



COVID-19 SAFE PLAN

AGENCYWIDE

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Department of Natural Resources and Environment Tasmania

CONTENTS

CONTENTS	0
1. INTRODUCTION	1
Purpose.....	1
What we know about COVID-19?.....	1
2. MANAGING THE RISKS OF COVID-19	1
Agency COVID-19 Risk Assessment	1
Responsibility for implementation and provision of adequate supervision	2
Review	2
3. MANAGING RISKS TO HEALTH AND SAFETY	2
Stay home if unwell.....	2
Masks	3
Vaccination	3
Rapid Antigen Tests (RATs)	3
Wellbeing.....	4
Vulnerable Persons.....	4
Ventilation.....	4
Site Specific Control Measures	4
4. PHYSICAL DISTANCING & WORKPLACE RESTRICTIONS	4
Restrictions to our workplaces	5
Working from Home.....	5
Agency Vehicle Use.....	5
Agency Vessel Use.....	5
Helicopter and Aircraft Operations.....	6
Field Work.....	6
Visiting Properties and Premises	6
Intrastate Travel	7
Interstate Travel	7
International Travel	7
COVID-19 Safe Events.....	7
5. CASE & OUTBREAK MANAGEMENT	7
COVID-19 Positive and Close Contact Reporting.....	7
Notifying WorkSafe Tasmania	8
6. CLEANING & HYGIENE	8
Hygiene Control Measures	8
Other measures	8
Hygiene Resources.....	8
7. INSTRUCTION AND TRAINING	9
Training of Workers	9
Contractors.....	9
Communication.....	9
8. PERSONAL PROTECTIVE EQUIPMENT (PPE)	10
9. BUSINESS CONTINUITY PLANNING	10
10. DEFINITIONS	10
DOCUMENT INFORMATION	11

I. INTRODUCTION

Purpose

To provide guidelines and direction for Department of Natural Resources and Environment Tasmania (NRE Tas) employees, volunteers, consultants, contractors, students and board and committee members (hereafter called workers) for the steps required to be taken to provide a safe and healthy environment in our offices and facilities around the State because of the COVID-19 pandemic.

Some of the requirements in these rules are subject to taking action where it is reasonably practicable or necessary to do so. Deciding what is reasonably practicable to protect workers or other persons from harm requires taking into account and weighing up all relevant matters, including the degree of harm that is likely to occur if the risk of contracting COVID-19 eventuates. This does not mean a rule or guidance can be ignored but there is some latitude, after appropriate consideration and assessment of risk, to adopt the spirit rather than the specific terms of that guidance.

If a NRE Tas workplace is affected by COVID-19, NRE Tas will liaise with Public Health and other relevant government entities and implement control measures based on Public Health advice where required.

What we know about COVID-19?

The current COVID-19 situation continues to evolve, with the primary public health advice that:

- Coronavirus causes respiratory disease that can spread from person to person via close contact with an infectious person (contact with droplets from an infected person's cough or sneeze).
- Most people experience mild flu-like symptoms, including fever, cough, sore throat and shortness of breath.
- Some people experience severe illness, (difficulty breathing) and, sadly, a small proportion die.
- Older people and people with underlying medical conditions seem to be more at risk of severe illness.
- There are 2 types of COVID-19 treatments available in Australia: antiviral and monoclonal antibody treatments, and medical care can treat most of the symptoms – antibiotics do not work on viruses.
- treatments are not a substitute for vaccination against COVID-19. vaccines reduce the spread of COVID-19 and reduce the likelihood of an individual developing serious health impacts if becoming infected.
- To stop the spread of COVID-19 people with even mild symptoms should get tested.

2. MANAGING THE RISKS OF COVID-19

The *Work Health and Safety Act 2012* requires NRE Tas to identify and minimise hazards in the workplace. As COVID-19 is a workplace hazard, a risk assessment is required to implement appropriate controls to minimise the risks of COVID-19 to workers. Public Health Directions also require an assessment of the risks of COVID-19 transmission in workplace to be undertaken.

Agency COVID-19 Risk Assessment

A [COVID-19 Workplace Risk Assessment](#) has been conducted with input from all Divisions within NRE Tas. The risk assessment has assisted in developing appropriate controls detailed in this plan. The Risk Assessment will be reviewed regularly to ensure appropriate risk levels given the status of COVID-19 in Tasmania. The risk assessment has been provided to those Divisions responsible for site-specific assessments to consider whether other risks apply that will need control measures as part of site-specific plan addendums.

