

CORPORATE COVID-19 SAFETY MANAGEMENT PLAN (COVIDSafe Plan)

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CORPORATE COVID-19 SAFETY MANAGEMENT PLAN(COVIDSAFE PLAN)

This **Corporate COVID-19 Safety Management Plan (COVIDSafe Plan)** applies to all Department of Education and Training corporate workplaces including the Victorian Curriculum Assessment Authority, the Victorian Registration and Qualifications Authority and the Merit Protection Board. Schools and workplaces that provide teaching and learning facilities (children or adults) are out of scope for this plan.

This Safety Management Plan outlines a prevention approach to coronavirus (COVID-19). In the case of a suspected or confirmed case the [Guidance for staff on what to do if you are unwell, are notified as a close contact or test positive to coronavirus \(COVID-19\) should be followed](#). The [Manager](#) and [Executive](#) guides provide guidance on how to manage suspected and confirmed cases in the corporate workforce.

The COVID-19 vaccine is recognised as part of a broader range of control measures to reduce the risk of exposure to COVID-19 in the workplace and ensuring only fully vaccinated staff are permitted to attend the workplace is considered a key control.

Employees must use [eduSafe Plus](#) to report hazards, incidents and mental and physical injuries to ensure effective and timely resolution of OHS issues, as well as escalation for further support when required. EduSafe Plus reports are being monitored to ensure that support can be provided.

The Employee Health Safety and Wellbeing Division is managing consultation with state-wide and central precinct Health and Safety Committees. Regional offices should consult with local Health and Safety Representative(s) and Health and Safety Committee(s), and contact their local [Regional OHS Support Officer](#) if support is required. OHS advice and support (including ergonomic advice via videoconference) is available through the OHS Advisory Service.

When performing duties on school sites (including working from offices on school sites), corporate employees should refer to the [School Operations Guide and the COVID-19 Safety Management Plan for Schools \(COVIDSafe Plan\)](#), the [Corporate Offices on School Sites](#) guidance and the [Health, Wellbeing and Inclusion Workforces OHS](#) Guidance for additional guidance.

Personalised over-the-phone or video counselling is available 24/7 through the [Employee Assistance Program \(EAP\)](#). This service is available to all staff and their immediate families (aged 18 years and over). Other supports include the [Wellbeing Webinars](#).

CONTENTS

This plan covers three key areas of risk ('hazard types'):

- Infectious Disease (Infection Prevention and Control)
- Working Alone, in Isolation or from Home
- Mental Health and Wellbeing.

WPSD: Working Places Strategy and Design

EHSW: Employee Health, Safety and Wellbeing

IMTD: Information Management and Technology

INFECTION PREVENTION AND CONTROL

Actions to prevent and/or respond to transmission of coronavirus (COVID-19)

COVIDSafe Principle	Requirements	Actions / resources	Responsibilities
1. Practise physical distancing	Employees are encouraged to maintain 1.5 metres physical distancing	<p>Maintain physical distancing where possible</p> <p>Where possible within the workplace, employees are encouraged to maintain 1.5 metres physical distancing. Staff must follow any Victorian Government guidance on face masks see: Face masks.</p> <p>Signs are displayed in all meeting rooms, offices and shared spaces e.g., kitchens to show indicative capacity (based on physical distancing using existing furniture) and to remind employees and visitors to physically distance. For additional posters, see: Signs, posters and templates for your workplace.</p> <p>Floor markings provide minimum physical distancing guides where relevant.</p> <p>QR Codes are available in multiple locations to minimise the build-up of people waiting to enter and exit the workplace. See: QR code check in</p>	<ul style="list-style-type: none"> All staff: where possible, maintain physical distancing of 1.5 metres, follow guidance and signs. Managers: encourage staff to maintain physical distancing where possible, Site Executives: ensure that signs are in place in meeting rooms and request any further materials from WPSD or regional contacts. Corporate divisions/regional operations and support: in CBD offices WPSD place posters and floor markings and manage desk set-up. In regional offices and corporate offices on school sites, Regional Operations and Support Branches place posters and floor markings and manage desk set-up. IMTD manage IT set up in CBD, regional offices and corporate offices on school sites.

