultation with a lawyer/solicitor, whether or not offering to cover the costs of the funeral is appropriate

Tend to the immediate needs of the family (spiritual, financial and material) as much or as little as is appropriate and is accepted by the family.

Communicate the passing of the individual only after the family have done so publicly.

REMEMBER:

If the case of COVID-19 is the cause (or suspected cause) or death at a workplace, you must report it to Work Safe Victoria on 1800 136 089

Their reporting line is open Monday to Friday between 7.30am and 6.30pm.

Their 24/7 emergency line can be contacted on 13 23 60.

When to declare the outbreak at your organisation over

- **DHHS WILL DECLARE WHEN THE OUTBREAK IS OVER.**
- **THEY WILL TELL YOU WHEN THIS HAS OCCURRED.**

1

CONVENE THE OUTBREAK MANAGEMENT TEAM

Review advice received from DHHS and any recommendations that they have made - including any that haven't already been implemented and ensure they are implemented.

Discuss any ongoing situations regarding ongoing illness or serious or not. Just because the "outbreak" is over, does not mean there will not be any serious illnesses or fatalities as a result. You may need to move back a step in this plan to properly manage changing circumstances.

2

COMMUNICATE WITH YOUR COMMUNITY

Update your community with DHHS' advice and what that means for your organisation moving forward. Communicate the situation of anyone who remains ill.

3

DEBRIEF THE OUTBREAK WITH YOUR INCIDENT MANAGEMENT TEAM

Schedule a few hours for the Outbreak Incident Management Team to discuss the overall crisis, what happened, what was handled well and what wasn't.

Depending on the severity of the crisis, you may wish to consider engaging professional and/or pastoral care as part of this process to assist team members through what was likely to have been a highly stressful and upsetting time.

The Victorian Jewish Community COVID-19 Taskforce is able to facilitate this process for you if required.

4

MONITOR THE SITUATION

Just because the outbreak has been declared over does not mean the crisis has passed. There may still be work and tasks that need to be completed by the Outbreak Management Team.

What can I do to keep my workers safe at the workplace and limit the spread of COVID-19?

1. Working from home

- ☐ Assess who can do their jobs from home. Give those workers the option to do so.
- ☐ Provide guidance to your workers on how to set up a safe home work environment (see, for example, [SWA's working from home information and diagrams](#)).
- ☐ Require workers to complete a self-assessment checklist to ensure they comply with good ergonomic practices (an example is [Comcare's Working from home checklist](#)).
- ☐ Appoint a contact person in your business that workers can talk to about any concerns.
- ☐ Set up ways to communicate with workers online (e.g. through Skype or Zoom) and communicate with them daily.
- ☐ Provide information to workers about the supports available to them, for example through an employee assistance program.

2. Physical distancing

- ☐ Put up posters around the workplace on keeping at least 1.5 metres distance between everyone at the workplace.
- ☐ Erect signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded.
- ☐ Move work stations, desks and tables in staffrooms further apart to comply with social distancing.
- ☐ If possible, bring in shift arrangements so less staff are in the workplace at once.
- ☐ Instruct workers to have meetings by phone or online instead of in person. If not possible, require they meet in a large space and keep meetings short.

- ☐ Review regular deliveries and request contactless delivery. Check 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.
- ☐ Nominate a person on the work floor to be responsible for keeping everyone the required 1.5 metre distance apart in accordance with the latest government requirements.

3. Handwashing and 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.
- ☐ [Put up posters with instructions on how to hand wash/hand rub.](#)
- ☐ Instruct workers on other ways to limit the spread of germs, including by not touching their face, sneezing into their elbow, and staying home if feeling sick.
- ☐ Have automatic alerts set up on computer systems to remind workers about washing hands and not touching eyes, nose and face
- ☐ Instruct your workers to limit contact with others- no shaking hands or touching objects unless necessary.
- ☐ If possible, accept only cashless transactions.
- ☐ Increase access to closed bins in your workplace.
- ☐ Put up signs to request customers only touch objects they are going to buy.

What can I do to keep my workers safe at the workplace and limit the spread of COVID-19?

