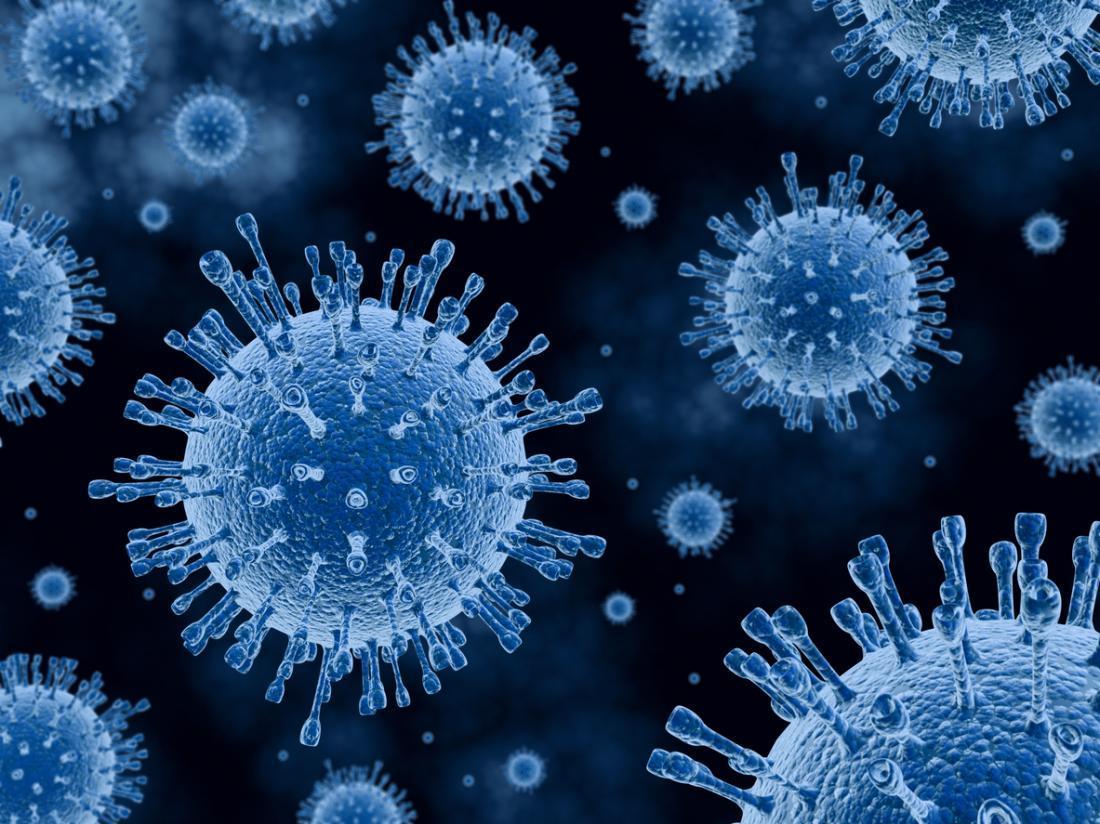
Coronavirus Management Plan

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**Facts about**

**Coronavirus**

**Coronavirus Action Plan**

This information is intended to provide a general guide to the subject matter, and must not be viewed as a definitive guide to the law or legal advice.

Specialist advice should be sought regarding this subject matter in your jurisdiction and specific circumstances. Uncontrolled when printed.

**CORONAVIRUS MANAGEMENT PLAN**

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**1 Facts about Coronavirus**

Planning for a Coronavirus outbreak

**Coronavirus**

The present outbreak of Coronavirus is creating a great deal of concern in the community with fears of an imminent world-wide pandemic killing thousands, if not millions, of people.

While Coronavirus is of concern, it is important to remember that most people displaying symptoms such as fever, cough, sore throat or tiredness are likely suffering with a cold or other respiratory illness—not Coronavirus.

## What is Coronavirus and COVID-19?

Coronavirus is a flu-like virus that can make humans and animals ill. Some Coronaviruses can cause illness similar to the common cold and others can cause more serious diseases, including Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). This new Coronavirus originated in China, and the disease outbreak is named COVID-19.

