Workplace Health Management Plan Template

Plan to reduce the risk of transmission of COVID-19 into Queensland workplaces and communities

This template is for:

- workplaces that employ, or have as visitors or contractors, interstate workers or seasonal workers and are required to submit a Health Management Plan under the relevant Queensland Chief Health Officer Public Health Direction (i.e. *Border restrictions direction* or *Seasonal workers health management plans direction*).

or

- Queensland businesses wishing to assess their plans to control COVID-19 associated risks.

This template may be used in conjunction with the *COVID-19 Workforce Impact Reduction Checklist* at annexure A. Note that substantially similar information within *either* document may be satisfied by reference to the information entered in the other, or for relevant industries, to the *Checklist for Reducing Workforce Impact from COVID-19* published by Safe Food Production Queensland.

Text may be entered into the fields below.

Company contact details	
Company name:	**ABN:**
Address of QLD site this plan applies to:	
Number of workers at site:	**Date:**
Key contact 1	
Name:	**Position:**
Phone:	**Email:**
Key contact 2	
Name:	**Position:**
Phone:	**Email:**
Reason for completing plan	
Has this plan been completed to help demonstrate compliance with a Chief Health Officer public health direction?	Yes ☐ / No ☐

Queensland
Government

In addition to existing Workplace Health and Safety procedures this plan:

A. Describes the screening steps that will be implemented for workers; and

B. describes the steps, including maintaining health standards, that will be implemented to reduce the risk of transmission of COVID-19 amongst workers and to the wider community; and

C. has been submitted to a Queensland Health Public Health Unit via: covid.plans@health.qld.gov.au.

The company will take all reasonable steps to ensure that a person does not enter the premises of the workplace if they are unwell and/or do not clear the screening steps outlined.

In order to prevent spread of illness to other geographical areas, any interstate person or seasonal worker who presents unwell while on the premises of the workplace should be isolated in an appropriate area (or a face mask provided and social distancing observed) and medical assistance sought. 13HEALTH (13 43 25 84) should be contacted for advice.

If there are concerns regarding the clinical deterioration of the person, follow current usual processes using existing links with local health services should be followed.

The company may be directed by the local Public Health Unit (PHU) to revise and update this plan if new advice and recommendations are made in order to prevent the spread of illness.

A. Health Screening Steps – completed **BEFORE** the worker commences work with the business

Steps	Actions	Details of actions taken	
Workers are to confirm that they have not returned to Australia from overseas in the last 14 days.	Those who have returned from overseas **must** self-quarantine for 14 days after entering Australia. Self-quarantine		☐
Workers are to confirm they have not, in the last 14 days, been in close contact (as defined in the current CDNA guideline) with someone who has COVID-19.	Workers **must** self-quarantine if they have been in close contact with someone who has COVID-19 for 14 days after the last contact with that person.		☐
Workers are to confirm they have not, in the last 14 days, been in a COVID- 19 hotspot as defined by the Chief Health Officer and published on the Queensland Health website (hotspots-covid-19).	Workers **must** self-quarantine if they have been in a COVID- 19 hotspot in the last 14 days for 14 days after leaving the designated hotspot.		☐
Workers are to confirm that they have not had a fever, cough, sore throat, shortness of breath or other cold/flu-like symptoms in the last 72 hours and are otherwise well and fit for work.	If an incoming worker reports being unwell with a fever, cough, sore throat or shortness of breath, or other cold/flu-like symptoms, or report having been unwell in the last 72 hours especially with cold or flu type symptoms must be isolated immediately and not enter communal areas and should seek medical advice.		☐
Worker confirms they have recovered from COVID-19 and are no longer infectious: at least 10 days have	If a worker indicates they have had COVID-19 they must confirm: at least 10 days have passed since onset of symptoms; and		☐

passed since onset of symptoms and free of all symptoms for at least 72 hours.	they have been free of all symptoms for at least 72 hours; and provide evidence of completion of isolation.		
Worker provides details of their work history and accommodation details for the 14 days' prior to commencing work with the relevant business.			☐

B. Health Screening Steps – completed at the workplace in Queensland **DAILY BEFORE** commencing work

Steps	Actions	Details of actions taken	
Workers to confirm absence of fever, cough, sore throat, shortness of breath or other cold/flu symptoms within the last 72 hrs, and that they are otherwise well and fit for work before work commences on site. This activity will be recorded, with records to be provided to the PHU if requested.	Iif the worker is not fit for work, must isolate immediately and seek medical advice.		☐

C. Reducing the risk of transmission at the work site and community – in addition to Workplace Health and Safety procedures to maintain health standards