4. Cleaning

- ☐ Ensure any areas frequented by workers or others (e.g. visitors to your premises) are cleaned at least daily with detergent or disinfectant.
- ☐ Instruct workers to wear gloves when cleaning and wash their hands thoroughly with soap or use an alcohol-based hand sanitiser before and after wearing gloves.
- ☐ Clean frequently touched areas and surfaces several times a day with a detergent or disinfectant solution or wipe. This includes Eftpos equipment, elevator buttons, handrails, tables, counter tops, door knobs, sinks and keyboards.
- ☐ Instruct workers to clean personal property that comes to work, such as sunglasses, mobile phones and iPads with disinfectant, such as disinfectant wipes.

5. Monitor symptoms

- ☐ Put up signs about the symptoms of COVID-19 in the workplace.
- ☐ Direct workers to stay home if they are sick, and if they are displaying symptoms of COVID-19 ask them to call the National Coronavirus hotline (1800 020 080).
- ☐ Instruct workers to tell you if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.
- ☐ Remind staff of their leave entitlements if they are sick or required to self-quarantine.
- ☐ Treat personal information about individual workers' health carefully, in line with privacy laws.

- ☐ Facilitate working from home, if possible, for staff who are required to self-quarantine but are not displaying symptoms of COVID-19.

6. Plan ahead

- ☐ Nominate a worker or a team of workers to champion safe practices in the workplace and teach their colleagues the proper procedures listed above.
- ☐ Develop a plan to ensure business continuity if there is a suspected or confirmed outbreak of COVID-19 in your workplace.
- ☐ Consider what you will do if one of your workers is suspected or confirmed to have COVID-19, including how you will support that worker and what you need to do to ensure the workplace remains safe for other workers.
- ☐ Consider if you have appropriate cleaning products and personal protective equipment available to disinfect your workplace following an outbreak. If you do not, consider options for hiring a cleaning company to do this work.
- ☐ Put a protocol in place for reopening your workplace after an outbreak or quarantine period.

Stay informed

Download the official government "Coronavirus Australia" app, or join the [WhatsApp channel](#) and frequently check for updates.

CHECKLIST: Physical distancing

This checklist will assist you to implement physical distancing measures at your workplace. Don't forget to also check our [COVID-19 website](#) for additional measures for your industry.

One person per 4 square metres

Calculate the number of people you can have in an enclosed space at any one time.

- ☐ Do a walk through of your workplace with a tape measure and write down the dimensions of all enclosed spaces.
- ☐ Calculate the area of each enclosed space by multiplying the length of the space in metres by its width in metres.
- ☐ Divide the calculated area by 4. The result is the number of workers you can have in a space to allow for at least 4 square metres of space per person.

For example:

Length = 5 metres, Width = 10 metres
Area in square metres: $5 \times 10 = 50$
Maximum number of people: $50 \div 4 = 12.5$.
Round it down to 12.

Is it reasonably practicable for you to provide 4 square metres of space per person?

- ☐ Consider how many people are usually present in the enclosed area at any one time. Is this more or less than the number you calculated above?
- ☐ If the calculated number is less than the number of people in the workplace, can you reduce the number of people in the enclosed space by:
 - ☐ reducing the number of work tasks in the enclosed space
 - ☐ postponing non-essential work
 - ☐ facilitating working from home
 - ☐ modifying work tasks

- ☐ splitting workers' shifts to reduce the number of workers onsite at any given time
- ☐ restricting access to the enclosed space to essential workers and/or others
- ☐ staggering entry into the workplace by customers or clients

- ☐ Are there any considerations you need to take into account regarding worker numbers?

For example:

Child to carer ratios, the minimum number of workers required to carry out a task or operate plant or equipment safely.

- ☐ Have you consulted with workers and relevant health and safety representatives on implementing this control measure? You have a duty to consult with workers when they are likely to be or are directly affected by a situation involving their health and safety.

What if it is not reasonably practicable to provide 4 square metres of space per person?

- ☐ Can you still implement measures that increase the square meterage each person has?
- ☐ Implement other control measures to reduce exposure to COVID-19 (e.g 1.5m physical distance between each person).

How to implement measures to achieve 1.5m distance between each person

Identify all the situations, tasks and processes where workers and others (clients, customers, contractors, visitors) interact closely with each other.

- ☐ What work tasks require workers to be close to each other?

For example:

Tasks involving safe lifting, working at heights in elevated platforms, conducting private meeting.

CHECKLIST: Physical distancing

- ☐ What are the situations where workers interact closely with customers or clients?

For example:

Customers at the cash register, child care workers, washing someone's hair over a basin.