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		<p>Contactless delivery should be used where possible to receive deliveries. See: Deliveries and visitors</p> <p>Staff are encouraged to maintain physical distancing while seated at desks. The Department is using flexible desk allocation and the eduBook system to ensure that employees are consistently allocated to an available desk. Desk allocation and use of eduBook booking system</p> <p>Staff must follow guidance on using fleet vehicles and the Shared Service Provider carpool services, including guidance on physical distancing while travelling in vehicles.</p>	
	<p>DET employees are provided with training on physical distancing while working and socialising</p>	<p>Training for staff</p> <p>New staff or staff who have not completed training, must complete an eLearn module on Infection Prevention and Control The module can be accessed on LearnEd via eduPay or via FUSE for labour hire contractors.</p>	<ul style="list-style-type: none"> • All staff: complete the Infection Control eLearn module on through the LearnED portal on EduPay. Staff who have already completed the module are not required to complete the module again but may wish revisit the module. New staff must complete the module before attending the office. • Managers: monitor completion of eLearn module through the LearnED portal on EduPay or directly with labour hire contractors by requesting a certificate of completion. Remind new staff to complete the module before attending the office • Corporate divisions: EHSW manages the Infection Control eLearn for corporate staff.

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2. Wear a face mask	All employees must follow public health guidance on wearing face masks	<p>Follow face mask guidance</p> <p>Staff must follow any Victorian Government guidance on face masks. see: Face masks</p> <p>Staff must always carry a face mask when attending a workplace unless they have a lawful reason not to.</p> <p>Face masks are available at each work location if staff or visitors do not have their own, or if their mask requires replacing during the day. The location of face masks in individual buildings can be found in the Local Building Pack for your office, see: Return to offices management pack</p> <p>Staff must complete an eLearning module on Infection Prevention and Control prior to returning to the office which includes training on face mask use. The module can be accessed on LearnEd via eduPay.</p> <p>Staff must follow Department guidance on using, caring for, storing and/or disposing of face masks, see: Information for staff about wearing face masks in the office.</p>	<ul style="list-style-type: none"> All staff: follow Victorian Government and Department face mask guidance. Managers: monitor use of face masks by staff in accordance with guidance. Site Executives: ensure that signs are in place and request any further materials from WPSD or regional contacts. Corporate divisions: in CBD offices WPSD place face mask signs; in regional offices and corporate offices on school sites, Regional Operations and Support Branches place face mask signs; EHSW advise on Department face mask guidance for corporate staff.
	Installation of Perspex screens where relevant	<p>Use of Perspex screens</p> <p>Risk assessments have been performed to determine need for Perspex screens (also known as sneeze guards) at locations where Victorian Public Service (VPS) employees are providing static public-facing services.</p>	<ul style="list-style-type: none"> Site Executives: contact WPSD or regional contacts if further risk assessments are required. Corporate divisions: WPSD manages risk assessments in corporate offices and can arrange for the installation of Perspex screens as required.

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3. Practise good hygiene	Shared spaces are frequently and regularly cleaned and disinfected, including high touch communal items.	<p>Enhanced cleaning and desk cleaning</p> <p>Enhanced cleaning is occurring in all offices, including a twice daily clean and disinfection of touch points such as soap dispensers, hand sanitising units, kitchens, bathrooms, meeting rooms, shared collaboration spaces and entry and exit points.</p> <p>Cleaning logs for shared spaces are displayed in kitchens/kitchenettes and bathrooms.</p> <p>See: Hygiene supplies and enhanced cleaning</p> <p>Desks will be cleaned and disinfected at the end of each day; all staff must completely clear their desk at the end of the day to allow cleaning to take place. This includes any desktop surfaces and shelving attached to desks.</p> <p>Staff are required to clean their desks, equipment and the hard surfaces of their chair at the start and end of each day with cleaning products provided.</p> <p>See: Guidance on clear and clean desks during hybrid work</p> <p>End of trip facilities</p> <p>End of trip facilities are subject to enhanced cleaning twice a day; where this is not possible, individual facilities will be closed to staff. Each building will have its own arrangements for end</p>	<ul style="list-style-type: none"> All staff: follow Department clear and clean desk guidance; clean desk, equipment and hard surfaces of your chair at the start and end of each day. Report non-cleaning of cleared desks on Corrigo each time. Managers: support staff to clear desks, including initial clearing, and providing time for staff to implement the clear and clean desk guidance during their workday. Site Executives: ensure that cleaning supplies are available, including arranging for supplies to be restocked through COS as required, and providing assurance that cleaning meets expected standards by reporting issues to WPSD/regional contacts. Corporate divisions: WPSD works with building management and landlords to manage cleaning in line with public health guidance; EHSW advise on Department cleaning standards in end of trip facilities. <ul style="list-style-type: none"> All staff: follow guidance on end of trip facilities for individual locations, including not using facilities that have been closed. Corporate divisions: WPSD works with building management bodies and landlords to manage the provision of cleaning services in line with public health