Table 1. COVID- Safe controls within the workplace

	MANAGING THE RISKS OF COVID-19	Public Health Directions provide instruction in minimum requirements to reduce the likelihood of transmission and are incorporated into this plan.
	<ul style="list-style-type: none">• Complete a COVID-19 Safe Plan• Provision of adequate supervision	Managers must ensure that the controls outlined in this plan are incorporated into daily work practices and processes.

	<p>MANAGING RISKS TO HEALTH AND SAFETY</p> <ul style="list-style-type: none"> • Stay home if unwell • Vaccination of workers • Ventilation in the workplace • Case & outbreak management 	Ensure workers do not come into the workplace if they are unwell.
		Who to contact and how to respond in the event of a COVID-19 infection.
	<p>PHYSICAL DISTANCING & WORKPLACE RESTRICTIONS</p> <ul style="list-style-type: none"> • Maintain physical distancing 	Make sure physical distancing requirements are met by workers, contractors and other people entering, leaving or moving around the workplace.
	<p>CLEANING & HYGIENE</p>	Promote good hygiene procedures and practices (such as washing and/or sanitising of hands)
		Ensure cleaning procedures and personal hygiene practices are implemented.
	<p>INSTRUCTION AND TRAINING</p>	Provide information and instruction to workers, contractors and other people who attend the workplace about how to comply with NRE Tasmania processes and procedures, and make sure they apply them.

Responsibility for implementation and provision of adequate supervision

Division heads are responsible for the implementation of this COVID Safe plan and any relevant site-specific plans. COVID safe control measures **SHOULD** be added as a standing item on Divisional Management meetings, Regional Management Meetings and Divisional WHS Committee Meetings.

Managers and Senior team leaders will take responsibility for the management of a reported COVID-19 positive case or close contact via the [COVID-19 Staff Reporting Form](#).

The NRE Tas Work Health, Safety and Wellbeing Manager will be responsible for providing accurate advice to the Department in relation to work health and safety matters in accordance with information from the Department of Health, Public Health Services and WorkSafe Tasmania.

Review

This plan will be regularly reviewed as circumstances including risk assessments change or based on advice from the Director of Public Health.

3. MANAGING RISKS TO HEALTH AND SAFETY

Stay home if unwell

If a worker is unwell, they are **NOT** to enter the workplace. If a worker becomes unwell at work, they are to **GO HOME**.

Managers are to ensure workers attending the workplace and exhibiting any form of symptoms are assisted, as needed, to safely leave the workplace. If the member has COVID-19 symptoms (whether in the workplace or working from home) they **SHOULD** call their GP or the Public Health Hotline **1800 671 738**.

If a worker is observed to have any flu-like symptoms and/or has been in close contact with someone who has COVID-19 or is suspected of having COVID-19 they are to inform their manager of this immediately. The Public Health Hotline **SHOULD** be notified on **1800 671 738**.

If a worker is has been diagnosed with COVID-19, they **MUST** advise their manager and comply with directions

given by Public Health. Managers must complete the [COVID-19 Staff Reporting form](#). The Executive will decide in relation to any additional workplace measures to be taken, based on advice from Public Health.

Masks

Masks help reduce the possibility of someone being infected with COVID-19 when coming into contact with airborne infectious respiratory droplets that may be spread when an infected person speaks, laughs, sings, shouts, coughs or sneezes.

- While masks are no longer mandatory, workers **SHOULD** continue to wear masks in enclosed spaces where 1.5 metre social distancing cannot be achieved e.g. meeting rooms, agency vehicles, vessels and aircraft
 - workers who are working in indoor public facing roles e.g. reception areas, Border Control (airports, ports and SPOT), operational workers at indoor facilities, Land Titles Office and Marine Resources reception, PWS Business Enterprises and visitor centres, laboratory receptions and Royal Tasmanian Botanical Gardens Visitor Centre are encouraged to continuing wearing masks as they offer additional protection against transmission to individuals and the community even when not mandated.
- Masks are recommended for workers who are not yet up-to-date with their vaccination, including boosters.
- Where undertaking work on behalf of the Agency, workers **MUST** observe any requirements or policies of third-party entities e.g. the wearing of masks at processing premises while conducting audits.