- ☐ Does the layout of the workplace, including entry and exits, require workers and/or others to be close to each other?

For example:

Dining room tables in the break areas, office desks next to each other, data centre racks in close proximity.

- ☐ Do workers and/or customers or clients travel together in vehicles?

Identify the situations tasks and processes where it is reasonably practicable for workers and others to keep 1.5m away from each other.

- ☐ Can you change the layout of your workplace?

For example:

Can you move work stations and plant further apart? Can you restrict customer or client movement to a particular part of the workplace? 1.5m distancing includes both side to side and back to back.

- ☐ Can you modify the way workers and others interact with each other?

For example:

Can put in physical barriers that minimise contact between workers and others (e.g Perspex shield)

Is there a way to manage doorways more effectively to avoid congestion? (e.g. one door marked for entry only, the other for exits, or keeping some entrance doors open, if safe to do so).

- ☐ Can you modify how staff gather, meet and train together?

For example:

Use electronic communication such as tele and video conferencing for meetings and training. Ensure face-to-face time is limited.

- ☐ Can you modify the use of workplace facilities?

For example:

Reduce the number of workers utilising common areas at a given time by staggering meal breaks and start times.

- ☐ Review regular deliveries. Can you request contactless delivery? Check systems for e-invoicing are in place.

- ☐ Identify and address, so far as reasonably practicable, any other risks that may arise if workers and others are required to practice physical distancing.

- ☐ Have you consulted with workers and relevant health and safety representatives on implementing this control measure. You have a duty to consult with workers when they are likely to be or are directly affected by a situation involving their health and safety.

Put in place measures to communicate and remind workers of the need to practice physical distancing

- ☐ Put signs around the workplace and create wall or floor markings to identify 1.5m distance. Your staff could wear a badge as a visual reminder to themselves and each other

- ☐ Provide physical distancing markers on the floor in areas where customers line up or where workers perform tasks.

Close contact work tasks

You may have particular work tasks that, due to their nature of the work or for work health and safety reasons, can only be performed if workers are in close contact.

Identify and implement measures to reduce the amount of time workers spend in close contact.

- ☐ Is the work task essential? Can it be postponed?

CHECKLIST: Physical distancing

- ☐ What measures can you put in place to reduce the amount of time workers spend in close contact. Can you:
 - ☐ minimise the number of people within an area at any time?
 - ☐ stagger start, finish and break times where appropriate?
 - ☐ move work tasks to different areas of the workplace or off-site if possible?
 - ☐ separate workers into dedicated teams and have them work the same shift or work in a particular area?
 - ☐ provide each worker or the dedicated team their own equipment or tools?
- ☐ Have you consulted with workers and relevant health and safety representatives on implementing this control measure? You have a duty to consult with workers when they are likely to be or are directly affected by a situation involving their health and safety.

For more resources:

Visit the Safe Work Australia website swa.gov.au/coronavirus

The use of personal protective equipment (PPE)

- ☐ Have you considered and implemented measures to limit the amount of time workers will spend in close contact?
- ☐ If yes, will workers, despite other control measures, be in close contact with each other or with other people for longer than the recommended time (i.e more than 15 minutes face to face cumulative over the course of a week or more than 2 hours in a shared closed space)?
- ☐ If yes consider the use of personal protective equipment (PPE). This includes respirators with positive airflow and disposable gloves.
- ☐ Workers must be trained in the proper use of PPE. Be aware of WHS risks that may arise as a result of workers using and wearing PPE.

CHECKLIST: Health, hygiene & facilities checklist

This checklist will assist you to implement health and hygiene measures at your workplace and do a review of your facilities. Don't forget to also check our [COVID-19 website](#) for additional measures for your industry.

Health & Hygiene practices

Educate workers on good health and hygiene practices

- ☐ Do your workers know not to come to work when they are unwell, even if they feel fit to work?
- ☐ Look for signs of 'presenteeism'? Are managers and supervisors modelling the correct behaviours or is there a culture of 'soldiering on' that needs to be discussed as a team?
- ☐ Have you informed workers about the importance of hand washing?
- ☐ Have you trained workers on how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly?
- ☐ Have you trained workers on how to correctly use alcohol-based hand sanitiser?
- ☐ Inform workers and others when they need to wash their hands. This includes:
 - ☐ before and after eating
 - ☐ after coughing or sneezing
 - ☐ after going to the toilet
 - ☐ after changing tasks
 - ☐ after touching potentially contaminated surfaces
- ☐ Inform workers of the following good hygiene measures to limit the spread of the virus:
 - ☐ cover coughs and sneezes with an elbow or a tissue
 - ☐ avoid touching the face, eyes, nose and mouth
 - ☐ dispose of tissues hygienically
 - ☐ wash hands before and after smoking a cigarette

