

# Key Activities for Workplaces and Settings

## 1. PREVENT AND PREPARE READINESS

### Prevention

- Urge staff and others in your setting to get vaccinated against COVID-19.
- Maintain and implement your COVID-19 Safety Plan.

### Plan for cases

- Read the **Case and Outbreak Management Framework for Tasmanian Settings**.
- Develop, test, review and update your Case and Outbreak Management Plan.
- Make sure your staff know about your Case and Outbreak Management Plan.
- Plan how to maximise physical distancing in your setting.
- Plan how to support staff to work from home (if practicable) when there is increased risk.
- Plan how you will manage communications relating to a case/s in your setting.
- Practise and check your Case and Outbreak Management Plan.

### Prepare for cases

- Stay informed – check [www.coronavirus.tas.gov.au](http://www.coronavirus.tas.gov.au) regularly.
- Ensure that everyone who accesses the facility uses the Check in TAS app or signs in manually.
- Maintain supplies of facemasks, other relevant personal protective equipment, hand hygiene and cleaning products.
- Ensure heating/and air conditioning systems are well maintained and operating properly. Limit air recirculation if you can.
- Have a site plan available to provide to Public Health, if requested.
- Consider recording staff vaccination rates (on a staff voluntary participation basis) to assist with Public Health risk assessment.
- Review existing screening processes (if relevant) at site access points.
- Review cleaning practices as per WorkSafe Tas COVID-19 Safe Workplace Guidelines.

### For high-risk group residential settings

- Establish systems to rapidly identify people with COVID-19 symptoms in your setting.
- Plan how cases and close contacts will be managed safely.
- Plan how to limit movement of people in your setting during outbreaks.
- Have facility information (size, layout, staff and resident numbers) ready to provide to Public Health if requested.

## 2. RESPOND

### CASE/CASES IN YOUR WORKPLACE/SETTING

### Manage cases and contacts

- If there is a case onsite, instruct them to isolate immediately.
- Give Public Health information about people who may have had contact with the case on your site
- Contact people you identify as potential close contacts of the case and instruct them to quarantine and check [www.coronavirus.tas.gov.au](http://www.coronavirus.tas.gov.au) for further information.

### Coordination of the response

- Identify the outbreak response coordinator for your site – allocate outbreak management roles to staff.
- Stay informed – check [www.coronavirus.tas.gov.au](http://www.coronavirus.tas.gov.au) regularly.
- Provide a description of the setting and the people in it to Public Health if requested.
- In consultation with Public Health, provide information to staff and others accessing your site.

### Implement control measures

- In consultation with Public Health, consider requesting people in your setting to wear facemasks.
- Minimise person density and maximise physical distance between people onsite. Support staff to work from home, if practicable.
- Enhance cleaning arrangements and continue other prevention activities listed in your COVID-Safe Plan.
- Urge people on site to be alert for signs of COVID-19; enhance screening at access points.

### For high-risk group residential settings

- Isolate confirmed case/s (if onsite) and liaise with about clinical care.
- Quarantine and monitor any close contacts onsite, and facilitate access to testing, in consultation with Public Health.
- Increase monitoring for illness across your setting, and facilitate access to testing.
- Ensure staff have access to appropriate personal protective equipment.
- Support and monitor residents in quarantine and isolation.
- Restrict entry and limit movement within the facility – limit communal activities.