

COVID-19 safety checklist

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

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

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

- [Business rules in NSW](#)

More information for businesses is available at:

- [Safe Work Australia](#)
- [Coronavirus and Australia's workplace laws](#)
- [Guidance in NSW](#)
- [SafeWork NSW](#)

How to use this checklist

1. **Read the guidelines** to make sure you've implemented the COVID-safe measures.
2. **You can add more or alternative actions** in the notes sections. Describe how you'll apply this in your workplace.
3. **Save the safety plan as a PDF** to share it with workers and other people.

Ensure areas are well ventilated

- Use outdoor areas where possible.
- Open windows and doors to increase natural ventilation in indoor areas.

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

- Optimise ventilation systems (for example, maximise the intake of outside air, avoid recirculation of air, and consult an expert).
- Maintain ventilation systems to ensure they're working well (for example, regular filter cleaning or filter changes).

Add how you'll apply this

- Open all windows and doors for ventilation
- Recirculated air off
- All air conditioning filters cleaned every 3-4 months

Protect the wellbeing of workers and other people

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

Add how you'll apply this

- Masks are encouraged for all visitors to the Centre
- Encourage all staff, contracted workers and visitors to the Community Centre to not enter if they are feeling unwell with flu-like symptoms
- Some staff are able to work from home and advised to stay home when they are unwell

Maintain good hygiene practices

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

Add how you'll apply this

- Hand Sanitiser at door for all visitors and staff to use on entry
- Sanitisers located on all office desks
- Bathrooms fully stocked and cleaned and checked daily
- Education provided for all staff regarding covid-19 safety protocols and policies
- All rooms cleaned regularly and bins emptied

Maintain physical distancing

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

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- Mark out and use separate entry and exit points, if possible.

Add how you'll apply this

- Social distance at all times
- When working closely, masks are encouraged
- Encourage the dispersing of crowded spaces

Provide COVID-19 information and training to workers

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

Add how you'll apply this

- Staff are required to be vaccinated and show proof of vaccination
- Education provided for all staff on Covid safe practices as well as our policies and procedures
- All staff have been given information on leave entitlements and employer encourages staff to discuss any issues regarding leave entitlements including having to take leave for Covid

Encourage COVID-safe behaviour through communications

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

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Add how you'll apply this

- Condition of entry signs are visible at all entry points to building and on external gates
- Posters encouraging a safe working environment, safe visitor protocols and good hygiene practices are displayed throughout the building

Your COVID-19 policy and business obligations

- Cooperate with NSW Health if they contact you about a positive case of COVID-19 at your workplace. Notify SafeWork NSW if a worker tests positive and is hospitalised or dies.
- Have a plan to follow if someone with COVID-19 attended your workplace or venue.
- You can require proof that workers and others are vaccinated, as part of your business COVID-19 policy.
- You can require workers and other people to wear face masks, as part of your business COVID-19 policy.

Find more information on:

- COVID-19 vaccination policies at [Workplace rights and obligations](#)
- workplace mask policies at [Protecting employees and customers](#).

Add how you'll apply this

- Fully cooperate with NSW Health regarding covid related health guidelines
- Covid plans are on display and available to read or download at all times

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