Coronavirus is a very different type of virus to those related to other recent pandemics (e.g., SARS). The transmission rate of Coronavirus is higher than SARS, but its mortality rate is a lot lower. In effect, because of the higher infection rate, the absolute number of Coronavirus-related fatalities may be higher due to greater number of people affected by the virus.

How is Coronavirus transmitted?

Coronavirus is most likely to spread from person-to-person through:

* direct close contact with a person while they are infectious
* close contact with a person with a confirmed infection who coughs or sneezes, or
* touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

# Most infections are only transmitted by people when they have symptoms. These can include fever, a cough, sore throat, tiredness and shortness of breath.

Can staff and employees come to work?

If you or your staff are a traveller from mainland China or think you may have been a close contact of a confirmed case of Coronavirus, special restrictions apply.

To help limit the spread of Coronavirus, staff and employees must isolate themselves in the following circumstances:

* if they have left, or transited through mainland China in the last 14 days, they must isolate themselves for 14 days from leaving mainland China
* if they have been in close contact with a confirmed case of Coronavirus in the last 14 days, they must isolate themselves for 14 days after the date of last contact with the confirmed case.

Employees who are in isolation due to one of the above situations should alert their employer. Depending on the type of work, and provided the employee is well, they may want to discuss alternative arrangements such as working from home.

What can I do in the face of a Coronavirus outbreak?

Businesses are urged to start taking precautions against the spread of Coronavirus, including limiting non-essential travel to known infected areas, providing information and training for persons who may be at risk, and stressing hygiene policies. Monitoring of people who have been to affected areas is important, and any symptoms of Coronavirus taken seriously.

The key to survival in the threat of a Coronavirus outbreak is planning. People must be informed, and employers must be informative and upfront about emerging issues to prevent alarm spreading. People’s concerns can be alleviated and emergency planning can be treated appropriately should the situation require it.

Informing your staff

Employers should provide information and brief all employees and contract staff (including domestic and cleaning staff where applicable) on relevant information and procedures to prevent the spread of Coronavirus. You should inform staff who meet the above criteria that they should remain isolated in their home.

Employees should advise their employer if they develop symptoms during the isolation period, particularly if they have been in the workplace. Public health authorities may contact employers in the event an employee is confirmed to have Coronavirus.

Prevention and control

Good outbreak control relies on applying a package of interventions, namely case management, surveillance and contact tracing, a good laboratory service, and social mobilisation. Community education and engagement is a key factor in successfully controlling outbreaks.

Raising awareness of risk factors for Coronavirus infection and protective measures that individuals can take is an effective way to reduce transmission. Risk reduction messaging should focus on several factors:

* **Reducing the risk of human-to-human transmission** from direct or close contact with people with Coronavirus symptoms. Isolation and monitoring of persons who may have been exposed to COVID-19 is essential to preventing spread of the virus.
* **Outbreak containment measures** including prompt identification of people who may have been in contact with someone infected with Coronavirus, monitoring the health of contacts for 14 days, the importance of separating healthy persons from the sick to prevent further spread, the importance of good hygiene and maintaining a clean environment.

What steps must I take?

As an employer, you should take the following steps.

1. Plan for any potential impact of Coronavirus on your business.

2. Plan for the impact of Coronavirus on your workers and customers.

3. Establish policies to be implemented during an outbreak (or potential outbreak).

4. Allocate resources to protect your workers and customers during an outbreak.

5. Communicate with and educate your workers.

**2 Reducing the impact on your business**

Being prepared for an outbreak means that you can keep going when it happens

1. Identify your high-risk areas

These are not areas where the risk of contracting Coronavirus is higher, but the areas of your business which will be more heavily impacted by an outbreak of COVID-19. You may need to establish a planning team to monitor the effects of a Coronavirus outbreak (depending on the size of your business). You will need to –

* identify your critical business processes, and rank them in order of importance
* identify your essential physical, human and financial resources necessary to continue these critical processes
* identify any interdependencies that you might have on others (e.g., suppliers, distributors, service providers, contractors, etc)
* establish a policy for visitors, etc, that would become operational during an outbreak, and
* develop contingency plans for the continuation of identified critical business processes.