COVIDSafe Principle	Requirements	Actions / resources	Responsibilities
		<p>of trip facilities (showers, change rooms) depending on the facilities available and local building management. For more information about arrangements in specific buildings see the relevant location building pack: Return to office management pack.</p> <p>Employees should ensure that their personal items (such as towel, bag, face-washer) are not left hanging to dry in a public area.</p> <p>See: End of trip facilities</p> <p>Reducing use of high touch communal items</p> <p>Staff are encouraged to bring their own lunch, and bring a personal supply of cutlery, cups and crockery to maintain in their designated storage, pedestal or locker.</p> <p>Where an employee needs to use shared items such as dishes, cups and cutlery, these can be washed with normal soapy water or put through the dishwasher, and then they can be reused by others.</p> <p>See: Building access and physical distancing in offices</p> <p>Staff have own high touch equipment (keyboard, mouse) to minimise sharing of resources.</p>	<p>guidance. EHSW advise on Department cleaning standards in end of trip facilities.</p> <ul style="list-style-type: none"> • All staff: use own crockery/cutlery where possible and wash shared items where necessary; transport high touch equipment for use in both the home and the office. • Managers: support staff to access personal high touch equipment for use in the home and office. • Corporate divisions: WPSD works with building management bodies and landlords to manage the provision of cleaning services in line with public health guidance. EHSW advise on Department cleaning standards in end of trip facilities.

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		See: Equipment for remote and hybrid work guidance	
	Advanced hygiene measures are in place	<p>Provision and use of hand sanitiser and soap</p> <p>Hand sanitiser, antibacterial wipes or soap will be supplied at workplaces including at entrances and exits and in shared spaces (such as kitchens).</p> <p>Posters are placed throughout offices reminding staff to practice good hand hygiene and to follow cough etiquette.</p> <p>See: Hygiene supplies and enhanced cleaning</p>	<ul style="list-style-type: none"> All staff: practise good hand hygiene by using hand sanitiser and soap provided. Site Executives: ensure that hand sanitiser is available in offices including arranging for supplies to be restocked through COS as required; ensure that signs are in place and request any further signs from the Return to office management pack. Corporate divisions: in CBD offices WPSD place hand hygiene signs; in regional offices and corporate offices on school sites, Regional Operations and Support Branches place hand hygiene signs.
4. Keep records and act quickly if workers become unwell	DET has procedures in place to respond to suspected or confirmed cases, or staff identified as close contacts.	<p>Support staff to stay home if unwell</p> <p>Signage is placed at office entrance/reception area advising staff and visitors not to enter if unwell.</p> <p>Employees and managers must follow guidance on suspected and confirmed cases and close contacts for staff, managers and executives, including staying home when experiencing any COVID-19 symptoms and getting tested.</p> <p>Employees can access accrued personal leave or COVID-19 special leave if they need to stay home and get tested. See: About paid special leave in response to COVID-19</p>	<ul style="list-style-type: none"> All staff: stay home if unwell, advise manager if they have attended the office within 48 hours of developing symptoms. Managers: support staff to stay home if unwell, advise staff to get tested for COVID-19, advise staff of special leave provisions make appropriate reports as per guidance for managers. Site executives: support the manager to respond appropriately, advise other staff to remain vigilant for symptoms while maintaining employee privacy (where a staff member became unwell at the office or symptoms presented within 48 hours of being onsite). Corporate divisions: EHSW advise on Department processes for unwell staff; Corporate People Services advise on staff benefits including accessing special leave.