- ☐ clean and disinfect surfaces and shared equipment
- ☐ wash body, hair (including facial hair) and clothes thoroughly every day
- ☐ stay more than 1.5 metres away from others
- ☐ don't shake hands and avoid any other close physical contact where possible
- ☐ no spitting
- ☐ put cigarette butts in the bin
- ☐ Can you set up automatic alerts on computer systems to remind workers about washing hands and good hygiene measures?

Put measures in place where reasonably practicable to minimise contact between people

- ☐ Can you put in a system to provide for cashless transactions?
- ☐ Require workers to minimise contact with others where possible

See also:

[Physical distancing checklist.](#)

Hand washing & hand sanitising stations

- ☐ Are there an adequate number of hand washing and hand sanitising stations to sustain the increase in workers' practicing good hygiene? Consider:
 - ☐ the number of workers on site
 - ☐ any shift arrangements
 - ☐ entry and exit points
 - ☐ high traffic areas
 - ☐ the need for workers to wash their hands before, during or after the completion of a work task
 - ☐ the location of the workplace or work tasks. Will workers be located outside away from common facilities such as bathrooms?

CHECKLIST: Health, hygiene & facilities checklist

- ☐ Are the hand washing and hand sanitising stations placed in convenient location to ensure workers and others can access them easily and frequently?
- ☐ Have you talked to your contract cleaner or responsible worker to discuss if someone can check soap dispensers and monitor rubbish bins more frequently?

How to set up hand washing facilities

- ☐ Check the facilities are in good working order.
- ☐ Ensure facilities are adequately stocked with clean running water, soap or handwash and paper towels.
 - ☐ Is water collecting anywhere it shouldn't?
 - ☐ Is any paper towel dispenser working properly?
 - ☐ Are automatic soap dispensers an option?
- ☐ Can you provide touch free bins?
- ☐ Put posters up to inform workers and others how to wash their hands correctly and when to wash their hands.

How to set up hand sanitising stations

- ☐ Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient as per the manufacturer's instructions?
- ☐ Set up stations at
 - ☐ entry and exit points to the workplace
 - ☐ entry and entry points to common areas
 - ☐ in areas that have high touchpoints or high traffic flows

For example:

Around the photocopier, near lifts

- ☐ Put up posters at each station to inform workers and others how to sanitise their hands correctly and when.
- ☐ If children may enter the workplace, is hand sanitiser in a position to prevent accidental ingestion?

Put measures in place that encourage good hygiene in the workplace

- ☐ Increase access to closed bins in your workplace.
- ☐ Put up signs to request customers only touch objects they are going to buy.
- ☐ Communicate to workers that they are to report any flu-like symptoms to you, to stay away from the workplace and to seek advice from a health care professional.
- ☐ Implement or review existing hygiene standards for common areas to ensure they require workers to:
 - ☐ Clean up after themselves
 - ☐ Place rubbish in bins provided
 - ☐ Avoid putting personal items such as phones on meal surfaces
 - ☐ Have adequate detergent and disinfectant products

Put processes in place to regularly monitor and review the implementation of hygiene measures to ensure they are being followed and remain effective.

- ☐ Put processes in place to make sure someone checks all hand washing and hand sanitising stations are adequately stocked.
- ☐ Put processes in place to enable workers to efficiently raise issues relating to worker hygiene and hand washing or hand sanitising stations.
- ☐ Develop infection control policies in consultation with your workers. These policies should outline measures in place to prevent the spread of infectious diseases at the workplace.

For more information:

Visit the Hygiene information on the [Safe Work Australia website](https://www.swa.gov.au/coronavirus).

How to clean and disinfect your workplace

Summary to COVID-19

This document provides guidance on routine cleaning, and cleaning and disinfection following a case or suspected case of the COVID-19 in a non-healthcare workplace.