2. Develop your contingency plans

You need to plan for a situation where you might lose up to a half of your workers due to infection or exposure at the peak of a Coronavirus outbreak, and prepare for a second and third wave of absenteeism. In most cases, people will be absent for up to 14 days following an exposure to a confirmed case. Your contingency plans could include –

* training workers in alternative roles
* making arrangements for staff to work from home
* arranging alternative suppliers or stockpiling essential inputs
* develop standard operating procedures so that everyone knows how to carry out different tasks, and
* capturing and storing all critical information where it can be easily accessed.

3. Expect the unexpected

You will need to be prepared for the unexpected to occur. You may be able to cover what may occur in your business, but you cannot predict what will happen to those businesses that interact with yours, whether upstream (e.g., suppliers, service providers) or downstream (clients or customers).

External factors that may impact on your business could include –

* exposure of workers to risk of contact during travel on public transport, etc
* lack of child-care arrangements in the event of shutdown of child care centres
* effects of illness on family members of staff and workers.

Preparedness planning should be disseminated to all staff and workers and to other key stakeholders where applicable. You should test your planning for contingencies to ensure that your business is able to cope with the effects of an outbreak before the plan needs to be put into place when it occurs.

**3 Coronavirus management planning**

How to manage the risk of a COVID-19 outbreak

PCBUs and employers have duties to actively consider their management plans and strategies to protect their workforce.

All businesses need to create a management plan that has an emphasis on providing workplace safety as well as business continuity in the event of high absenteeism (which could be as high as 30% to 50% at the peak of an outbreak), and interruptions to the supply of goods and services.

Step 1 Identify the risk

You need to identify what are the probable effects of the outbreak on your business and its operations. In particular, you need to identify effects on:

* supply of goods and services (effects on suppliers, service providers, contractors)
* productivity (reduced output and delays due to reduced workforce)
* customers (delayed or partial delivery of goods or services)
* cash flow (reduced income due to orders not being fulfilled, etc).

Step 2 Assess the risk

You will need to assess the risks to your business based on the following questions:

1. What are the likely consequences of the outbreak on identified risk areas?

2. What is the probability that the consequences will actually occur?

These risks should be assessed using the Risk Calculator to accurately identify the level of risk that threatens your business.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RISK CALCULATOR** | **Consequences of event occurring** | | | |
| **Probability of occurrence**  How likely is it that the event will occur? | Devastating impact on business | Major impact on business | Moderate impact on business | Minimal impact on business |
| Will definitely occur | **Extreme** | **Extreme** | **High** | **High** |
| Strong chance of occurring | **Extreme** | **High** | **High** | **Moderate** |
| May occur | **High** | **High** | **Moderate** | **Low** |
| Unlikely to occur | **Moderate** | **Moderate** | **Low** | **Low** |

You should carry out a separate assessment for all identified risks. Only by doing this can you make a properly considered decision regarding the risk controls and strategies that you need to implement.

Step 3 Identify and decide on control measures

All businesses will have different survival needs, but there will be many which are common to all businesses. The most common will be in the area of staff numbers, which may fall to below critical levels if an outbreak occurs. Supply of goods and services will also become problematic if service providers are unable to meet their customer’s needs due to staff shortages.

The hierarchy of risk control measures should be applied to each risk. These are –

1. eliminate the risk where possible
2. substitute the risk with a lesser risk
3. isolate the hazard
4. minimise the risk by engineering means
5. apply suitable administrative measures to minimise exposure to the risk, and
6. apply the use of appropriate personal protective equipment if none of the previous control measures can be applied.

Control measures should be decided on before the problem actually occurs, and all people involved should be made aware of the measures and what their role will be in their implementation. Most problems arise due to lack of planning, or when planning did not take all possible risks into account. You may need to involve all staff in planning to ensure that no important areas are overlooked.

Step 4 Monitor effectiveness of control measures

You will need to keep a watch on how effective the applied control measures are operating, and act quickly if any are seen to be providing less than optimum results or failing. Quick remedial action as soon as a problem is discerned will ensure that corrective actions can be applied before the problem escalates or gets out of control. Alternative solutions may be identified during the risk assessment and control process, and should be listed in the case of a failure of a control measure.