Close contacts **MUST** wear masks in all indoor settings when outside the home in accordance with [Public Health requirements](#).

The voluntary wearing of face masks can offer additional protection against transmission to individuals and the community even when not mandated. Physical distancing, washing/sanitising hands and surfaces and voluntary mask wearing continue to be very important mitigation measures to reduce the spread of COVID-19.

Vaccination

The Department is committed to providing a safe workplace and meeting our obligations under the *Work Health and Safety Act 2012*. We also recognise that we provide several essential services to the community and have an obligation to ensure continuity of these services, where possible. The various strains of COVID-19 pose an increased risk to our workforce and our ability to ensure continuity of our services.

A risk assessment process has identified that vaccination is a strongly recommended control for several categories of job roles, as anyone who is not vaccinated is likely to have more severe symptoms of Covid. The likely small number of NRE Tas workers who aren't already vaccinated (99.8% are vaccinated) may pose a greater risk to themselves, of more severe illness or hospitalisation in the event of infection.

It is strongly recommended workers are to be vaccinated against COVID-19, using vaccines approved by the Commonwealth Department of Health Therapeutic Goods Administration (TGA). The vaccines are to be administered by approved persons at an approved facility, where care and treatment can be provided in the rare event of an adverse reaction to the vaccination. The [NRE Tas Vaccination Policy and Procedure](#) available on POD.

It is strongly recommended workers vaccinate in line with the requirements advised by the Australian Technical Advisory Group on Immunisation (ATAGI). ATAGI defines a person as vaccinated when they are 'up-to-date' by having a booster immunisation three months after their last primary vaccination dose.

Rapid Antigen Tests (RATs)

The use of RATs within the Tasmanian State Service is governed by the Deputy State Health Commander, upon advice from Public Health. Public Health have determined that routine workplace screening using RATs as a preventative control measure for COVID-19 is generally not necessary but may be appropriate in some limited circumstances.

If workers are eligible for testing, information will be provided to workers to outline testing intervals and procedures. The RAT unit for this procedure will be supplied by NRE Tas at no cost to workers.

RAT units will also be made available for workers as detailed in the [COVID-19 Memo RATs](#).

Wellbeing

NRE Tas provides a range of support mechanisms for workers to maintain health and wellbeing. NRE Tas offers a comprehensive Employee Assistance Program (EAP) designed to assist you in meeting the challenges and demands of your work and personal life. Workers can access the Employee Assistance Program (EAP) [page on Pod](#).

Family and Domestic violence advice is available [here](#).

Workplace Contact Officers are key to ensuring our employees feel safe to speak up. More information is available here: [Workplace Contact Officers | Pod \(NRE Tas intranet\)](#)

Additionally, the People and Culture team is available and accessible for support and guidance. Contact the Relationship Management team on People.Culture.RelationshipManagement@nre.tas.gov.au.

Vulnerable Persons

Vulnerable persons are those persons who are at a higher risk of serious health impacts from Coronavirus, as defined by the Commonwealth Department of Health link. Vulnerable persons are strongly encouraged to seek and follow medical advice to ensure the necessary precautions are adopted to protect themselves.

If you consider you are a vulnerable worker, you should discuss this with your manager or People & Culture so NRE Tas can reasonably manage the risk to you of contracting COVID-19.

Managers will need to evaluate an individual's level of risk exposure on a case-by-case basis and take appropriate and reasonable actions to reduce the risk of infection as far as reasonably practicable. The manager is to work with the individual, using the [COVID-19 action plan](#) as guidance, to ensure there is clear understanding of the actions to be taken as COVID-19 cases escalate.

Ventilation

Ventilation is the process of bringing fresh, outdoor air inside and letting indoor air outside in order to maintain or improve air quality.

The risk of getting COVID-19 infection is increased in crowded and poorly ventilated settings. This is because the virus passes between people through infected respiratory particles in the form of droplets and aerosols. In poorly ventilated spaces infected aerosols can remain suspended in the air or travel farther than conversational distance. Improving indoor ventilation reduces the risk of the virus spreading indoors.