It covers:

- 1.1 – Cleaning during the COVID-19 pandemic**
- 1.2 – Definitions**
- 1.3 – Cleaning and disinfecting solutions**
- 1.4 – Checklist of standard precautions for cleaning**
- 1.5 – Recommended cleaning by surface**
- 1.6 – Recommended cleaning by item**
 - 1.6.1 – General**
 - 1.6.2 – Specialised electronic equipment**
 - 1.6.3 – Retail**
 - 1.6.4 – Building and construction**
 - 1.6.5 – Warehousing and logistics**
 - 1.6.6 – Transport**

1.1 Cleaning during the COVID-19 pandemic

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

A key way you can protect workers and others from the risk of exposure to COVID-19 is by implementing appropriate cleaning and disinfecting measures for your workplace.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if your workplace operates in shifts,

workplaces should be cleaned between shifts. If equipment is shared between workers, it should be cleaned between uses, where practicable.

Cleaning with detergent and water is sufficient.

Once clean, surfaces can be disinfected. When and how often your workplace, or certain surfaces, should be disinfected will depend on the likelihood of contaminated material being present. This would include any time there has been a case or suspected case of COVID-19 at the workplace, or at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces.

1.2 Definitions

The following terms are used throughout this document, to improve readability.

Damp dust means to wet a cloth with cleaning agent and wring out, such that the cloth remains damp, but does not drip water.

Detergent means a surfactant that is designed to break up oil and grease with the use of water.

Disinfectant means a product labelled as household disinfectant, and containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach.

Frequently touched surface means a surface that is touched often, by the same or different people. For example, a door handle or push plate.

HEPA means high efficiency air particulate filter.

Infrequently touched surface means a surface that is touched less than a frequently touched surface. For example, the surface of a cupboard door.

1.3 Cleaning and disinfecting solutions

Cleaning and disinfecting are two different processes:

Cleaning means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

Disinfecting means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. Disinfectants containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach are suitable for use on hard surfaces (that is, surfaces where any spilt liquid pools, and does not soak in). These will be labelled as 'disinfectant' on the packaging. Where there is uncertainty, the manufacturers or importing suppliers of the substance should be contacted for advice.

Health authorities recommend using a 1000 ppm bleach (sodium hypochlorite) solution to disinfect hard surfaces.

For routine workplace cleaning in a non-healthcare workplace, physical cleaning with water and detergent is sufficient. Water and physical effort alone will not kill the COVID-19 virus.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces when cleaning after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace.

Note: Disinfectants require sufficient contact time to be effective.

1.4 Checklist of standard precautions for cleaning

- ☐ Where cleaning on or around electrical equipment/fittings, isolate electrical equipment and turn off power source if possible before cleaning with liquids.
- ☐ Read the label for the detergent or disinfectant and follow the manufacturer's recommendations.
- ☐ Obtain a copy of the Safety Data Sheet (SDS) for the detergent or disinfectant and become familiar with the contents.
- ☐ Wear the appropriate personal protective equipment (PPE) that is identified on the label and the SDS.

1.5 Recommended cleaning by surface

The following table outlines the recommended minimum frequencies for routine cleaning of various surfaces in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

It is applicable to all workplaces, noting some surfaces may not be relevant to all workplaces.

It is highly recommended that workplaces are cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

More frequent disinfection may be required at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces.

	Following suspected or confirmed case		Routine cleaning		
	Any Surface	Method	Frequently touched surfaces	Infrequently touched surfaces	Method
Soft plastics	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Damp dust + Detergent
Hard plastics	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent

	Following suspected or confirmed case		Routine cleaning		
	Any Surface	Method	Frequently touched surfaces	Infrequently touched surfaces	Method
Metal surfaces (stainless steel, uncoated steel, zinc coated steel, aluminium)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant* *uncoated steel is more susceptible to rust when disinfected. Disinfect only when necessary, and treat for rust as appropriate	Clean at least daily or every shift change	Clean weekly	Detergent
Painted metal surfaces	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent
Deliberately Greased or Oiled metal surfaces	Clean as soon as you become aware	Clean according to manufacturer's recommendations	Clean at least daily or every shift change	Clean weekly	Clean according to manufacturer's recommendations
Wood	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Damp dust + Detergent
Laminate	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent
Glass	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent
Concrete (polished)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Detergent

