

GD3: COVID safe office procedure

Introduction

On 29 January 2020, the Minister for Health and Minister for Ambulance Services made an order declaring a public health emergency in relation to coronavirus disease (COVID-19) under the *Public Health Act 2005*. The public health emergency area specified in the order is for 'all of Queensland'.

In accordance with emergency powers arising from this order, the Queensland Chief Health Officer provides Directions pursuant to the powers under s 362B of the *Public Health Act 2005* to assist in containing, or to respond to, the spread of COVID-19 within the community.

This policy has been prepared to assist Capricorn Conservation Council (CCC) to meet the requirements of the most recent Chief Health Officer Direction, *Restrictions on Businesses, Activities and Undertakings Direction (No. 12)*.

The *Work Health and Safety Act 2011* (WHS Act) is also relevant in the development of this policy. Under this legislation, workers must take reasonable care for their own health and safety and the health and safety of others in the workplace. Employers must take action to protect workers and others at the workplace from the risk of exposure to COVID-19 so far as is reasonably practicable. This includes implementing the public health measures issued by health authorities including Queensland Health and the Australian Government Department of Health.

This policy is based on the Queensland government's COVID Safe Framework which sets out the requirements businesses must comply with to meet the Queensland Chief Health Officer Direction and is consistent with the requirements of the WHS Act.

The CCC Environment Centre

The CCC Environment Centre (the Centre) consists of:

- a common area,
- an office space, and
- a toilet.

Generally, the coordinator is the only person working from the Centre, but there are times when volunteers or members of the public also visit and/or use the facility. On occasions, meetings are held in the common area. These include CCC initiated meetings and meetings held by external groups and organisations.

The Coordinator is responsible for the management of the Centre to meet WHS Act requirements and to ensure that the users of the Centre follow this policy to maintain a COVID-safe facility.

Scope

This policy applies to CCC employees, committee members, volunteers, and all community members and/or organisations that use the CCC Environment Centre, Haigh Park, Rockhampton. All people to which this policy applies are required to co-operate with any reasonable policy or procedure that relates to health or safety at the workplace.

Policy statements

Visitor information and hygiene

The CCC Coordinator is responsible for:

- Installing and maintaining a sign or signs near the entrance to the Centre reminding visitors to the Centre to not enter if unwell, to social distance where possible, and specifying the maximum number of people allowed inside at any time.
- Providing hand sanitiser near the entrance and encourage its use when entering and leaving the Centre.
- Installing a sign with instruction on how to practice good hygiene in the toilet.
- Maintaining sufficient soap for hand washing, detergent for cleaning and spray disinfectant.
- Providing clean hand towels and tea towels including replacing these before and after visitors have used them.

All visitors or users of the Centre are responsible for not entering if they are feeling unwell or have any COVID, cold or flu-like symptoms including fever, sore throat, cough, shortness of breath, runny nose, loss of smell or taste, diarrhea, vomiting or nausea.

Office cleaning

The CCC Coordinator is responsible for:

- Keeping the Centre clean, in particular ensuring that any frequently touched surfaces are cleaned with detergent on a regular basis and especially when visitors to the centre are expected.

Other users of the Centre (when the Coordinator is not involved) are responsible for:

- Wiping any surfaces touched by participants with detergent or disinfectant.
- Washing and drying any dishes and placing used cloths and towels in the kitchen sink for cleaning.
- Spraying the office with disinfectant on departure.

Distancing and number of people

All users of the site are responsible for ensuring that:

- The maximum number of people to be in the common area at any time is 15.
- Social distancing is practiced as far as is practicable.

Additional requirements

The Queensland Department of Health may have additional requirements in place from time to time (i.e. wearing of masks). Users of the Centre must adhere to current Queensland Health Directions at all times.

Office attendance record keeping

The CCC Coordinator is responsible for maintaining a record of visitors to the Centre whenever the Coordinator is present at the Centre.

Other users of the Centre (when the Coordinator is not involved) are responsible for collecting contact details of all persons attending the Centre and providing the list to the Coordinator within 24 hours.

The contact details to be recorded are to assist with contact tracing must include:

- Visitor's full name
- Phone number
- Email address (or residential address if email address is not available)
- Date and time period of patronage

The record of visitors to the Centre must be kept for at least 28 days.

Policy review

The COVID-19 pandemic is an evolving situation. This policy will require review and potential amendment as the Chief Health Officer issues new Directions in relation to the coronavirus health emergency.

Revision history

Version	Date	Author/Reviewer	Details	Approved by	Date approved
1.0	18/01/2021	Coral Rowston	Document prepared	CCC Management Committee	10/02/2021