The concentration of viral particles is often higher than outdoors, where even a light wind can rapidly reduce concentrations. When indoors, ventilation mitigation strategies can help reduce viral particle concentration. The lower the concentration, the less likely viral particles can be inhaled into the lungs (potentially lowering the inhaled dose); contact eyes, nose, and mouth; or fall out of the air to accumulate on surfaces. Protective ventilation practices and interventions can reduce the airborne concentrations and reduce the overall viral dose to occupants.

HVAC systems are an essential safety measure for most buildings. The Department's HVAC systems are maintained in accordance with the relevant national regulations to ensure ongoing building compliance, including during the COVID-19 pandemic. NRE Tas recognises applying this control to different building types, occupancies, and activities under environmental and seasonal changes can be challenging.

Fans and portable air cleaners or purifiers are safe to use in areas with one person. In areas with more than one person these should only be used where the air is not directly blowing from one person to another and where fresh air is available. If you use fans, air cleaners or purifiers, they need to be maintained and operated in accordance with the manufacturer's instructions.

Site Specific Control Measures

NRE Tas workers are located in 61 facilities across Tasmania. Site-Specific COVID-19 Safe Plans have been prepared where required for specific sites. The NRE Tas site specific COVID-19 safe plans are additional information that sit alongside the NRE Tas COVID-19 Safe Plan. They provide details for safe working procedures specific to the many sites that NRE Tas occupies, and additional control measures have been implemented due to the nature of the site or other operational risks related to COVID-19.

4. PHYSICAL DISTANCING & WORKPLACE RESTRICTIONS

Workers SHOULD maintain **1.5 metres** between themselves and other workers and people in the workplace wherever practicable.

If using meeting rooms for face-to-face meetings follow physical distancing limits of 1.5 metres and ensure rooms are cleaned as required after each use.

You **SHOULD** eat your lunch at your desk where possible and preferably not eat in kitchens or lunchrooms to ensure other workers using these facilities can maintain physical distancing.

Physical distancing posters and signage **WILL BE** displayed prominently in all NRE Tas facilities and workspaces.

Restrictions to our workplaces

Visitors (i.e. those who are attending for business purposes) contractors, consultants, volunteers, board and committee members and clients to non-public facing NRE Tas sites **MUST** be informed of control measures in place in the workplace including:

- Provided a copy of the [COVID-19 Safety Plan Induction](#).
- Before entry to the workplace visitors, **must** sign in as required by the relevant visitor procedure.
- Provide evidence of an up-to-date vaccination status.

If visitors, contractors, consultants, volunteers and clients, including family members are unwell they **MUST NOT** enter the workplace. This includes immediate family members and children.

Deliveries to NRE Tas workplaces **SHOULD** be delivered to the front counter reception desks where they exist physical contact is to be minimised with delivery drivers, and where practicable all paperwork is to be electronic.

Working from Home

NRE Tas is committed to ensuring the Health, Safety and Wellbeing of all workers in the workplace.

This plan has been developed with recommended controls to ensure so far as reasonably practicable a workplace in which the risks of COVID-19 are as low as possible.

Where workers wish to continue arrangements to balance work in the office and at home, this is encouraged and supported through the Flexible Work Policy. Further information is available [Workplace Flexibility](#).

Before workers can work from home, they **MUST** have completed an [Application to work from home](#), WHS self-assessment of their home workspace and detailed any agency equipment they have taken home. Approved application forms must be sent to P&C via MyDas workflow.

Resources to assist workers working from home are available on POD [here](#).

Agency Vehicle Use

These measures apply to agency vehicles.

- Limit occupancy to vehicles where practicable e.g., emergency vehicles excluded.
- Facemasks **SHOULD** be worn in vehicles with more than one occupant.
- General Managers **MUST** ensure all vehicles managed by their Branches have the following:
 - alcohol-based hand rub (70% alcohol content is the ideal)
 - detergent or alcohol-based wipes
 - window cleaner
 - disposable gloves
 - a plastic rubbish bag/s
 - a copy of the [Sharing vehicles safely during the COVID-19 pandemic fact sheet](#)
 - a copy of the [Sharing Vehicles Safely – Driver Checklist](#)
 - contact name and number of the Divisional Business Manager (or Fleet Manager).

