

INFORMATION SHEET

Coronavirus Checklist

Checklist	Information	Other sources / additional information
Information from the Department of Health and Human Services	<p>The situation is unprecedented and changing on an almost hourly basis. Ensure you are up to date with the most accurate information to make an informed decision for your workplace</p> <p>Review your Business Continuity Plan and internal policies to ensure they're equipped and appropriate for the changing circumstances.</p>	<p>www.health.gov.au/health-topics/novel-coronavirus-2019-ncov</p>
Employee and workplace hygiene	<p>Are all staff aware of handwashing techniques, coughing etiquette and distancing from others, and is the workplace safe?</p> <p>Consider:</p> <ul style="list-style-type: none"> • Putting notices up in your offices reminding employees of good workplace hygiene • Providing regular updates about good hygiene • Providing hand sanitiser at entry points and around the office • Ensuring meeting rooms have tissues and rubbish bins • Checking your building is being cleaned properly and frequently • Providing employees with cleaning materials to clean their desks more frequently should they wish • Having a deep cleaning plan in place should an employee or visitor later find that they are infected with COVID-19 and has been in the office • Ensuring that contractors receive communications on workplace hygiene. 	<p>https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public</p> <p>www.healthdirect.gov.au/coronavirus-covid-19-in-pictures</p> <p>https://www.safeworkaustralia.gov.au/media-centre/news/coronavirus-covid-19-advice-pcbus</p>



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<p>General leave provisions</p>	<p>The legal leave requirements are outlined on the AHRI coronavirus webpage. Consider:</p> <ul style="list-style-type: none"> • Hourly or casual employees • Whether you want to change your working from home policy to include working when children are at home • What, if any, provisions you want to put in place if employees run out of personal or sick leave • Stress and anxiety during times of crisis can impact employees' mental health. Review whether your current policies and processes cater for this. 	<p>www.fairwork.gov.au/about-us/news-and-media-releases/website-news/coronavirus-and-australian-workplace-laws</p>
<p>Flexible work practices</p>	<p>Review your flexible working arrangements policy. Consider:</p> <ul style="list-style-type: none"> • Which roles / staff can work from home and which roles cannot? • Whether your IT systems have the capacity for all staff to be working from home • Whether staff have internet access or required equipment at home • Whether you need to purchase additional IT equipment • Stress testing the organisation's capacity to work from home • How you might communicate with all staff should there be a need to work from home at very short notice • Whether or when you might wish to move to a partial or full working from home situation • Splitting your organisation into two groups and staggering their working from home to avoid cross-infection <p>Updating your working from home policy or procedure to ensure that it meets your needs if employees are subject to quarantine.</p>	<p>https://www.ahri.com.au/media/4640/working-from-home-whs-checklist.pdf</p> <p>https://www.fairwork.gov.au/employee-entitlements/flexibility-in-the-workplace/flexible-working-arrangements</p>



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Workplace Planning	<p>Plan for a range of scenarios.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Which roles are essential • Which essential roles can only be done by one or two specialists • What your back-up plans are if all the employees undertaking these roles fall ill <p>If certain tasks cannot be done from home, whether staff can be redeployed into other necessary roles.</p>	<p>www.safeworkaustralia.gov.au/doc/coronavirus-covid-19-advice-employers</p>
Supporting staff during this period	<p>Ensure that you support your staff during this difficult period.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Having the CEO or another senior staff member provide regular updates to staff about the situation • Discussing the situation with your Employee Assistance Program (EAP) • Informing staff how they can access their EAP • Providing staff with links to other support services • Ensuring managers check in regularly with their staff to see how they are faring • Recommending employees who have low immunity or underlying health conditions, or direct family members with the same, work from home <p>Recommending employees who have high levels of anxiety work from home.</p>	<p>https://psychology.org.au/About-Us/news-and-media/Media-releases/2020/Coronaviruses-psychologists-offer-advice-for-mainta</p> <p>https://www.beyondblue.org.au/the-facts/looking-after-your-mental-health-during-the-coronavirus-outbreak</p> <p>https://www.hrmonline.com.au/employee-wellbeing/how-help-employee-colleague-coronavirus/</p>



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<p>Travel Policy</p>	<p>Review the organisation’s travel policy to ensure it aligns with government requirements and recommendations:</p> <p>Consider:</p> <ul style="list-style-type: none"> • Review the Smart Traveller website to check which countries have been deemed at risk • Whether overseas travel for business should be cancelled • Whether other travel for business should be cancelled or restricted to essential travel only • If travel is continuing whether staff members can travel on the same aircraft • What steps employees returning from overseas should take before returning to work • What your duty of care to contractors is and whether you should align their travel to the organisation’s travel policy. 	<p>https://www.smartraveller.gov.au/news-and-updates/coronavirus-covid-19</p> <p>https://www.homeaffairs.gov.au/news-media/current-alerts/novel-coronavirus</p> <p>https://www.smartraveller.gov.au/crisis/covid-19-and-travel</p>
<p>Meetings, events and conferences</p>	<p>Develop a strategy for meetings and events, including ensuring that government policy is adhered to:</p> <p>Consider:</p> <ul style="list-style-type: none"> • Options for using technology solutions to remove the need for a face to face or group meeting • Whether employees are permitted to attend external events and meetings, and in what circumstances • Which of these events or meetings can be held remotely • Whether you are going to cancel or postpone some or all of the events or meetings that you are holding. 	<p>https://www.theguardian.com/commentisfree/2020/mar/11/quarantine-video-call-coronavirus-colleagues-home-work</p>



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Business	<p>The crisis will affect your business. You should work with the organisation to identify these effects.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Businesses have a reasonable expectation that work will be carried out to the required standards. • Freezing new hires • Halting non-essential expenditure • Future workforce planning 	<p>https://www.safeworkaustralia.gov.au/media-centre/news/coronavirus-covid-19-advice-pcbus</p>
Privacy and Discrimination	<ul style="list-style-type: none"> • Employees should be reminded about the organisation's anti-discrimination policy • Remember to maintain employee's privacy should there be any diagnosed incidences. 	<p>https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/best-practice-guides/workplace-privacy</p>
Communication plan	<ul style="list-style-type: none"> • Develop ways to keep all staff informed of organisational decisions impacting work and any other changes that have been decided. • Communicate to stakeholders and customers regularly. 	<p>https://www.benefitexpress.info/blog/communicate-with-employee-in-a-crisis</p>

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