COVID-19 - Health Aspects Local Management Planning Template (Office and Research)

This Planning Template has been designed to support local area manager's in the safe return of their staff to offices and research spaces.

It is understood that some areas may have developed and implemented their own plans already. If an appropriate Plan has already been drawn up and implemented, it is not a requirement to use this Planning Template.

Return to work Plans do not require management approval.

Managers and Heads of organisational units are responsible for:

• Ensuring a COVID-19 Local Management Plan is completed locally and any outstanding items are actioned as soon as reasonably practicable.
• Considering the needs of any vulnerable personnel in their areas and ensuring their specific needs are catered for, based on their medical advice.
• Intervening constructively if any behaviours or activities appear to be in breach of COVID-19 health and safety protocols.
• Ensure staff in local area are maintaining physical distancing, wearing masks when required, practicing good hygiene practices, and staying home if unwell.
• Allocate resourcing to ensure compliance with COVID-19 risk management controls.

Have you consulted with workers and relevant health and safety representatives? You have a duty to consult with workers when they are likely to be or are directly affected by a situation involving their health and safety.

General Details

<table>
<thead>
<tr>
<th>Faculty/Institute/Business Unit</th>
<th>Click or tap here to enter text.</th>
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</thead>
<tbody>
<tr>
<td>Organisational Unit Level 2 (e.g. School)</td>
<td>Click or tap here to enter text.</td>
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<tr>
<td>Campus</td>
<td>Click or tap here to enter text.</td>
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<tr>
<td>Additional location details</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Conducted on (Date)</td>
<td>Click or tap to enter a date.</td>
</tr>
<tr>
<td>Prepared by</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

You may contact the following person with any questions or comments about this plan.

| Name: | Click or tap here to enter text. |
| Contact Details (phone number and email): | Click or tap here to enter text. |
Working Space

What is the plan to ensure occupant density requirements are in line with current Queensland Government directions in the office/open plan space?

Identify all the situations, tasks and processes where workers and others (clients, customers, contractors, visitors) interact closely with each other.

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<table>
<thead>
<tr>
<th>Is an additional risk assessment required?</th>
<th>Yes☐</th>
<th>UQ Safe Ref. No:</th>
<th>Ref No.</th>
<th>No☐</th>
</tr>
</thead>
</table>

What is the process for managing shared desks (“hot desks” or “active workspaces”)?

Should have an agreed disinfection protocol between uses documented in a risk assessment.

Click or tap here to enter text.

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<th>UQ Safe Ref. No:</th>
<th>Ref No.</th>
<th>No☐</th>
</tr>
</thead>
</table>

Have workers who belong to vulnerable groups been considered?

Yes☐

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<th>Yes☐</th>
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<th>No☐</th>
</tr>
</thead>
</table>

What is the process to be followed if someone in the workplace is unwell?

- E.g. Not attend the working space, notify supervisor

Click or tap here to enter text.

Customer/Client Facing Function

Does the working space have a customer/client facing function?

Yes☐ N/A☐

What is the customer/client physical distancing management plan?

- Physical distance plans should be established for each public facing area.
- Appropriate hand hygiene products should be in place in each public/counter area.
- The layout of any waiting room space, to enable physical distancing (e.g. limit number to access, limit chairs/tables, etc.) should be adjusted where possible.: 
- Visual cues or physical barriers are in place where appropriate that minimise contact between workers and others (e.g. ground markers).
- Entry / exit to the space has been assessed to effectively to manage congestion as practicable (e.g. one door marked for entry only, the other for exits, or keeping some entrance doors open, if safe to do so).

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Meeting Room/s

What is the plan to ensure occupant density requirements are in line with current Queensland Government directions in meeting rooms or in the absence of these, to maintain a distance of 1.5m between persons?

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Common Spaces

What is the plan to ensure occupant density requirements are in line with current Queensland Government directions in common spaces (corridors, photocopier areas, toilets, etc), or in the absence of these, 1.5m between persons?

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What is the plan to ensure occupant density requirements are in line with current Queensland Government directions in tea/lunchrooms or in the absence of these, 1.5m between persons?