Step 5 Review the plan

This important step takes place after the critical phases of the outbreak, and when all aspects of the implementation of the management plan can be documented. The purpose of the review is to determine –

* what worked well
* what didn’t work well, and
* what should be done if a similar event occurs again.

The changes to the plan should be documented, and an amended plan which incorporates the changes issued. The plan should also be reviewed if changes occur in company operations, structure or size, etc.

**4 Risk Management**

Putting the management plan into action

Step 1 Preliminary planning

Start by identifying critical operations and functions (the operations, roles and functions that are critical to the running of the company). You will need to identify critical operations and functions to ensure that you have sufficient staff and resources to continue viable day to day running of the business. Less critical functions should be identified to ensure that staff (who may be in short supply) are not diverted away from more critical tasks. Prioritise each of the identified operations or functions to ensure that the more important operations or functions receive a higher priority.

Example (use Worksheet 1 for this step):

|  |  |  |
| --- | --- | --- |
| **Priority** | **Critical operation/role/function** | **Min. staffing level** |
| 1 | *Administration* | *2* |
| 2 | *Customer support/help desk* | *1* |
| 3 | *Accounts* | *2* |
| 4 | *Sales/call centre* | *2* |
| 5 | *IT, data and telecommunications* | *1* |
| 6 | *Facility management* | *1* |
| 7 | *Manufacturing* | *5* |
| 8 | *Maintenance* | *1* |

As well as identifying the critical operations and functions, it is essential to identify the key persons with core skills to fill those roles, especially where there may be only a limited number of persons with the required skills. Where more than one person has the required skills, they should also be identified for other roles that they can fulfil.

Example (use Worksheet 1 for this step):

|  |  |  |  |
| --- | --- | --- | --- |
| **Role/function** | **Core skill** | **Persons with core skills** | |
| **Person1 (incumbent)** | **Person 2 (alternative)** |
| Administration | *Switchboard, Outlook* | *Mary* | *Jane* |
| Customer support | *Product knowledge* | *Roger* | *Peter C.* |
| Accounts | *MYOB* | *George* | *Ruth* |
| Sales/call centre | *Inventory* | *Peter R.* | *John J.* |
| IT, data, telecom. | *Networking* | *Bill G.* | *Stan J.* |
| Facility mgmt. | *Building maintenance* | *Bob B.* | *None* |
| Manufacturing | *Tool setter* | *Tom T.* | *Bill S.* |
| Maintenance | *Electrical* | *Fred M.* | *None* |

You will need to identify the personnel who will play the key roles in the implementation of the Coronavirus management plan, and ensure that they are familiar with the roles and duties that they will be required to carry out. It is essential that alternative persons are allocated to each of the roles to ensure that the functions will still be carried out even if key personnel are unavailable during an outbreak.

Example (use Worksheet 1 for this step):

|  |  |  |
| --- | --- | --- |
| **Role or function** | **Person 1** | **Person 2 (alternative)** |
| Management Team leader | *Arthur Wallace* | *Wally Arthurson* |
| Team member | *Wally Arthurson* | *Jim Smythe* |
| Team member | *Fred Bloggs* | *Peter Potter* |
| Liaison/communications | *Harold Ericsson* | *Joan Pollimott* |

Step 2 Risk identification

The first step in the risk management process is to identify the adverse impacts on the business that may occur due to a Coronavirus outbreak.

Example (use Worksheet 2 for this step):

|  |  |  |
| --- | --- | --- |
| **No.** | **Identified risk** | **Impact(s) on business** |
| *1* | *Inability to fill customer orders* | *Possible loss of existing customer* |
| *2* | *Lack of experienced sales staff* | *Possible loss of new business* |
| *3* | *Computer system crash* | *Loss of data, delays in accounting* |

Step 3 Risk assessment

The next step is to assess the level of risk presented by the identified risks. This is done by applying the risk calculator to each of the identified risks, and answering each question in turn on the matrix to assess the level of risk.