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		<p>Unwell staff at the workplace</p> <p>Employees who become unwell while at the workplace (or within 48 hours of attending the workplace) must follow guidance on suspected and confirmed cases and close contacts for staff, including returning home and getting tested. Guidance is also available for managers and executives.</p>	<ul style="list-style-type: none"> All staff: follow guidance for unwell staff, return home immediately, isolate and get tested, inform manager of test result. Managers: support staff to isolate, wear a face mask, return home safely and get tested. Site executives: advise other employees present onsite to remain vigilant for COVID-19 symptoms, ensure supply of face masks onsite. Corporate divisions: EHSW advise on Department processes for unwell staff; Corporate People Services advise on staff benefits including accessing special leave.
		<p>Managing a close contact or workplace contact</p> <p>Employees who are advised by the Department of Health (DH) and/or by DET that they are a close contact or workplace contact, and their managers, must follow guidance on suspected and confirmed cases and close contacts for staff, managers and executives, including isolating and getting tested if required.</p>	<ul style="list-style-type: none"> All staff: follow guidance for COVID contacts return home immediately, isolate and get tested as required, notify manager and inform of test results. Managers: support staff to follow guidance for COVID contacts, wear a face mask, return home safely (if the employee is in the office) and notify their Executive. Site executives: support the manager to make relevant notifications, ensure supply of face masks onsite, work with EHSW if the employee tests positive for COVID-19. Corporate divisions: EHSW will provide advice on Department processes for staff identified as close contacts or workplace contacts site including wellbeing supports.
		<p>Managing a confirmed or probable case</p> <p>Employees who receive a positive test result for COVID-19 must follow guidance on</p>	<ul style="list-style-type: none"> All staff: must follow guidance on suspected and confirmed cases and close contacts, including informing their manager and following DH directions.

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		<p>suspected and confirmed cases and close contacts, including quarantining and following DH directions. Guidance is also available for managers and executives.</p>	<ul style="list-style-type: none"> Managers: support staff to follow DH directions, notify EWRT and ISOC by calling 1800 126 126. ISOC will log an IRIS report and notify relevant operational areas including the relevant Executive Director or Regional Director. EWRT will assess whether to establish an Incident Management Team. A nominated member of the Incident Management Team will notify DH and WorkSafe where required and relevant areas of the department. Site executives: support the manager to make relevant notifications, ensure supply of face masks is onsite, work with the Incident Management Team, notify staff if office closure is required. Corporate divisions: The Incident Support and Operations Centre (ISOC) will log an IRIS report and notify relevant operational areas, including the relevant Executive Director or Regional Director. EWRT will consider whether to establish an Incident Management Team. IMT to consult with WPSD if cleaning is required and support site executives to notify staff in the event of a site closure.
	Records are kept of all people who enter the workplace for contact tracing.	<p>Use eduBook and QR Code</p> <p>eduBook is used to book available workstations and office attendance at DET offices and is the Department's key contact tracing tool.</p> <p>eduBook provides granular location detail (desk rather than just floor or building) and is used internally to support contact tracing in line with the Department's processes for managing suspected and confirmed cases</p>	<p>Responsibilities</p> <ul style="list-style-type: none"> All staff: follow Department guidance, use QR codes and eduBook. Managers: support staff to book office attendance using eduBook. Site Executives: ensure that QR code signs are in place and request any further signs from WPSD or regional contacts. Corporate divisions: in CBD offices WPSD place QR code signs; in regional offices and corporate offices on

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You must use eduBook when you

- need to book a desk
- when you need to attend an office but don't need a desk, for example, for a meeting, event or to pick up resources
- when you move between buildings, for example when you have booked a desk at one building but need to attend a meeting in another

Anyone who attends a department workplace must check in using the QR code provided. QR codes are located at the building entrance or on individual floors, depending on the specific work location. Where QR codes are provided at both building entrances and floors (for example, some larger single occupancy buildings), employees are encouraged to check

COVIDSafe Principle	Requirements	Actions / resources	Responsibilities
	<p>Vaccination information is collected, stored and recorded of all staff who are scheduled to work outside own ordinary residence</p>	<p>in at the more specific location possible (for example, on their floor).</p> <p>Visitors who are unable to use the QR code should seek assistance at reception, or where reception is not available, must be checked in by the person they are visiting using the QR code and the visitor's contact details.</p> <p>Employees who are unable to use the QR code system (for example, where an employee does not have a compatible device) should keep a record of office attendance, including times and buildings/floors attended.</p> <p>QR Code data is not held by DET and is used Department of Health, as required.</p> <p>See: QR code check in See: eduBook</p> <p>All DET employees are required to provide information about their COVID-19 vaccination status and upload documentation that supports their vaccination information in eduPay.</p>	<p>school sites, Regional Operations and Support Branches place QR code signs; the COVID-19 Corporate Response team manages the Office Access system and WPSD manages eduBook.</p> <ul style="list-style-type: none"> • All staff: report vaccination status and upload evidence of vaccination/medical exception in eduPay. Attest to providing vaccination status when seeking office access or an Authorised Worker Permit. • Managers: support and direct staff to report vaccination status in eduPay. Recommend office access or permit approval to executives only where employee has attested to providing vaccination information. • Site executives: provide assurance that staff who have not provided vaccination information on eduPay do not

COVIDSafe Principle	Requirements	Actions / resources	Responsibilities
	Unvaccinated staff not permitted to work outside ordinary place of residence	Employee vaccination status is checked against bookings made via the eduBook systems.	<p>attend offices. This is completed by cross checking details of ineligible staff held by executives with office access applications.</p> <ul style="list-style-type: none"> All staff: book office attendance using eduBook Managers: discuss office attendance with staff and advice staff to meet vaccination requirements Site executives: monitor employee's vaccination status, via reports provided by People Division, and ensure these staff do not attend offices through monitoring of eduBook bookings.
5. Avoid interactions in enclosed spaces	Employees are encouraged to reduce the amount of time they are spending in enclosed spaces	<p>Reduce interactions in enclosed spaces</p> <p>Maximum capacity signage displayed in enclosed spaces such as meeting rooms, and physical distancing signage near bathrooms, photocopier/printer rooms and single desk offices. Follow guidance on meetings. See: Meetings</p>	<ul style="list-style-type: none"> All staff: where practicable, follow room capacity guidance including when booking meetings. Managers: remind staff to observe recommended room capacity signs. Site Executives: ensure that maximum room capacity signs are in place and request any further signs from WPSD or regional contacts. Corporate divisions: in CBD offices WPSD place room capacity signs; in regional offices and corporate offices on school sites, Regional Operations and Support Branches place room capacity signs.
		Heating, ventilation and air conditioning (HVAC) systems	<ul style="list-style-type: none"> All staff: open internal doors to maximise internal air flow. Report any issues with heating and cooling on Corrigo each time.

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		<p>The Department has received advice from the Shared Services Provider (SSP) that all standard preventative maintenance checks and additional steps taken as part of its return to worksite assurance procedures ensure building management systems are maintained and operate to the relevant Australian Standards and current coronavirus health and safety guidelines issued by relevant authorities which includes the National Construction Code (NCC) Building Code of Australia (BCA) and Australian Standards (AS) and the latest health and safety advice from relevant authorities including but not limited to, WorkSafe, Safe Work Australia and DH.</p> <p>SSP continue to engage with industry partners and government bodies such as the Ventilation Technical Advisory Panel (VTAP) and Inter-Departmental Committee on Building Ventilation to inform any additional HVAC or air flow management strategies SSP is able to put place to further support our colleagues to safely return their staff to the workplace.</p> <p>SSP has ensured that all heating, ventilation and air-conditioning (HVAC) systems have been regularly inspected and has engaged with all building landlords to verify:</p> <p>all HVAC and other Essential Safety Systems have been fully and continuously maintained</p>	<ul style="list-style-type: none"> Corporate divisions: WPSD liaises with the Shared Service Provider and landlords in relation to HVAC systems.

