COVID-19 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 have developed and implemented their own plans already.

For those who have not completed a Management Plan, they are encouraged to devise their own Plan to ensure their area meets the operative health protocols or complete the sections in this Template relevant to their area.

If an appropriate Plan has already been drawn up and implemented then there is no need to use this Planning Template.

Return to work Plans do not require management approval.

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

Faculty/Institute/Business Unit	
Organisational Unit Level 2 (e.g. School)	
Campus	
Additional location details	
Conducted on (Date)	
Prepared by	
You may contact the following person with any questions or comments about this plan.	
Name:	
Contact Details (phone number and email):	

Working Space

What is the plan to ensure 1.5 metre physical distancing in the office/open plan space to the extent possible?

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

Is an additional risk assessment required?	**Yes**	**UQ Safe Ref. No:**	**No**

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

Shared workspaces (e.g. hot desk) should be avoided. However, if necessary, should have an agreed disinfection protocol between uses documented in a risk assessment.

Is an additional risk assessment required?	**Yes**	**UQ Safe Ref. No:**	**No**
Have workers who belong to vulnerable groups been considered?		**Yes**	**N/A**
Is an additional risk assessment required?	**Yes**	**UQ Safe Ref. No:**	**No**

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

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

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.:

• Can put in visual cues or physical barriers that minimise contact between workers and others (e.g. ground markers).

• Is there a way to manage doorways more effectively to avoid congestion? (e.g. one door marked for entry only, the other for exits, or keeping some entrance doors open, if safe to do so).

Meeting Room/s

What is the plan to ensure 1.5 metre physical distancing in meeting rooms?

- *Occupants for meeting rooms based on 1.5 metre physical distancing to the extent possible.*

Common Spaces

What is the plan to ensure 1.5 metre physical distancing in common spaces (corridors, photocopier areas, toilets, etc to the extent possible?

What is the plan to ensure 1.5 metre physical distancing in tea/lunchrooms to the extent possible?

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

Access and Egress

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

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.*

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*

Measures to Improve Sanitation

https://www.safeworkaustralia.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19

Hand sanitizer and/or soap and water is accessible.	Yes	N/A
Do space occupants have access to appropriate PPE and cleaning items for local cleaning?	Yes	N/A

What is the procedure if there is a suspected/ confirmed case or identified close contact in the working space? (for example, "Contact my local HSW Lead")

Other comments

Communication of COVID Plan

Provide signs at entrances to inform visitors/contractors or delivery personnel of COVID management plan requirements.	Yes	N/A
Post a copy of the Physical Distancing Protocol as appropriate.	Yes	N/A
Display posters within the workplace promoting proper hand washing.	Yes	N/A
Are copies of this plan available?	Yes	N/A
New coronavirus-related information is relayed to employees.	Yes	N/A
Are workers informed to stay home if they are sick, and if they are displaying symptoms of COVID-19 ask them to call the Queensland COVID-19 Contact Line 13HEALTH (13 43 25 84) and inform their supervisor.	Yes	N/A

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?

Is an additional risk assessment required?	Yes	UQ Safe Ref. No:	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 or 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).

• Record of customer/client details to be retained for contact tracing purposes.

Is an additional risk assessment required?	Yes	UQ Safe Ref. No:	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:

https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Physical-Distancing-Checklist.pdf

https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/physical

https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf

Restrictions on Businesses, Activities and Undertakings Direction (No.2) Effective 6.00am 16 June 2020