Example (use Worksheet 2 for this step):

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Probability of Occurrence** | **Consequences of event occurring** | **Risk level** |
| *1* | *Strong chance* | *Major impact on business* | *HIGH* |
| *2* | *Strong chance* | *Moderate impact on business* | *MODERATE* |
| *3* | *May occur* | *Major impact on business* | *MODERATE* |
| *4* | *Unlikely* | *Minimal impact on business* | *LOW* |

In this example, the risk of being unable to fill customer orders is assessed as a strong chance of occurring, and will have a major impact on the business. This results in a risk level of HIGH on the matrix, which indicates that appropriate control measures MUST be identified and implemented to prevent the occurrence (or lessen the effect) of the risk.

By carrying out this process, it can be seen that different risks present different risk levels to the business. Higher level risks require more urgent attention, and the diversion of resources to reduce the likelihood of their occurrence. It will be difficult to accurately determine an appropriate course of action unless all risks have been accurately assessed.

Step 4 Identify and decide on control measures

From the example above, it is evident that the inability to meet customer needs is the most critical risk, and should be given higher priority over other risks. In a pandemic or similar situation, loss of experienced or trained staff and workers will be the prime cause of the risk manifesting. The key areas will be identified by the risk assessment process, and all that is needed now is to decide on the appropriate measures to counter the risk.

Example (use Worksheet 2 for this step):

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Identified risk** | **Risk control options** | **Preference** |
| *1* | *Inability to fill customer orders* | *Reallocate staff from sales team* | *2* |
|  |  | *Source temporary staff from agency* | *1* |
|  |  | *Wait until everyone is back on deck* | *3* |

Once possible risk controls have been identified, it is a simple matter to select the most appropriate control measure in the particular circumstances. The very nature of an outbreak means that there will be fewer people available for work both within and outside of the business, although it is highly unlikely that a full shut-down would ever occur. For this reason, it is critical to ensure that as much of the business can operate as usual.

Step 5 Monitoring control measures

The next step is to monitor the implemented control measures to ensure that they are working effectively. Where staff or workers have been re-allocated, it is important to ensure that relocated staff members receive appropriate training and to monitor workers in both affected areas closely. Documentation of monitoring is essential to ensure that all positive and negative aspects of the implemented control measures are identified.

**Health and safety issues must also be addressed to ensure that the health and safety of re-allocated workers is not put at risk by their working in a different occupation or workplace. Induction and orientation must be provided where necessary.**

Step 6 Review the management plan

This final step can only be carried out after the outbreak has ended, and the workplace has returned to normal operations. Reviews should be carried out with staff, workers and other stakeholders to assess the impact of the outbreak on the business, and the effectiveness of control measures implemented. It is important to identify what worked well as well as what did not.

Any revised control measures should be “road-tested” to ensure that they will not adversely impact operations in the event of a further outbreak, and incorporated into the revised management plan.

**5 Avoiding Coronavirus**

Lessen the risk of exposure of your staff and workers

1 Keep away from high-risk areas

You need to regulate and limit non-essential business travel to known infected areas. You will also need to monitor people who have been to infected areas, even on a personal or for holidays. You should regularly monitor Department of Health travel advices on [www.health.gov.au](http://www.health.gov.au) if you or any of your staff intend to travel overseas.

You should make sure that workers coming back to work after travel to a high-risk area are free from the infection before allowing them back into your workplace.

2 Protection of workers in high-risk areas

You should arrange for any non-essential workers located inn outbreak areas to return to Australia. (They may not be able to return if the virus spreads quickly when they wish to do so).

Essential workers needing to stay overseas should be provided with personal protective equipment (such as appropriate face masks, anti-bacterial hand cleaners, paper towels, etc). You should advise them to limit their contact with other people if possible, and regularly monitor websites for updated information on how to ensure that they do not become ill.

You should maintain close contact with any of your overseas workers who have been infected or exposed to Coronavirus, and provide whatever support is available.