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		<p>during the mandatory working from home period</p> <p>all building systems and relevant infrastructure have been serviced in line with maintenance requirements and are operating in accordance with all current Australian standards and legislation</p> <p>SSP conducts regular reviews of developments in the HVAC industry and associated authority guidelines. The expert advice of our HVAC and Mechanical Services provider, AG Coombes, is sought to determine any immediate actions or considerations for our HVAC approach across the SSP portfolio.</p> <p>SSP are conducting a 'desktop review' and a detail airflow review in January 2022. Prioritisation of any further required assessments to follow from 27 Jan throughout February.</p> <p>Increased air circulation Where possible, HVAC settings have been altered to allow more air circulation in certain areas and limit internal re-circulated air. SSP has also implemented several airflow monitors within a cross-section of its premises to test relevant levels of carbon dioxide (Co2).</p> <p>Windows and air purifiers In most SSP managed buildings, opening windows, doors or using other portable methods to supplement increased airflow is not</p>	

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recommended. This can have a negative effect on the effective operation of the HVAC system and make it more difficult to accurately monitor and manage internal airflow/temperatures. It

COVIDSafe Principle	Requirements	Actions / resources	Responsibilities
		also increases security risks to the building and staff. Employees can maximise airflow within buildings by ensuring that internal doors are left open when using shared spaces such as kitchens, break rooms and meeting rooms. See: Heating, ventilation and air-conditioning	
		<p>In person meetings</p> <p>In person meetings can only occur in accordance with the guidance on Meetings</p>	<ul style="list-style-type: none"> • All staff: hold meetings in accordance with meetings guidance. • Managers: remind all staff to hold meetings in accordance with meetings guidance. • Site Executives: monitor usage of meeting rooms, and support managers and staff to determine whether meetings are being held in accordance with meetings guidance. • Corporate divisions: EHSW advise on meetings guidance.
6. Create workforce bubbles	Consider creating workforce bubbles	<p>Plan interaction between staff</p> <p>A recommendation for staff to work from home is in place.</p> <p>If attendance is necessary, in line with the current guidance for Office Workplaces, staff must follow steps in this COVIDSafe plan.</p> <p>Consider keeping groups 'or bubbles' of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.</p> <p>To mitigate business continuity risks, ensure business critical roles are split across workforce bubbles (i.e. not in the same</p>	<ul style="list-style-type: none"> • All staff: Register attendance at any other locations using eduBook and QR codes. • Managers: remind staff to register attendance using eduBook and QR codes. when planning interactions between staff. • Corporate divisions: EHSW advise on COVIDSafe buildings and offices.

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		<p>bubble)</p> <p>Records are maintained for staff working across or visiting multiple sites. See guidance</p>	
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COVIDSafe Principle	Requirements	Actions / resources	Responsibilities
		on desk allocation and use of eduBook booking system.	

OTHER RISKS AND ISSUES RELATED TO CORONAVIRUS (COVID-19)

Hazard type	Hazard description	Recommended controls	Actions
Working alone, in isolation or from home	The home work environment may cause injury (noise, lighting, thermal comfort, manual handling and slips, trips and falls) and affect health and wellbeing	Availability and promotion of OHS guidance and support including ergonomic advice.	<p>Managers should</p> <ul style="list-style-type: none"> • promote the available resources, including ergonomic advice and tips for working from home safely and productively • encourage and allow time for keeping active while working from home – i.e. times when teams are encouraged to stand up and stretch, or take a short break from their workstations • Seek advice from Manager Assist for advice in managing complex management issues • establish protocols for regular check-ins with employees to monitor safety over time. • Consider allowing employees to attend the office, where safe and legal to do so. <p>Staff should</p> <ul style="list-style-type: none"> • refer to working alone, in isolation or from home policy and procedure. • tips for working from home safely and productively • access the OHS advice and support available through the OHS Advisory Service (including ergonomic advice via videoconference). • Speak to their manager about attending the office where safe and legal to do so.
	Travelling to and from work locations and home with laptops, portable devices or personal	Availability and promotion of OHS guidance and support including ergonomic advice.	<p>Managers should</p> <ul style="list-style-type: none"> • encourage staff to complete an ergonomic self-assessment, and implement any recommended actions