	Following suspected or confirmed case		Routine cleaning		
	Any Surface	Method	Frequently touched surfaces	Infrequently touched surfaces	Method
	become aware				
Concrete (rough)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or every shift change	Clean weekly	Vacuum (HEPA) or Detergent
Leather	Clean and disinfect as soon as you become aware	Clean and disinfect according to manufacturer's recommendations	Clean at least daily or every shift change	Clean weekly	Clean according to manufacturer's recommendations
Fabric	Clean and disinfect as soon as you become aware	Detergent + Steam clean If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent	Clean at least daily or every shift change	Clean weekly	Vacuum (HEPA) Damp dust + Detergent If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent
Paper	Not suitable for cleaning. Leave undisturbed for a minimum of 72 hours.	Dispose of in the bin (double-bagged), or leave undisturbed for a minimum of 72 hours, longer if possible.	Not suitable for cleaning	Not suitable for cleaning	Use alternate, cleanable options, such as electronic tablets If use is unavoidable, and individual use is not feasible, use a plastic protective sheet over the page.

1.6 Recommended cleaning by item

The following table outlines the recommended minimum frequencies for routine cleaning of various items in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

It is applicable to all workplaces, noting some items may not be relevant to all workplaces.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

More frequent disinfection may also be required at workplaces with a high volume of customers or visitors that are likely to touch surfaces.

1.6.1 General

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Alcohol-based hand sanitiser dispenser	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Bath	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily, or after each use if shared facilities	Clean at least daily	Detergent
Call bell/door bell	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Carpet (Soft Floor)	Clean and disinfect as soon as you become aware	Carpet shampoo + Steam clean	Clean daily	Clean weekly	Vacuum with HEPA filter
			Clean annually	Clean annually	Shampoo or steam clean
Ceiling	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean daily & wash yearly, e.g. access hatches and surrounds	Spot clean weekly & wash every 3 years	Damp dust + Detergent

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Chairs (non-upholstered) e.g. plastic chairs, wooden chairs, other non-padded chairs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Chairs (upholstered) e.g. fabric padded chairs, sofas, office chairs	Clean and disinfect as soon as you become aware	Detergent + Steam clean	Clean at least daily	Clean weekly	Vacuum (HEPA) Damp dust + Detergent
Cleaning Equipment	Clean after use	Detergent + Disinfectant	Clean after use	Clean after use	Detergent
Clipboard / Folders	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean after use	Clean weekly	Detergent
Computer, Keyboard, Mouse Headsets	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays	Clean at least daily or when visibly soiled, and between users if equipment is shared	Clean weekly or when visibly soiled	Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations Detergent
Curtains and Blinds	Clean and disinfect as soon as you become aware	Damp dust + Detergent Steam clean curtains or blinds	Clean weekly	Clean monthly	Refer to manufacturer's recommendations Steam clean curtains or blinds in place or machine wash curtains according to manufacturer's recommendations
Door frames	Clean and disinfect as soon as you	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
	become aware				
Door knob/handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean daily	Detergent
Drinking Fountains	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean daily	Detergent
Elevator buttons	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Floor (non-slip vinyl)	Clean as soon as you become aware	Detergent + Disinfectant	Damp mop daily	Damp mop daily	Detergent
Floor (polished concrete)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Dust removal & clean daily	Dust removal & clean weekly	Detergent
Fridges	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Weekly, & defrost to clean as required Clean frequently touched surfaces on fridge (i.e. handles) at least daily	Monthly & defrost as required Daily spot check— clean when necessary	Refer to manufacturer's recommendations Detergent
Hand rails, stair rails	Clean and disinfect as soon as you	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
	become aware				
Keys and locks and padlocks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily	Clean weekly	Detergent
Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays Detergent
Light and Power point Switches	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean at least daily	Clean weekly	Damp dust + Detergent
Lights/lighting	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily	Clean weekly	Refer to manufacturer's recommendations Detergent
Microwave	Clean and disinfect as soon as you become aware	Detergent. Disinfectant on outside surfaces only.	Clean frequently touched points on microwave at least daily	Clean daily	Refer to manufacturer's recommendations Detergent
Push/pull doors (with and without a push plate)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + Disinfectant
Remote controls	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Shelves (and items on shelves)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean weekly	Clean weekly	Detergent
Shower	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean daily or after each use if shared facilities	Clean weekly	Detergent + Disinfectant
Sink (hand washing & kitchen)	Clean and disinfect as soon as you become aware	Detergent Disinfectant on areas around sink only, not in sink	Clean at least daily	Clean daily	Detergent
Tables/desks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Telephone	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean at least daily & more regularly if shared by multiple users	Clean weekly	Detergent
Toilet	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + disinfectant
Toilet doors and locks	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent + Disinfectant
TV	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean weekly	Clean weekly	Refer to manufacturer's recommendations Damp dust + Detergent