3 Limit potential exposure of at-risk workers

Prevention is always the best medicine, and limiting the exposure of people to the risk of Coronavirus will result in less negative impacts on your business and its operations, especially in areas where the absence of key staff cannot be easily covered. You will need to –

* provide staff and workers likely to travel overseas with information on how to prevent them getting ill (e.g., personal health information, and where they can seek medical advice overseas if they feel ill), and
* provide them with details on where they can obtain the latest travel advice.

You should also –

* regularly monitor travel advisories, and make alternative arrangements for business meetings other than travel (e.g., video conferencing, online forums, etc) or delay the trip until the threat has abated (if possible),
* continue to provide overseas staff and workers with information on how to prevent them from getting ill, and provide them with suitable personal protective equipment if there is a risk that it may become unavailable due to excessive demand in the country that they are working in or visiting.

**6 Four simple steps to prevention**

Lessen the risk of the spread of Coronavirus by implementing the following four simple steps

1 Personal hygiene

Probably the most important weapon in the prevention of any illness spreading is personal hygiene, with correct hand washing topping the list of preventative measures.

Ensure that adequate hand-washing facilities are available, including supply of anti-bacterial soap (dispenser is preferred to minimise risk of cross-infection) and paper towels to dry hands. Suitable signs to remind people of the need to wash hands should be posted in areas such as kitchens, meal rooms, change rooms and toilets, etc, as a constant reminder of this critical step.

2 Avoiding transmission of Coronavirus

The potential for widespread COVID-19 infections is considered high as transmission can occur via direct close contact with a person showing symptoms of the illness, or by contact with objects contaminated by the virus. People should:

* avoid close contact with a person with a confirmed infection
* avoid direct close contact with a person while they are infectious and who coughs or sneezes
* not touch objects or surfaces (e.g., door handles, tables, etc.) contaminated from a cough or sneeze from a person with a confirmed infection, and then touch your mouth or face.

3 Prevention of cross-infection

Steps to prevent the illness being spread from person to person include the use of single-use drinking utensils, and thorough washing (in hot water and detergent) of cutlery, crockery and utensils. These items should be dried with a clean tea towel rather than be allowed to air dry.

Newspapers, magazines etc, which may carry and spread the virus should not be allowed to accumulate in reception or meal areas, but should be removed.

4 Cough etiquette

Covering of coughs and sneezes should be encouraged at all times to minimise risk of spread of the virus by airborne transmission. Persons with a cough or sneeze must be reminded of the need for hand-washing before they contact anything which may spread the virus to others.

**7 Keeping your workers safe**

What you can do if you suspect someone may have contracted Coronavirus

Do I have the right to direct a worker not to attend work if I suspect that they may have Coronavirus?

You have an obligation as an employer to preserve the health and safety of all of your workers. This means that you should consider any communicable disease or illness as a health and safety issue, and implement a procedure to deal with such cases as they arise. The steps that you must take will be governed by the degree of risk that is associated with any possible illness.

One option where a severe or virulent illness is suspected is to direct a worker who may be suspected of being infected by the illness not to attend work until the 14-day isolation period for the illness has elapsed. This would apply to persons who have been to a known “danger area” where infection is known to be occurring, and also to workers where a member of their household has fallen ill or is suspected of possible infection. This would require consultation with a medical practitioner to verify that the worker should be isolated and not attend work.

Is the worker entitled to be paid during this period?

You would be able to direct a worker not to attend work in these circumstances provided that you continue to pay the worker for the time that he or she has been directed to not attend work. **The absence would not be regarded as personal leave as the worker is carrying out your instructions.**

However, should the worker actually fall ill, personal leave would then apply for the period that the worker was unfit for work.

Employees evacuated from areas declared as infectious and who are in quarantine until they are cleared of the virus are classed as not fit to be at work and would not be medically cleared to return to work. This type of absence should be treated by employers as paid personal sick leave. If the employee has exhausted paid personal leave entitlements, the leave should be treated as unpaid personal leave. Employers can still choose to consider these absences as paid special leave.

Can I insist on a medical clearance before the worker returns to work?

You may insist that a worker provides reasonable proof that he or she is fit to return to work before actually recommencing normal duties. This would need to be in the form of a medical certificate stating that there is no risk of the worker infecting other persons in the workplace. However, you should pay for any request that you make for a worker to undergo a medical examination.