Should workers find that a vehicle is missing any of the above, they are to contact the Divisional Business Manager. More information including the fact sheet can be found here:

- [Sharing vehicles safely during the COVID-19 pandemic \(coronavirus.tas.gov.au\)](#)

When collecting and returning a vehicle, complete cleaning as outlined in Section 5.

Agency Vessel Use

The following applies to all vessels under the management or control of NRE-Tas master, skipper or captain.

General Managers **MUST** ensure the vessel's Safety Management Plan has been updated with COVID-19 risk assessment and procedures (refer AMSA guidelines).

- Ensure all crew are aware of updates as above and read and acknowledge relevant documentation
- Facemasks **SHOULD** be worn in vessels with more than one occupant
- Keep at least 1.5m distance between the master and crew members where possible and communicate how this will be achieved during vessel operations
- Keep 1.5 m distance from members of the public when launching and retrieving vessels
- Routine cleaning of frequently touched surfaces using appropriate detergent/disinfectant solutions or wipes is effective at minimising the risk of COVID-19 transmission
- Before and after vessel, clean and disinfect surfaces that people touch; handrails, handles, controls, seats, work surfaces
- Managers must ensure the following is available on each vessel
 - alcohol-based hand rub (70% alcohol content is the ideal)
 - detergent or alcohol-based wipes
 - disposable gloves
 - plastic rubbish bag/s or bins.

Actions for crew or passenger displaying COVID-19 symptoms while on board:

- Isolate the person
- Keep contact to a minimum
- Ensure the person wears a surgical mask– these must be provided on each vessel
- Should the person be a confirmed case of COVID-19 (or a Close Contact), thorough cleaning using the provided appropriate detergents is required.

Helicopter and Aircraft Operations

All helicopter or fixed wing aircraft contractors undertaking work for NRE Tas must be familiar with this plan and any relevant site-specific plans. They **MUST** be provided a copy of this plan before commencing work.

Facemasks **SHOULD** be worn by NRE Tas. workers during air operations. Pilots are not required to mask.

Contract Managers **MUST** ensure any helicopter or fixed wing aircraft contractors undertaking work for NRE Tas has a COVID Safe Plan developed and implemented for their business. You **MUST** sight this plan and be satisfied that they are complying with the control measures detailed in their plan and consistent with this plan before NRE Tas workers can fly in their aircraft.

Field Work

When and how field work is conducted will be reviewed regularly based on Public Health advice. Field work operations may be undertaken in line with the NRE Tas COVID-19 Safe Plan.

Risk assessments such as Activity Risk Assessments (ARA) and Job Risk Assessments (JRA) should be reviewed to ensure they address COVID-19 hazards and risks. Controls should be reviewed in consultation with the workgroups and updated to reflect the current Public Health advice, and those available from WorkSafe Tasmania.

Visiting Properties and Premises

When and how visiting properties and premises is conducted will be reviewed regularly based on Public Health advice.

Visiting properties and premises may be undertaken in line with the NRE Tas COVID-19 Safe Plan.

Before visiting a private property in order to undertake work if it is likely you will be interacting with people at the property, you **MUST** contact the registered proprietor via phone and ask the following questions:

- Have you or any other people at the property been diagnosed with COVID-19 or had contact with someone who has in the last 14 days?
- Do you or any other people at the property have flu-like symptoms including fever, coughing, sore throat, fatigue and shortness of breath?

If the answer is 'yes' to any of these questions you **MUST NOT** visit the property. If the registered proprietor cannot be contacted and visiting the property is deemed essential, a JRA **MUST** be conducted to consider control measures to be put in place that minimise the risk of COVID-19 before attending the property.

When visiting a property:

- Physical distancing **MUST** be maintained;
- Face masks **SHOULD** be worn by workers if indoors with land or business owners;
- You **MUST NOT** eat or drink anything supplied by the client at a private property (i.e. tea, coffee or other hospitality); and
- You **MUST** use an alcohol-based hand sanitiser upon returning to your vehicle upon leaving a private property.

EXCEPTION: In cases where compliance activities are being undertaken jointly with Tasmania Police, their COVID-19 Safe protocols **MUST** be adopted. For other compliance activities a JRA **MUST** be conducted to consider control measures to be put in place that minimise the risk of COVID-19.