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Vending Machines	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean frequently touched points on machine at least daily	Clean weekly	Refer to manufacturer's recommendations Damp dust + detergent or Isopropyl alcohol-based wipes/sprays
Walls	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean touched walls daily & full clean yearly	Spot clean weekly & full clean yearly	Damp dust + Detergent
Windows	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean touched windows daily	Clean weekly	Detergent
Window frames (sliding servery window types)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent

1.6.2 Specialised electronic equipment

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Electrical equipment	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or between users if shared	Clean weekly	Refer to the manufacturer's recommendations
Electronic equipment (sensitive to electrostatic charge) E.g. I pads, tablets, laptops exterior of computer case and monitors	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or between users if shared	Clean weekly	Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations If no manufacturer's recommendations, use isopropyl alcohol-based preparations with non-electrostatic wipes suitable for electronic equipment
Touch screens e.g. information screens in buildings	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable covers Isopropyl alcohol-based wipes/sprays	Clean at least daily	Clean weekly	Consider adding a wipeable cover to the device/screen. Refer to the manufacturer's recommendations Isopropyl alcohol-based wipes/sprays

1.6.3 Retail

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Cash registers	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Isopropyl alcohol-based wipes/sprays	Clean after each shift	Clean weekly	Detergent + Isopropyl alcohol-based wipes/sprays
EFTPOS machines	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean after each use (if practicable)	Clean weekly	Isopropyl alcohol-based wipes/sprays
Hand-held cash register scanners	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean after each use (if practicable)	Clean weekly	Isopropyl alcohol-based wipes/sprays
Trolleys & Hand-held baskets	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean after each use	Clean after each use	Detergent Isopropyl alcohol-based wipes

1.6.4 Building and construction

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Bollards	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Hoses	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Ladders	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean between shifts or users	Clean weekly	Detergent
Power tools and hand tools	Clean as soon as you become aware	Refer to the manufacturer's recommendations Isopropyl alcohol-based wipes/sprays	Clean between shifts or users	Clean weekly	Refer to the manufacturer's recommendations Isopropyl alcohol-based wipes/sprays
Scaffolding / formwork	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces daily	Clean weekly	Detergent

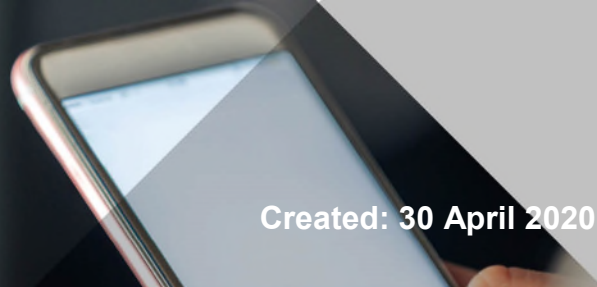
1.6.5 Warehousing and logistics

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Control panels and other plant controls	Clean as soon as you become aware	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays	Clean between shifts or users	Clean weekly	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays
Conveyor Belts	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Drainage grates	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Hi Vis Vests worn over clothing	Clean and disinfect as soon as you become aware	Refer to manufacturer's recommendations Detergent + Disinfectant	Clean at least daily or between users if shared	Clean daily	Refer to manufacturer's recommendations Detergent
Machinery surfaces	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Manual stopcock valves	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Roller door handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent



Coronavirus COVID-19

Created: 30 April 2020



	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Other PPE if shared between workers (hard hats, safety eyewear)	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or between users if shared	Clean weekly	Detergent
Safety guards around equipment	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean frequently touched surfaces at least daily	Clean weekly	Detergent
Viewing windows	Clean as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent



1.6.6 Transport

	Following suspected or confirmed case		Routine cleaning		
	Any item	Method	Frequently touched items	Infrequently touched items	Method
Door Handles	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily	Clean weekly	Detergent
Gear knobs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or between users if shared	Clean weekly	Detergent
Seat Belts	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least daily or between users if shared	Clean weekly	Detergent
Steering wheels	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean at least between shifts or between users	Clean weekly	Detergent
Switches and other controls	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes /sprays	Clean at least daily	Clean weekly	Isopropyl alcohol-based wipes/sprays

CHECKLIST: Cleaning

This checklist will assist you to implement health and hygiene measures at your workplace and do a review of your facilities. Don't forget to also check our [COVID-19 website](#) for additional measures for your industry.