**8 Coronavirus Fact Sheet**

Facts about Coronavirus

What is the difference between Coronavirus and influenza?

Symptoms of COVID-19 can range from mild illness to pneumonia. Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed Coronavirus (COVID-19) cases. Symptoms may appear between 2 to 14 days after exposure.

|  |  |  |
| --- | --- | --- |
| **SYMPTOM** | **COVID-19** | **INFLUENZA** |
| FEVER | Yes – usual | Usual, sudden onset |
| COUGH | Yes - usual |  |
| SNEEZING | Yes | Rare in early stages |
| SORE THROAT | Yes | Usual |
| HEADACHE |  | Usual, can be severe |
| FATIGUE AND WEAKNESS | Yes | Usual, can last 2 to 3 weeks or more after the acute illness |
| CHEST DISCOMFORT | Shortness of breath | Usual and can be severe |
| COMPLICATIONS | Virus can cause pneumonia. Organ failure can result in severe cases. | Respiratory failure; can worsen a current chronic condition; can be life-threatening |
| FATALATIES | Average 2% fatality rate. | Less than 1% fatality rate |
| PREVENTION | Avoidance of body fluids and secretions of infected persons, good personal hygiene, hand washing, etc. | Influenza vaccine; frequent hand-washing, covering cough |

Summary of infection control measures

|  |  |
| --- | --- |
| **Protection measure** | **Where applicable** |
| Hand washing, | Everyone, all the time |
| Organisational policies | Every organisation, all the time |
| Social distancing | At least 1 metre from infected person when unprotected |
| Protective barriers | Infected persons should be quarantined to prevent spread of infection. |
| Protective clothing (health workers) | Disposable coveralls, disposable gloves, face mask, eye protection |
| Disposable surgical mask | Workers in community or health care who are dealing with the sick (incl. first responders);  Also as an adjunct to protective barriers |

**Staff and workers must be reminded not to share cups, dishes, and cutlery, and ensure that they are thoroughly washed with soap and hot water after use.**

**Remove all magazines and newspapers from common areas (such as kitchens, meal rooms) and reception/waiting areas.**

Examples of disinfectants and sanitisers for infection control cleaning

|  |  |  |
| --- | --- | --- |
| **Disinfectant** | **Recommended use** | **Precautions** |
| Sodium hypochlorite:  1,000 ppm of available chlorine (10%) | Disinfection of material contaminated with blood and body fluids | Use only in well-ventilated areas.  Wear eye, hand protection and apron when handling bleach.  Do not mix with strong acids.  Corrosive to metals. |
| Alcohol:  e.g., Isopropyl 70%;  ethyl alcohol (methylated spirits) 60% | Smooth metal surfaces, bench and table tops, other surfaces where bleach cannot be used | Flammable and toxic. Use in well-ventilated areas only.  Avoid inhalation.  Keep away from heat sources, electrical equipment, flames and hot surfaces.  Allow to dry completely. |

**9 Protect yourself from Coronavirus**

Follow the simple steps

1 Avoid carriers

Coronavirus can be transmitted by a person who has contracted the illness and who is exhibiting symptoms of infection. (The disease can be passed on by a person who has contracted the virus but does not exhibit symptoms of COVID-19). Avoid direct contact with any person suspected of being infected with COVID-19.

Coronavirus can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects or surfaces around the person, and other people can become infected by touching these objects or surfaces and then touching their eyes, nose or mouth.

People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs or exhales droplets.

2 Wash your hands

**This simple step is vital in the prevention of Coronavirus spreading.**

Get into the habit of washing and drying your hands often. Use soap and warm water (if available) and dry your hands with a paper towel. Hand sanitiser is useful if hand washing is impractical.

The virus can survive on hard surfaces for a few hours or up to several days. and can easily spread through contact between people’s hands.

3 Keep a safe distance

The virus can spread easily from an infected person even before they realise that they have COVID-19 themselves. Avoid close contact with other persons when you are in a public place. Health authorities recommend keeping at least 1 m away from a person who is sick.