Steps	Details of actions taken	
Information will be provided to all workers, including domestic and cleaning staff where applicable, and essential visitors, including drivers of delivery vehicles, on relevant		☐

information and procedures to prevent the spread of COVID-19.		
Non-essential visitors. e.g. sales people, are prevented from entering site.		☐
Workers will maintain a minimum distance of 1.5 metres from other workers, or implement alternative controls such as physical screens, enhanced cleaning processes or alternative work processes.		☐
Alcohol-based hand sanitiser/liquid soap, paper towels and cleaning supplies will be provided.		☐
Hand washing facilities are adequately stocked with liquid soap, running water and paper towel and are kept clean and in good working order. Hand sanitiser is available as an alternative when hand washing facilities are not readily available.	Records of (re)stocking activities, e.g. sign-off, will be maintained	☐
Good hygiene practices will be promoted e.g. display handwashing 12 step guide.		☐
The workplace will be kept clean and hygienic. Frequently touched surfaces, such as door handles, light switches, phones, and workstations, will be regularly cleaned (the minimum expected standard is daily and/or between shifts) to reduce contamination. Records of cleaning activities e.g. sign off will be maintained.	Records of cleaning activities, e.g. sign-off, will be maintained	☐
Communal facilities will be kept clean and hygienic with additional cleaning performed between change-over of workers. Workers will maintain a minimum distance of 1.5 metres from other workers whenever practicable.	Records of cleaning activities e.g. sign off will be maintained	☐

Where practicable, all persons on site will maintain a minimum 1.5 metres distance from each other.		☐
Separation of meal breaks and work groups to achieve maximum personal space. Workers will maintain social distancing of a minimum of 1.5 metres from other workers, or implement alternative controls Gathering for the purposes of ordering or collecting food or meals must not exceed one person per 4 square metres.		☐
Workers who become ill with respiratory symptoms at work will be isolated immediately and will be supported in accessing medical assistance. Facilities available on site for ill person management, e.g. on-site quarantine-space location and process for isolation of ill worker, provision of personal protective equipment and disinfection of area after ill worker has left. A clinical decision will be made by the local Public Health Unit as to where the ill person should be managed (if accommodated on-site) with consideration of reducing risk of geographical spread.		☐
Co-workers will be informed about possible exposure to a confirmed case of COVID-19 but confidentiality of the case will be maintained. Close contacts will be identified and followed up by the local Public Health Unit.	If a worker is confirmed to have COVID-19, call 13HEALTH (13 43 25 84) for advice.	☐
Regular communication with all workers to provide up to date information for the procedures adopted for the site.		☐

D. Staff documentation – completed at the workplace in Queensland **BEFORE** and **DURING** work

Steps	Notes
Document and retain records of all workplace staff, visitors and contractors at the workplace with respect to times and respective workplace locations and contact information.	This information will assist Queensland Health to specifically identify potentially impacted workplace staff via contact-tracing in case of a reported workplace-associated COVID-19 positive individual.

E. Managing workplace staff information - in addition to Workplace Health and Safety procedures to maintain health standards

Steps	Details of actions taken	
Document and retain records of all workplace staff, visitors and contractors *by date and time* on site at workplace. To include: • Full name • Date of birth • Telephone number • Current home address (and other if transient staff).	NOTE: Availability of information in tabular form (i.e. spreadsheet[s]) is optimal.	☐
Document and retain records of *locations* of all workplace staff, visitors and contractors, e.g. lists by shift and respective location(s.)		☐
Document and retain records of a worker's work history and accommodation details for the 14 days' prior to commencing work with the relevant business.		☐
Able to provide physical site plan(s) of premises layout if requested.		☐
Other additional measures being taken		☐

F. Sign-off

For workplaces who employ, or have as visitors or contractors, interstate workers or seasonal workers:

Please sign and submit plan to this email address covid.plans@health.qld.gov.au

Signature:

| Name: |
| Position: |
| Date: |

Annexure A: COVID-19 Workforce Impact Reduction Checklist

Checklist on COVID-19 risk management measures.

This checklist is to assist:

- Queensland workplaces who are required under a Queensland Chief Health Officer Public Health Direction (i.e. *Border restrictions direction* or *Seasonal workers health management plans direction*) to have and submit a Health Management Plan; or

- Queensland businesses wishing to assess their plans to control COVID-19 workforce associated risks and reduce potential impacts.

This checklist is a self-assessment checklist to identify ways to reduce transmission of COVID-19 within a workplace and assist business continuity. It may be used in conjunction with the Queensland Health *Workplace Health Management Plan Template: Plan to reduce the risk of transmission of COVID-19 into Queensland workplaces and communities*.

