



COVID-19 Safe Work Checklist

Working towards a post COVID-19 rebuild

As an arts organisation preparing for a post COVID-19 environment, CuriousWorks requires all workers returning to work in the community and/or office, to be inducted and to comply with this *Safe Work Checklist*, which outlines the operational and OH&S measures that must be put in place and maintained when returning to the work environment.

WHS Responsibilities

Under WHS law, all employers are required to manage the risk of COVID-19 to workers and others in the work environment. As an effective vaccine for COVID-19 is not expected to be available in the near future, the onus is upon employers to ensure all employees, volunteers and contractors maintain appropriate measures for preventing a reoccurrence of the virus.

Therefore, as an employee, volunteer or contractor working with CuriousWorks, **everyone** involved has a legal obligation to:

1. Comply with national and state [public health directions](#)
2. Promote the simple but effective social distancing and hygiene measures
3. Raise any concerns about the risk of contracting COVID-19 immediately with the employer and work with them to identify solutions. [Learn more](#)
4. Monitor the extent of COVID-19 in the community and share advice from [state](#) and [federal](#) authorities regularly.
5. Follow instructions, including any training and OH&S measures put in place for you to do your job/task
6. Act in a way that does not place at risk:
7. Your own health and safety
8. The health and safety of any other person (colleagues, members of the public)

A brief overview of COVID-19 and how it spreads

- COVID-19 is a highly contagious virus.
- When an infected person coughs or exhales they release droplets of infected fluid.
- Most of these droplets fall on nearby surfaces and objects. Infection can occur if someone touches contaminated surfaces or objects and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu.
- Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital



care. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

- It seems it takes between 2 and 10 days before people who are infected show symptoms. A person may not be showing any signs of illness, hence the ability for the infection to spread. This is not unlike the common cold or flu, but it appears to be more infectious.
- Unlike influenzas, there is currently no vaccine and therefore the prevention of the spread of the virus can only be achieved by isolating cases and the practice of good respiratory and hand hygiene. Coronaviruses can survive longer on surfaces than influenza virus.

CHECKLIST

Personal Control Measures

- Regularly and thoroughly **clean your hands** with an alcohol-based hand rub or wash them with soap and water.
- Maintain at least **1.5 metre distance** between yourself and others.
- Avoid touching your eyes, nose and mouth, or shaking hands with others.
- Make sure you follow good hygiene, and encourage others to do the same. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, and disposing of used tissues immediately.
- **Stay home if you feel unwell.** Anyone with even a mild cough or low-grade fever (37.3 C or more) needs to *stay at home*.
- Keep up to date on the latest hotspots (cities or local areas where the pandemic is spreading widely). If possible, avoid traveling to near these places - especially if you are more at risk.
- Anyone who has been in close contact with a confirmed case must self-isolate for 14 days, and also contact the **Coronavirus Hotline: 1800 675 398**

Physical Environment

- Check your working space complies with **social distancing rules** (maintaining a distance of 1.5m - 2m from others). Consider the room layout - remove chairs to limit the number of people, consider changing workstations where employees face each other and avoid hot desk environments.
- Ensure all staff and volunteers are provided with immediate **access to hand cleanser**, paper tissues and cleaning materials. Ensure everyone knows where they can wash their hands and that soap has been provided.



- Arrange for the **provision of PPE** such as gloves and face masks for those employees and volunteers that wish to use them.
- Implemented a **transparent cleaning process** and nominate a person who is responsible for each shift. Any area within the workplace where someone may touch a surface must be subject to a cleaning routine to avoid the potential for being a source of contamination. Every surface, door handle, light switch, camera and audio piece of equipment, mouse, keyboard, workstation, printer, telephone and kitchen equipment will need to be considered in your cleaning regime and should be wiped down with disposable disinfectant wipes or an equivalent surface disinfectant.
- Provide **access to closed bins** for hygienically disposing of used PPE, tissues and cleaning materials. Ensure rubbish is removed at the end of each shift/day.

Visitors and Participant Access

- Ensure visitors or participants have been informed of the risks, control measures and provisions in place to enable them to participate in the activity. Where required/ appropriate, ensure participants have provided their written consent/ agreement.
- Ensure waiting room and shared community spaces comply with guidelines on the number of visitors allowed to congregate in one area (one person per 1.5 cubic metre).
- Implement a process for cleaning a visitor space or meeting room following a meeting.

This document should be kept for your reference.

Please ensure that you have understood the details of this COVID-19 Safe Work Checklist and Induction.



Declaration

By signing this, you attest that you have received the **COVID-19 Safe Work Checklist and Induction**, and have understood all details, risks, procedures, and responsibilities.

Project Name & Location: _____

Date of Induction: _____

Induction conducted by: _____

Name of employee, volunteer or contractor working on location	Signature

(Duplicate this page for additional signatures)