Intrastate Travel

There are no restrictions in relation to intrastate work travel for workers. Employees should not undertake planned travel if they have any COVID-19 symptoms, as per the advice of PublicHealth.

Interstate Travel

Interstate work-related travel can be undertaken with approval from the relevant Deputy Secretary.

Employees are to observe any Public Health requirements and are required to register their travel and contact details for any approved travel with their manager and must follow any requirements in the State of destination such as mask wearing, check in, etc. Employees should not undertake planned travel if they have any COVID-19 symptoms, as per the advice of Public Health.

International Travel

Overseas work-related travel can be undertaken with the endorsement of the relevant Head of Agency and approval by the relevant Minister. When determining whether to approve overseas work travel, a Head of Agency/Minister may consider the level of risk in the country of destination, if the travel is essential, and whether the employee is up to date with vaccination.

COVID-19 Safe Events

The Tasmanian Government has released [A Framework for COVID Safe Events and Activities in Tasmania](#), which supports organisers to plan COVID-safe gatherings.

Public Health has advised density and capacity limits for all events and settings have been removed, although operators may still voluntarily use capacity limits as part of ongoing COVID-19 safety management.

Events with more than 5000 patrons and music festivals with more than 2000 patrons will be required to submit a COVID-19 Event Safety Plan to Public Health for approval prior to the event. All other events will not be required to have a COVID-19 Safety Plan but are asked to continue to identify measures in place to reduce the risk of COVID-19 to patrons and staff.

5. CASE & OUTBREAK MANAGEMENT

COVID-19 Positive and Close Contact Reporting

Positive case of COVID-19

- Inform your manager of your situation
- Refer to current Public Health for advice for isolation times and required testing process at [Information for positive cases](#) and [Testing for COVID](#)
- Complete or have your manager complete the [COVID-19 Staff Reporting Form](#).
- Return to the workplace when deemed to be clear by current Public Health advice
- Site is cleaned and maintained in accordance with normal site-specific controls

Close Contact of a person with COVID-19

- Inform your manager of your situation
- Refer to current public health advice for definition of a close contact and the required testing process at [Advice for contacts](#) and [Testing for COVID](#)
- Complete or have your manager complete the [COVID-19 Staff Reporting Form](#).

Managing absence from the workplace

If you have been diagnosed with COVID-19 you must inform your manager and complete the [COVID-19 Staff Reporting Form](#).

If a worker is unable to complete the form due to illness or other circumstances, then the worker's Manager must complete the form as soon as possible following receiving the advice. If you are a COVID-19 positive case and feel well you **MAY** work from home subject to the nature of your role. You should discuss this with your manager.

Notifying WorkSafe Tasmania

WorkSafe Tasmania **MUST** be notified in certain circumstances where an individual has contracted COVID-19 through carrying out work. This is in addition to any notification to Public Health.

It is the responsibility of the NRE Tas Manager Work Health Safety to notify and/or liaise with WorkSafe Tasmania.

6. CLEANING & HYGIENE

Hygiene Control Measures

Personal hygiene is an essential tool for stopping the spread of COVID-19 in the workplace. The following control measures **MUST** be followed by all workers:

- Washing your hands with soap and water regularly including:
 - every time you enter a facility; and
 - after going to the toilet; and
 - before eating; and
 - before touching your face, especially your mouth, lips, nose, eyes; and
 - after handling money, especially if you're eating or handling food.
- An alcohol-based hand sanitiser **MUST** be used in circumstances where hand washing may not be possible (70% alcohol content is the ideal);
- Cover coughs and sneezes with a tissue. If you don't have a tissue, use the inside of your elbow. Put used tissues in the rubbish straight away (don't keep germs in your pocket!) and then wash your hands or hand sanitise;
- Do not use handshaking as a greeting, maintain 1.5 metre physical distancing where possible;
- Ensure the highest levels of hygiene are maintained – including disposing of food scraps and general rubbish;
- Keep office and desk spaces clear, clean and tidy to allow for better cleaning of surfaces; and
- Ensure general personnel hygiene is of the highest possible standard.

Other measures

- Food eating utensils in common areas **MUST** be kept in a closed drawer and not on benchtops;
- Tea towels are **NOT** to be used in kitchen facilities. These can be replaced by paper towels in wall mounted dispensers or using a dishwasher where available; and
- Wash your hands or use hand sanitiser before emptying the dishwasher.