Routine cleaning

What do I need?

- ☐ Detergent, either as a solution that can be mixed with water, or as wipes, or
- ☐ A 2-in-1 detergent and disinfectant solution, or wipes which can be used for routine cleaning.

When should I clean?

- ☐ Clean your workplace at the end of the work day using a detergent, or a 2-in-1 detergent and disinfectant solution.

Focus on:

Frequently touched surfaces such as tabletops, door handles, light switches, desks, toilets and toilet doors, taps, TV remotes, kitchen surfaces and cupboard handles

- ☐ Clean objects and surfaces used repeatedly by lots of people frequently throughout the day using a detergent, or 2-in-1 detergent and disinfectant solution.

For example:

Trolleys and baskets, checkouts, EFTPOS machines, handrails, elevator buttons

- ☐ Clean surfaces and fittings that are visibly soiled or after any spillage as soon as possible using a detergent, or a 2-in-1 detergent and disinfectant solution.
- ☐ Instruct workers to clean personal property that has been brought to work and is likely to be handled at work or during breaks with a detergent or 2-in-1 detergent and disinfectant solution, or wipes.

For example:

Sunglasses, mobile phones, ipads, car keys

How to safely clean

- ☐ Read the product label and Safety Data Sheet for the cleaning product(s) before using and make sure you follow all instructions, including all required personal protective equipment (PPE). [Also make sure the product is suitable for use on the surface you are cleaning.](#)
- ☐ Instruct workers to wear gloves when cleaning and ensure they know to wash their hands thoroughly with soap and water, or to use alcohol-based hand sanitiser if they cannot wash their hands, both before and after wearing gloves.
- ☐ If possible, use disposable gloves when cleaning and discard after each use. Otherwise, only use reusable gloves for routine cleaning and do not share gloves between workers.

After cleaning

- ☐ Dispose of any disposable cloths in a rubbish bag, or launder reusable cloths in the usual way.

Cleaning if someone in my workplace is suspected or confirmed to have COVID-19

Preparing to clean

- ☐ Prevent access to the areas that were used by the suspected or confirmed case as well as any common areas (break rooms, bathrooms) and any known or likely touch points.
- ☐ Open outside doors and windows if possible to increase air circulation.

What do I need?

- ☐ A detergent, as a solution that can be mixed with water, and
- ☐ A disinfectant containing $\geq 70\%$ alcohol, quaternary ammonium compounds, chlorine bleach or oxygen bleach (see the Department of Health website for more information on achieving the correct bleach solution), or

CHECKLIST: Cleaning

- ☐ A combined detergent and disinfectant solution.
- ☐ Appropriate PPE for cleaning staff, including disposable gloves and safety eyewear.
 - ☐ Provide a disposable apron where there is visible contamination with respiratory secretions or other bodily fluids.
- ☐ A surgical mask if the person suspected to have COVID-19 is in the room.
- ☐ Empty and re-clean equipment such as buckets with a fresh solution of disinfectant and completely dry before re-use.

For more information:

Visit the Cleaning information on the [Safe Work Australia website](https://www.ssa.gov.au/coronavirus/cleaning).

What should I clean?

- ☐ Thoroughly clean and then disinfect:
- ☐ all areas of suspected or confirmed contamination
- ☐ any common areas (e.g. break rooms, washrooms), and
- ☐ any known or likely touch points in the workplace.

How to safely clean

- ☐ Read the product label and Safety Data Sheet for the cleaning product(s) before using and make sure you follow all instructions, including all required PPE. [Also make sure the product is suitable for use on the surface you are cleaning.](#)
- ☐ Ensure staff are trained in putting PPE on and taking PPE off, including washing or sanitising hands between steps.
- ☐ Use disposable gloves where possible, and discard after each use. Wash or sanitise hands before and after wearing gloves.

After cleaning

- ☐ Dispose of any single-use PPE, disposable cloths and covers in a rubbish bag and place it inside another rubbish bag and dispose of in general waste.
- ☐ Launder any reusable cleaning equipment including mop heads and disposable cloths and completely dry before re-use.