	<p>computers. may result in musculoskeletal injuries and/or disability, or aggravate existing health conditions.</p>		<ul style="list-style-type: none"> • ensure that employees are supplied, or have access to, appropriate equipment to conduct their work from home in a safe and ergonomic manner (e.g. desk, appropriate chair, additional monitors as required based on the nature of the work) • only equipment such as laptop, mouse and keyboard are to be carried between office and home locations • where occasional transportation of large, awkward or heavy equipment is deemed essential to the employees work and cannot be duplicated across sites (e.g. hard copy files or documents of a significant amount), arrange for appropriate transportation of equipment (e.g. courier, taxi, etc.) • ensure that monitors are not moved • where mobility issues exist for staff, determine what extra controls may be required with advice from OHS Advisory Service • where recommended, arrange for the provision of appropriate two strap bag or wheeled bag suitable for laptop and other equipment transport – this may require a larger bag. <p>Staff should</p> <ul style="list-style-type: none"> • have awareness of reducing personal items requiring transport • avoid the use of multiple bags if possible, to reduce uneven weight distribution (including personal items/bags) • where possible use digital records over paper copies • review their implemented reasonable adjustments for any required improvements, for pre-existing conditions
	<p>Exposure to family or gendered violence.</p>	<ul style="list-style-type: none"> • office access for staff who are unsafe at home. • supports available for staff at risk of or experiencing family or gendered violence. 	<p>Managers should</p> <ul style="list-style-type: none"> • approve requests for office access for staff who are experiencing family or gendered violence at home • Assist employees in following the advice and support for employees exposed to family violence, including access to EAP.

Mental health and wellbeing	<p>Employees experiencing changes to workload (increase/decrease) from modifications in tasks and priorities.</p> <p>Employees experiencing disengagement and low morale regarding clarity of tasks, team roles and evolving priorities.</p> <p>Employees experiencing isolation and changes in levels of support from leaders and colleagues as a result of the changed arrangements.</p>	<p>Refer to the employee health, safety and wellbeing supports during coronavirus (COVID-19) intranet page and the employee health, safety and wellbeing services intranet page which includes information on relevant policies and procedures.</p>	<p>Managers should</p> <ul style="list-style-type: none"> consult (check-in) with employees on mental health and wellbeing have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the way work can be delivered. encourage staff to use EAP and the other supports and resources available access Manager Assist for advice and support in managing complex management issues allow time for staff to access the relevant information, instruction and training, such as the wellbeing webinars. make sure employees are effectively disengaging from their work and logging off at the end of the day encourage employees to stay physically active and eat well <p>Staff should</p> <ul style="list-style-type: none"> discuss concerns with their manager access supports for mental health and wellbeing.
	<p>Employees experiencing uncertainty about transitioning back to on-site working, and concerns about the risk posed by COVID-19 to their personal health.</p>	<p>Refer to the employee health, safety and wellbeing supports during coronavirus (COVID-19) intranet page and the employee health, safety and wellbeing services intranet page which includes information on relevant policies and procedures.</p>	<p>Managers should:</p> <ul style="list-style-type: none"> allow time for staff to access the relevant information, instruction and training, including eLearn module on infection prevention encourage staff to discuss their preferences for on-site working and flexibility ensure staff with disabilities and/or who are carers retain existing reasonable adjustments and review these supports as required discuss staggered entrance and exit times to enable staff to travel off peak to reduce transport concerns role-model COVID-19 compliant protocols and behaviours

			<ul style="list-style-type: none"> • encourage employees to use eduSafe Plus to identify issues and risks as they emerge, both physical and psychological. • encourage employees to raise potential issues with their elected health and safety representative • encourage use of Department and personal supports for health, safety and wellbeing • seek advice from Manager Assist on specific employee issues raised as needed. <p>Staff should</p> <ul style="list-style-type: none"> • discuss concerns with their manager and/or Health and Safety Representative • access the relevant information, instruction and training, including eLearn module on infection prevention • use eduSafe Plus to identify issues and risks as they emerge, both physical and psychological • access supports for health, safety and wellbeing.
	<p>Aggravation of stress caused by pre-existing conditions (e.g. existing mental health conditions, disabilities, vulnerable cohorts and employees on leave, including Workers' Compensation or sick leave, etc.).</p>	<p>Refer to the Return to Work Coordinator Portal.</p>	<p>Managers must ensure there are adjusted return to work strategies for people on sick leave or Workers' Compensation leave.</p>