Hygiene Resources

Divisions are responsible for purchasing cleaning and hygiene products for their areas. For difficult to source items such as hand sanitiser, alcohol wipes and PPE, through your Manager and Divisional Business Manager contact: ResponseCoordinator@nre.tas.gov.au for assistance in purchasing.

Cleaning required to be undertaken by workers

Workers are responsible for cleaning of their individual workstation and equipment.

You **MUST** maintain a relatively clear desk absent of unnecessary paperwork or clutter.

A clear desk will enable you to undertake more effective cleaning daily and should you become a suspected or confirmed case of COVID-19 will enable effective cleaning and disinfecting by professional cleaners.

You **MUST** undertake the following daily cleaning of your workstation and equipment:

- Clean your desk and chair arms with a cloth or paper towel and soap and water or wipes;

- Clean you drawer handles; and
- Wipe your telephone, headset, desk raiser controls, mouse, keyboard and monitors preferably with an alcohol wipe if available.

Protocols for regular cleaning of vehicles

To help reduce the spread of COVID-19 the interior and exterior ‘touch points’ and windows of pool vehicles **MUST** be cleaned **before and after the vehicle is used**. Where a vehicle is utilised by the same persons over the course of a shift it is only necessary to clean the vehicle at the commencement and conclusion of the shift.

If a vehicle is known to have been used by a person who has COVID-19 (a suspected or confirmed case), **thorough cleaning AND disinfection is required**. The vehicle **MUST NOT** be used until the vehicle has been disinfected.

Tools and Equipment in the field

You **MUST** practice good hygiene; in the field this will mean having and regularly using an alcohol-based hand sanitiser (70% alcohol content is the ideal).

Sharing of tools and equipment **MUST** be minimised.

Handling Wildlife or Animals when undertaking field work

It is considered unlikely that wildlife or animals are infected with COVID-19. However, they may be involved in the transfer of the infection from person to person.

COVID-19 may persist on wildlife or animals’ fur for up to two days (subject to the right conditions) if they are in contact with an infected person. Decontamination and hygiene measures will mitigate the risk of transfer from person to person.

The following hygiene measures should be undertaken:

- Wildlife/animal-human face contact must be minimised and PPE such as gloves **MUST** be worn;
- Hot detergent or suitable disinfectant wash **MUST** be used for all equipment; and
- Good hand hygiene must continue to be a priority throughout field operations.

Other control measures required for handling animals and wildlife unrelated to COVID-19 **MUST** still be implemented.

For further guidance on PPE see the **PERSONAL PROTECTIVE EQUIPMENT (PPE)** Section 8.

7. INSTRUCTION AND TRAINING

NRE Tas will ensure appropriate instruction and training in respect of the risk of COVID-19 in the workplace.

Training of Workers

The NRE Tas COVID-19 Safe Plan **MUST** be communicated to all workers.

COVID-19 specific training has been developed and is mandatory for all workers across all arms of the agency, including volunteers. The COVID-19 training includes instruction on infection control/mitigation and PPE. It can be found here: <https://dpipwe.learnbook.com.au/course/view.php?id=219>. The training material is mandatory and **MUST** be completed by all workers and as part of the induction process for new employees. Additional training material may be made available and workers will be advised by a WHS Safety Memo.

Contractors

All contractors undertaking work for NRE Tas must be familiar with this plan and any relevant site-specific plans. They **MUST** be provided a copy of this plan by the Contract Manager before commencing work.

Contract Managers **MUST** ensure any contractor undertaking work for NRE Tas have a COVID-19 Safe Plan developed and implemented for their business. This plan **MUST** be sighted, and Contract Managers **MUST** be satisfied that Contractors are complying with the control measures detailed in the plan. Random checks may be undertaken to ensure that they are complying with the control measures detailed in the plan.

Communication

Regular communication **MUST** be maintained regarding COVID-19 risks, and the NRE Tas control measures. The following mechanisms are important channels of communication to remind workers of COVID -19 risks, and ensure up to date information:

- POD: [Coronavirus \(COVID-19\) Resources, Policies and Procedures](#)
- WHS Safety Memos emailed to all workers as new controls are introduced
- Standard Operating Procedures (SOPs) established for some functions
- COVID-19 workplace signage
- Regular Microsoft Teams Live Streams by Agency Leadership
- Regular discussion at team meetings
- Agency staff Induction
- Toolbox meetings where they are conducted.