4 Know the warning signs

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause severe acute respiratory syndrome, pneumonia, kidney failure and even death.

5 Stay at home

If you notice that you have flu-like symptoms and think you may be getting sick, don’t spread it around. See your doctor, get medication, but stay at home until you are cleared to return to work. Nobody will thank you for being heroic and spreading the virus.

**Coronavirus Checklist**

This section is applicable to the Coronavirus family of viruses originating in countries outside of Australia and which spread through persons from or who have been in overseas countries and travelling or returning to Australia.

|  |  |  |  |
| --- | --- | --- | --- |
| **Have you, any member of your staff, or family members:** | | **Yes** | **No** |
| 1 | Recently returned from travelling or residing overseas (esp. China, but also other countries where outbreaks have been reported e.g., Iran, Northern Italy, etc.)? |  |  |
| 2 | Exhibited the following main symptoms of COVID-19 infection: |  |  |
| * Fever? |  |  |
| * Fatigue, tiredness? |  |  |
| * Sore throat? |  |  |
| * Coughing, sneezing? |  |  |
| * Shortness of breath? |  |  |
| 4 | Been in close contact with persons who have exhibited any of the above symptoms? |  |  |
| 5 | Developed flu-like symptoms after contact with an identified COVID-19 patient within 2 to 14 days? |  |  |

**A “YES” response to any of the above questions means that there may be a high risk in your workplace, and you need to ensure that measures to prevent the spread of the illness are implemented immediately.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Have you put the following prevention strategies in place?** | | **Yes** | **No** |
| 1 | Initiated a hygiene strategy to prevent spread of COVI-19, including adequate hand-washing facilities, supplies of anti-bacterial cleaners and paper towels? |  |  |
| 2 | Initiated education programmes to inform workers about preventative measures? |  |  |
| 3 | Implemented policies that require workers to advise when they or family members exhibit Coronavirus-like symptoms? |  |  |
| 4 | Developed procedures to prevent the spread of infection should a staff member become ill? |  |  |

**A “NO” response means that you and your workers are at risk should an outbreak occur, or a risk of rapid spread of the Coronavirus should anyone become infected by it.**

**PANDEMIC ACTION PLAN - Worksheet 1 – Personnel**

Workgroup or area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Priority** | **Critical operation/role/function** | **Min. staffing level** |
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| --- | --- | --- | --- | --- |
| **Role/function** | **Core skill** | | **Persons with core skills** | |
| **Person1 (incumbent)** | **Person 2 (alternative)** |
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| **Role or function** | **Person 1** | **Person 2 (alternative)** |
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**PANDEMIC ACTION PLAN - Worksheet 2 – Risk assessment**

How to use this risk assessment:

1. Identify what the risk(s) are to your business.
2. Identify the impact(s) that each risk will have on your business if the risk was to eventuate.
3. Use the risk calculator to determine how much of a threat is posed by this particular risk.
4. Identify what risk control options are available.
5. Rank the controls in order of preference.

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| --- | --- | --- | --- | --- |
| **RISK CALCULATOR** | **Consequences of event occurring** | | | |
| **Probability of occurrence**  How likely is it that the event will occur? | Devastating impact on business | Major impact on business | Moderate impact on business | Minimal impact on business |
| Will definitely occur | **EXTREME** | **EXTREME** | **HIGH** | **HIGH** |
| Strong chance of occurring | **EXTREME** | **HIGH** | **HIGH** | **MODERATE** |
| May occur | **HIGH** | **HIGH** | **MODERATE** | **LOW** |
| Unlikely to occur | **MODERATE** | **MODERATE** | **LOW** | **LOW** |

**Risks and Impacts**

|  |  |  |
| --- | --- | --- |
| **No.** | **Identified risk** | **Impact(s) on business** |
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**Risk levels of identified risks and impacts**

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| --- | --- | --- | --- |
| **No.** | **Probability of Occurrence** | **Consequences of event occurring** | **Risk level** |
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**Control options for identified risks**

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| --- | --- | --- | --- |
| **No.** | **Identified risk** | **Risk control options** | **Preference** |
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