

LIVING AND WORKING WITH COVID-19

	Organisation level actions	Staff And Tenants	Visitors	
No community transmission Support staff and monitor communications	Ensure current contact details and remote working capability.	Staff and tenants to ensure up to date contact information is recorded	Visitor's welcome	<i>Actions</i>
	Ensure appropriate PPE stock is available Sign in required	Utilise PPE Sign in required	Utilise PPE Sign in required	<i>Resources</i>
	Monitor official communications	Maintain communication re any exposure and illness, advise management accordingly	Maintain communication re any exposure and illness, advise management accordingly	<i>Communications</i>
Low level community transmission Actions based on circumstances and official communications	Minimise movement and offsite meetings	WFH option available and minimise movement. Mask requirements in accordance with QLD Health and Federal Government Directives.	Visitors limited Mask requirements in accordance with QLD Health and Federal Government Directives. Maintain social distancing. Virtual communication recommended	<i>Actions</i>
	Ensure appropriate PPE available in the office	Utilise PPE Sign in required	Utilise PPE Sign in required	<i>Resources</i>
	Regular reviews of official communications and directives Ensure staff are kept informed	Maintain communication re any exposure and illness, advise management accordingly	Maintain communication re any exposure and illness, advise management accordingly	<i>Communications</i>
Significant community transmission Actions based on QLD Health and Federal Government Directives including declared geographical location of hotspots, rates of	Limited/No movement	Working from Home directive where possible. Masks required in the office except when seated 1.5m apart and maintain social distancing. Only one staff member per office.	Group activities to initially be cancelled with reopening to be approved by Management Committee in accordance with QLD Health and Federal Government Directives. Masks required in the office except when seated 1.5m apart and maintain social distancing.	<i>Actions</i>

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<p>transmission and increased risk to staff/tenants</p>			<p>NicNak Shed to be closed with staggered reopening.</p> <p>Reduction in times donations are accepted with staggered reopening.</p> <p>Visiting services to advise of measures their organisation is putting in place to reduce transmission.</p> <p>ER and AIR to be conducted in open air locations with social distancing where possible.</p>	
	<p>Daily reviews of official communications and directives</p> <p>Ensure staff are kept informed</p>	<p>Maintain communication re any exposure and illness, advise management accordingly</p>	<p>Virtual communication where possible.</p>	<p><i>Communications</i></p>
<p>COVID-19 in our workplace</p> <p>To be activated when a staff member or visitor has been in the workplace for more than 4 hours while infectious (defined as 2 days before symptoms start or 2 days before positive test if no noticeable symptoms present).</p>	<p>Manager to determine appropriate action based on the individual circumstances of the positive case and in accordance with QLD Health and Federal Government Directives.</p>			

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General Control Measures:	Specific Control Measures:
<ul style="list-style-type: none">• Social/Physical distancing• Hand hygiene• Masks/PPE• Health monitoring• Working arrangement• Training• Communication/planning• Contact tracing	<ul style="list-style-type: none">• Work from home arrangements• Virtual Meetings only• Office closure/Minimisation of physical contact• Shared space• Ventilation• Minimise travel• Testing