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) works as a barrier between an individual’s skin, mouth, nose, or eyes and viral and bacterial infections. PPE available within NRE Tas includes:

Hand Hygiene (hand sanitiser)	Eye protection (safety gasses/goggles/face shield)
Disposable gloves	Disposable gown /Tyvek suit
Surgical mask	P2/N95 mask

- Training rial on the safe use of PPE is available on RIPPLE:
 - [Course: NRE Tas COVID-19 Safe Plan Awareness Training \(learnbook.com.au\)](#)
 - [Course: PPE in relation to COVID-19 Safe Plan Resources \(learnbook.com.au\)](#)
- PPE supplies are available through your manager

9. BUSINESS CONTINUITY PLANNING

NRE Tas has in place a [Business Continuity Plan](#) that identifies critical functions, current strategies, roles, responsibilities and contains a series of checklists to prompt key decision making. It identifies the strategies and actions to achieve business continuity and is an agile document noting that the risk associated with this specific event is not static.

The overriding objective is to continue delivering services to the Tasmanian community. NRE Tas will do this responsibly and in accordance with the recommendations of the Commonwealth and State Governments. The COVID-19 response will necessitate changes to our service offerings and the delivery of projects. While the extent of these impacts are impossible to accurately predict, our commitment is to communicate effectively, provide leadership and support the community in this challenging and unprecedented event.

10. DEFINITIONS

Employee: This Policy and Procedure applies to all direct-hire employees of the Department – including officers, permanent, fixed term and casual employees.

Contractor: A private company or individual employed to undertake work for the Department, on a fee for service arrangement.

Fully Vaccinated: Up-to-date vaccination in compliance with the recommendation by Australian Technical Advisory Group on Immunisation (ATAGI).

Student: A person who is performing work for the department under a formal work placement arrangement.

Volunteer: A person who undertakes work for the Department and who does not charge a fee for the service.

Board or committee member: A person who provides administrative or operational advice to the Department on various agency statutory and non-statutory boards and committees.

Worker: Any person who carries out work in any capacity for the department, this includes contractors, volunteers, and students.

DOCUMENT INFORMATION

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MyDas Record No.	D22-183817	Replaces Document	NRE Tas COVID-19 Safe PlanV2.3
Effective From:	28 June 2022	Review Date:	To be reviewed each time Public Health Directions change, but no later than 6 months from the effective date.
Business Owner:	NRE Tas Acting Secretary – Jason Jacobi		
Applies to:	NRE Tas workers		
Information Security Classification	PUBLIC		

APPROVAL			
	Name	Position, Division	Date
Prepared by	Kiowa Fenner	Principal Advisor Security & Emergency Management, Strategic Service Division	20 June 2022
Through	Project Rapid Steering Committee		22 June 2022
Through	Vanessa Pinto	Chief Operating Officer – Office of the Secretary	23 June 2022
Supported by	Department Leadership Group		24 June 2022
Approved by	Jason Jacobi	Acting Secretary	

REVISION HISTORY			
Version	Approved By (Name)	Approved By (Title)	Amendment Notes
2.0	Kiowa Fenner	Response Coordinator	Updated to ensure compliance with current Directions and by the Director of Public Health. Reflects definition of 'vaccinated' to mirror 'up to date' definition as outlined by ATAGI Reflects changes to WorkSafe Tasmania COVID Safe Workplace Guidelines – Creating a COVID-19 Safety Plan Includes up to date agency Risk Assessment
2.1	Kiowa Fenner	Response Coordinator	Mask wearing requirements
2.2	Kiowa Fenner	Response Coordinator	Close contact requirements in line with Public Health, Direction under Section 16 (Management of Close Contacts - No.1) Removal of Check-in Tas app requirements
2.3	Kiowa Fenner	Response Coordinator	Removal of density & capacity limits in line with Public Health advice.
2.4	Kiowa Fenner	Response Coordinator	Removal of mandatory mask wearing in line with Public Health advice. Includes an updated agency COVID-19 Workplace Risk Assessment
2.5	John Johnston	Mgr WHS&W	Updated to ensure compliance with current directions issued by Director of Public Health