Note that substantially similar information within *either* document may be satisfied by reference to the information entered in the other, or to the *Checklist for Reducing Workforce Impact from COVID-19* published by Safe Food Production Queensland.

Businesses are encouraged to modify the checklist to reflect their circumstances. This checklist supports the principles in the Safe Work Australia *Information on COVID-19 and work health and safety* (April 2020) and PMA-A-NZ *Checklist for fresh produce sector: Actions for your workforce* and *COVID-19 Fresh Produce: Protecting your workforce.*

Text may be entered into the fields below.

Company contact details	
Company name:	**ABN:**
Address of QLD site this plan applies to:	
Number of workers at site:	**Date:**
Key contact 1	
Name:	**Position:**
Phone:	**Email:**
Key contact 2	
Name:	**Position:**
Phone:	**Email:**

In addition to existing Workplace Health and Safety procedures this plan:

A. Describes health screening steps that should be implemented for employees entering workplaces; and

B. describes the steps, including maintaining health standards, that will be implemented to reduce the risk of COVID-19 transmission amongst workers and the wider community.

Key management areas include:

- Ensuring a person does not enter the workplace premises if they are unwell and/or do not clear the health screening steps outlined in section B below.

- Any person who presents unwell while on the premises of the workplace should be isolated in an appropriate area (or, if available, a face mask provided, and social distancing observed) and medical assistance sought. 13HEALTH (13 43 25 84) should be contacted for advice.

A. Physical risk control aspects and actions

Steps	Actions	Details of actions taken	
Handwashing facilities	Hand washing facilities are adequately supplied with liquid soap, running water and paper towel, and are kept clean and in good working order.		☐
Hand sanitiser dispensers	Located where handwashing facilities are not practical. Consider hand sanitiser dispensers, particularly at entrances, exits and transition areas.		☐
Gloves and other PPE	Supply available and being used appropriately		☐
Cleaning supplies, sanitisers, and disinfectants	Supply available and being used appropriately in accordance with manufacturer's directions		☐
Refresher training	Focus on personal hygiene and product handling. Keep a record of who has received training and when.		☐
Informational signage	Directing risk-minimizing behaviour for employees ❏ Hand-washing procedures ❏ How to use hand sanitiser ❏ Glove usage ❏ Cleaning and Sanitising - example guidance; Queensland Health information for food businesses* ❏ COVID-19 symptoms and how to stop the spread*.		☐
Review/develop and implement cleaning and sanitising SOPS	Particularly for high-risk locations/surfaces.		☐
AS APPLICABLE: Separate portable toilets	Consider for field work crews, e.g. harvest or road crews.		☐
Use of tools	Consider providing workers with their own tools where possible, i.e. own knives.		☐

Facility layout	Consider redesigning production/processing line design and/or staffing levels to enable workers to be at least 1.5 metres apart. Consider physical barriers (e.g. Perspex) if space is limited.		☐
Common areas	Remove excess chairs and tables from lunchrooms and place apart to encourage staff to stay minimum 1.5 metres apart.		☐
Other additional measures being taken			☐

B. Personnel risk control

Steps	Actions	Details of actions taken	
"Fit for work" policy	Ensure a policy is in place to prevent site access by workers who may potentially place the workplace at risk for COVID-19 transmission.		☐
Employee screening: Worker health checks performed before work commences on site. This activity will be recorded, with records to be provided to the Public Heath Unit if requested	Develop and use a protocol for employee screening. Example: ❏ 1. Have you returned from overseas or a cruise in the last 14 days? Yes/No ❏ 2. Have you returned from interstate in the last 14 days and do not have an exemption from self-quarantine? (Yes/No) ❏ 3. Have you come in contact with someone who has tested positive for COVID-19 in the last 14 days? (Yes/No) ❏ 4. Do you have, or have you had a fever, cough, sore throat, shortness of breath or other cold/flu-like symptoms in the last 72 hours? (Yes/No) ❏ 5. Have you tested positive for COVID-19, or are you		☐

	awaiting results of a COVID-19 test? (Yes/No) ❏ If yes to any of the questions tell them to contact Queensland Health: **13HEALTH (13 43 25 84)**		☐
Social distancing	Instruct workers to practice <u>social distancing</u>. Examples: ❏ Maintain at least 1.5 metres of distance between each other whenever possible (or alternative e.g. use of respiratory PPE or physical barriers) ❏ Avoid personal contact: e.g. shaking hands. ❏ Restrict face-to-face meetings ❏ Any gathering (e.g. for the purpose of ordering or collecting food or meals), must not exceed one person per 4 square metres.		☐
Hand hygiene	Educate workers on effective hand hygiene. Examples: handwashing and other protective behavioural measures such as avoid touching surfaces by hand and refraining from touching the face.		☐
Respiratory hygiene	Educate workers on effective respiratory hygiene. Examples: Covering the mouth or nose with a tissue when coughing or sneezing and disposing of the tissue appropriately. If no tissue is available, using the inside of the elbow (or shirt sleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and		☐