- Spacing between seating
- Staggered lunch breaks
- Is there shared food (including fruit bowls, social club fridge, etc)?

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Access and Egress

What is the plan to ensure correct distancing to access and egress the working area (lifts, stairwells, entry spaces, etc)?

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Deliveries

What is the plan for receiving/collecting deliveries to ensure correct distancing and sanitisation?

For example:

- Give clear instructions for delivery personnel and vehicle drivers.
- Ensure handwashing facilities, or if not possible, alcohol-based hand sanitiser, is readily available for workers after physically handling deliveries.
- Direct visiting delivery drivers and contractors to use contactless methods such as mobile phones to communicate with staff and electronic paperwork where possible.

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Contractors and Visitors

What is the plan to manage contractors and visitors?

For example:

- Ensure excess visitors/contractors in the space do not compromise the number of people allowed in the spaces
- Ensure sign-in process to assist with contact tracing if a COVID-19 case is identified
- Ensure all visitors/contractors comply with requirements such as not being unwell or being identified to be in isolation

Click or tap here to enter text.

Measures to Improve Sanitation


<table>
<thead>
<tr>
<th>Hand sanitiser and/or soap and water is accessible.</th>
<th>Yes □</th>
<th>N/A □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do space occupants have access to appropriate PPE and cleaning items for local cleaning?</td>
<td>Yes □</td>
<td>N/A □</td>
</tr>
</tbody>
</table>

What is the procedure if there is a suspected/confirmed case or identified close contact in the working space? (for example, “Contact my supervisor”)

Click or tap here to enter text.

Other comments

Click or tap here to enter text.

Communication of COVID Plan

<table>
<thead>
<tr>
<th>Provide signs at entrances to inform visitors/contractors or delivery personnel of COVID management plan requirements.</th>
<th>Yes □</th>
<th>N/A □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post a copy of the Physical Distancing Protocol as appropriate.</td>
<td>Yes □</td>
<td>N/A □</td>
</tr>
<tr>
<td>Display posters within the workplace promoting proper hand washing.</td>
<td>Yes □</td>
<td>N/A □</td>
</tr>
<tr>
<td>Are copies of this plan available to persons?</td>
<td>Yes □</td>
<td>N/A □</td>
</tr>
<tr>
<td>New coronavirus-related information is relayed to employees.</td>
<td>Yes □</td>
<td>N/A □</td>
</tr>
<tr>
<td>Are workers informed to stay home if they are sick, and if they are displaying symptoms of COVID-19 inform their supervisor?</td>
<td>Yes □</td>
<td>N/A □</td>
</tr>
</tbody>
</table>
Research Spaces

What is the research space physical distancing management plan?
- Cleaning and disinfecting protocols should be developed for communal equipment and areas.
- Wherever possible PPE is not to be shared. If sharing is required (e.g. UV face shield) disinfecting strategy must be in place and documented in an additional risk assessment.
- All personnel using the research space must have access to PPE, personal disinfecting and clean-up supplies.
- An additional risk assessment in UQ Safe is required if the standard requirements (i.e. 1.5 metre physical distancing) cannot be complied with.

Are there appropriate waste procedures for the space?  
Yes ☐  
N/A ☐

What are the waste procedures for the space?
Click or tap here to enter text.

Is an additional risk assessment required?  
Yes ☐  
No ☐

Clinical

Does the research space include a clinical function?  
Yes ☐  
No ☐

What is the clinical space physical distancing management plan?
- Participants in a vulnerable risk group should be included in a separate risk management plan
- Participants who are unwell should be advised not to participate until further notice.
- Clients and staff should maintain physical distancing requirements where possible.
- Where physical distancing is not possible, risk-based strategies should be implemented.
- Cleaning and disinfecting protocols should be developed for communal equipment and areas.
- Minimise the number of participants and consider how interactions may be completed without physical contact (e.g. via video conferencing).

Is an additional risk assessment required?  
Yes ☐  
No ☐

Please Note
Additional risk assessments may be completed using the UQ Safe tool depending on the complexity of the work environment.
Managers may also want to consult: