



# COVIDSafe Plan Checklist

While COVID-19 restrictions are relaxing, preparing and maintaining a COVIDSafe environment is something that has become critical for all of us.

Your COVIDSafe Plan must demonstrate:

- ✓ Actions to help prevent the introduction of COVID-19
- ✓ Type of face mask or personal protective equipment (PPE) required
- ✓ Actions for preparing and responding to a coronavirus case
- ✓ Measures taken to ensure compliance with all requirements

Facilities must review and update their COVIDSafe Plans regularly, especially when restrictions or public health advice change. Businesses with multiple worksites must complete a COVIDSafe Plan for each site.

## ASSESSMENT AREA

Site Address \_\_\_\_\_

Site Owner or Manager \_\_\_\_\_

SECTION 1: CONTACT DETAILS & REGISTERS	STATUS	COMMENTS
Do you have appropriate attendance registers of staff or visitors who have attended site in the last 28 days?		
Have you put in place a log of all employees working across multiple sites including date, time, and place of attendance?		
SECTION 2: EMERGENCY MANAGEMENT	STATUS	COMMENTS
Do you have enough people to form the Emergency Control Organisation (ECO)?		
Has the ECO been trained within the last 6 months?		
Has an evacuation procedure been prepared, and does it consider social distancing?		
Is your assembly area large enough to meet social distancing requirements?		
Does the site require masks for occupants upon leaving?		
Has the annual evacuation drill taken place?		
Are procedures in place if a person is suspected of having contracted COVID-19 to safely isolate from the rest of the workforce and have them attend a medical facility?		
In the event of a positive COVID-19 case, do you have procedures in place for notifying the Department of Health and Human Services?		
SECTION 3: NEIGHBOURING BUSINESSES	STATUS	COMMENTS
Have neighbouring businesses been considered in the event of a positive COVID-19 case? How would they be advised?		
Have the risks from neighbouring businesses been considered?		
SECTION 4: CLEANING	STATUS	COMMENTS
Have regular comprehensive cleaning arrangements been scheduled?		
Are appropriate cleaning and sanitisation products available in the facility?		
Do procedures exist for cleaning and sanitisation post confirmation of a positive COVID-19 result on person/s currently or previously in attendance?		

SECTION 5: PHYSICAL DISTANCING	STATUS	COMMENTS
Is it necessary to split the work force to reduce the number of persons in the workplace at any one time?		
Does the business receive deliveries, and can they be contactless?		
Have you arranged for excess chairs and tables to be removed from communal break areas to encourage staff to stay a minimum 1.5 metres apart?		
Have pathways been marked to help people travel in one direction and promote physical distancing?		
Do you work within a multi-story building with lifts? Are the appropriate precautions in place for the use of lifts?		
Have instructions been distributed relative to meetings and gatherings either in open spaces or within private meeting rooms to account for social distancing requirements?		
SECTION 6: HEALTH AND HYGIENE	STATUS	COMMENTS
Do your employees know NOT to come to work when they are unwell, even if they feel fit to work?		
Have you instigated appropriate site induction and made available training materials to inform workers of relevant COVID-19 risk management policies and procedures?		
Are guidelines and posters available for employees and visitors informing on when they need to wash their hands, to include before and after eating, after coughing or sneezing, after going to the toilet, after changing tasks, after touching potentially contaminated surfaces?		
Are the appropriate masks and PPE available and have they been sufficiently trained in its use and disposal?		

## Looking For A More Comprehensive Risk Assessment?

Contact First 5 Minutes for a full COVID-19 Gap Analysis and Risk Register. Provide your facility with a fully compliant Emergency Management Plan for the new COVID-19 environment.

Contact us today.

 1300 321 120  [enquiries@first5minutes.com.au](mailto:enquiries@first5minutes.com.au)