	handling dirty tissues or other soiled material.		☐
Keep workers informed	Hold initial briefings with workers on COVID-19 control strategies and regularly update and remind workers on COVID-19 control strategies. Use the time to raise awareness, build support, enforce and communicate COVID-19 related policies and procedures. Distribution of information from authoritative sources to heighten staff awareness of the importance on implementing controls to prevent COVID-19 spread.		☐
Workers who become ill with respiratory symptoms (fever, cough, sore throat or shortness of breath, or other cold/flu-like symptoms) at work will be isolated and will be supported in accessing medical assistance. Facilities available on site for managing ill workers. Example: on-site quarantine-space and provision of personal protective equipment. A decision will be made by the Local Public Health Unit as to where the ill worker should be managed with consideration of reducing the risk of geographical spread.			☐
Other additional measures being taken			☐

C. Organisational risk control

Steps	Actions	Details of actions taken	
"Fit for work" policy	Ensure a policy is in place to prevent site access by workers who may potentially place the workplace at risk for COVID-19 transmission.		☐
Health plan	If any of your workforce or visitors are travelling from interstate or into designated areas in Queensland they are required to comply with Queensland border restrictions. As the sponsoring company, you must submit a *Workplace Health Management Plan Template* that complies with requirements set by the Chief Health Officer		☐
Policies	Develop / Review and implement HR policies and procedures to mitigate against the impacts of COVID-19. Examples: ❏ A proactive sick leave policy ❏ A method for confidential reporting personal illness and close contact with individuals that test positive for COVID-19 ❏ Managers to identify workers with symptoms of illness (particularly respiratory) for exclusion from work. ❏ Prohibit non-essential visitors and outside contractors ❏ Prohibit interaction with truck drivers and limit their movement within the facility ❏ A protocol that will be followed if workers are to be		☐

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	excluded from work as result of being identified as a confirmed case or close contact (as well as the process for returning to work), including: o Identification of potentially impacted staff o Increased hygiene and cleaning of surfaces, equipment and break rooms, toilets and hygiene stations.		
COVID-19 point-person	Appoint a person to handle communication and coordination to ensure staff are kept up to date and included in the process.		☐
Work zones	Break the business into discrete zones for activities and limit the number of people working across more than a single zone		☐
Cleaning roster	Allow time and resources for enhanced cleaning measures		☐
Work crew Rotation or Team Size	Consider reducing the size of work/harvest crews in order to enable more space between workers		☐
Work schedules and shifts	Consider altering harvest/work schedules so only a single crew is in a defined area at any one time. Stagger or increase time between shifts to minimize unnecessary interactions between workgroups and eliminate bottlenecks (e.g. anterooms or carparks). Gaps between shifts can also provide a window for cleaning between work groups.		☐
Break times	Stagger break times to reduce the number of workers using meal facilities and ablution blocks at any one time are kept as small as possible		☐
Access to supplies	Identify supplies that may be jeopardized in the current		☐

	supply chain and plan allocation accordingly	
Review safety program (e.g. Food Safety Program)	If at any time there is a substitution or change in your operating system, SOPS, product formulations, packaging, etc., your safety program should be reviewed.	☐

D. Staff documentation – completed at the Queensland workplace **BEFORE** and **DURING** work

Steps	Notes
Document and retain records of staff, visitors and contractors at the workplace with respect to times and respective workplace locations and contact information.	This information will assist Queensland Health to specifically identify potentially impacted workplace staff via contact-tracing in case of a reported workplace-associated COVID-19 positive individual.

E. Managing workplace staff information - in addition to Workplace Health and Safety procedures to maintain health standards

Steps	Details of actions taken	
Document and retain records of all workplace staff, visitors and contractors *by date and time* on site at workplace. To include: • Full name • Date of birth • Telephone number • Current home address (and other if transient staff).	NOTE: Availability of information in tabular form (i.e. spreadsheet[s]) is optimal.	☐
Document and retain records of *locations* of staff, visitors and contractors, e.g. lists by shift and respective location(s.)		☐
Document and retain records of a worker's work history and accommodation details for the 14 days' prior to commencing work with the relevant business.		☐
Able to provide physical site plan(s) of premises layout if requested.		☐
Other additional measures being taken		☐

F. Sign-off

Signature:	
Name:	
Position:	
Date:	