



DEPARTMENT OF PRIMARY INDUSTRIES, PARKS,
WATER AND ENVIRONMENT

COVID-19 SAFE PLAN

AGENCY WIDE

VERSION 1.3

5 August 2020





Contents

INTRODUCTION.....	4
PURPOSE.....	4
BACKGROUND.....	4
What we know about COVID-19?.....	4
How does it spread?	4
What are the symptoms?.....	4
Who is most at risk?.....	5
What is the treatment for COVID-19?.....	5
Impact of COVID-19?.....	5
MANAGING THE RISKS OF COVID-19.....	6
AGENCY COVID-19 RISK ASSESSMENT	6
OVERVIEW OF THIS PLAN.....	6
CONSULTATION.....	7
RESPONSIBILITY FOR IMPLEMENTATION.....	7
REVIEW.....	7
CONTROL MEASURES – AGENCY WIDE.....	8
EMPLOYEE HEALTH.....	8
VULNERABLE WORKERS.....	8
What is a vulnerable worker?.....	8
Controls in place for vulnerable workers.....	Error! Bookmark not defined.
ACCESS TO OUR WORKPLACES.....	9
HYGIENE IN THE WORKPLACE.....	10
Hygiene Control Measures.....	10
How to wash with Soap and Water.....	10
Other measures	11
Hygiene Resources.....	11
CLEANING PROTOCOLS.....	11
Cleaning required to be undertaken by staff.....	11
PHYSICAL DISTANCING.....	12
WORKING FROM HOME.....	12
AGENCY VEHICLE USE.....	13
Driving with passengers	13
Regular cleaning of vehicles.....	13



AGENCY VESSEL USE.....	14
HELICOPTER AND AIRCRAFT OPERATIONS	15
FIELD WORK.....	15
Conducting Field Work.....	15
Physical Distancing in the Field.....	15
Tools and Equipment in the Field	16
Handling Wildlife or Animals when undertaking Field Work	16
VISITING PROPERTIES AND PREMISES.....	16
FRONT OF HOUSE OPERATIONS.....	17
INTERSTATE TRAVEL	18
INTERNATIONAL TRAVEL.....	18
PERSONAL PROTECTIVE EQUIPMENT (PPE).....	19
CONTRACTORS.....	19
COMMUNICATING CONTROLS.....	19
TRAINING OF STAFF.....	20
SUSPECTED OR CONFIRMED CASES IN THE WORKPLACE	20
Suspected Case.....	20
Notifying WorkSafe.....	21
Cleaning Required for a Suspected or Confirmed Case	21
COVID SAFE APP.....	22
ACCESS CONTROLS MAJOR FACILITIES	22
WELLBEING	22
CONTROL MEASURES – SITE SPECIFIC.....	23
Facilities Managed Sites.....	23
Biosecurity Tasmania Managed Sites.....	23
Inland Fisheries Service Managed Sites.....	23
Natural and Cultural Heritage Managed Sites.....	24
Environment Protection Authority Managed Sites	24
Office of Racing Integrity Managed Sites.....	24
Royal Tasmanian Botanical Gardens Managed Sites.....	24
Parks and Wildlife Service Managed Sites.....	24



INTRODUCTION

PURPOSE

To provide guidelines and direction for DPIPWE employee, volunteers, consultants and subcontractors 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.

BACKGROUND

Coronaviruses are a large family of viruses. Some coronaviruses cause illness in humans and others cause illness in animals, such as bats, camels, and civets. Human coronaviruses generally cause mild illness, such as the common cold.

Rarely, animal coronaviruses can evolve to infect and spread among humans, causing severe diseases such as Severe Acute Respiratory Syndrome (SARS) which emerged in 2002, and Middle East Respiratory Syndrome (MERS) which emerged in 2012.

Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) is a new strain of coronavirus that is causing disease in humans and spreading from person-to-person. The name of the disease is COVID-19.

What we know about COVID-19?

The current COVID-19 situation is changing rapidly. We are still learning about how this new virus spreads and the disease it causes. We know:

- the virus causes respiratory disease that can spread from person to person
- most people experience mild flu-like symptoms, including fever, cough, sore throat and shortness of breath
- some people experience severe illness and, sadly, a small proportion die
- older people and people with underlying medical conditions seem to be more at risk of severe illness
- there is no treatment for COVID-19, but medical care can treat most of the symptoms – antibiotics do not work on viruses
- a vaccine is currently not available.

How does it spread?

The virus most likely spreads through:

- close contact with an infectious person
- contact with droplets from an infected person's uncovered cough or sneeze (if you are within 1.5 metres or two large steps of an infected person)
- touching objects or surfaces (like doorknobs, sink taps and tables) that have cough or sneeze droplets from an infected person, and then touching your mouth, nose or eyes.

What are the symptoms?

Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly.

People with coronavirus may experience:

- fever



- symptoms such as coughing, a sore throat and fatigue
- shortness of breath.

People with severe illness may have difficulty breathing, which is a sign of pneumonia and requires immediate medical attention.

It can take up to 14 days for symptoms to show after a person has been infected.

Who is most at risk?

The following people are at higher risk of serious illness

- Aboriginal and Torres Strait Islander people 50 years and older, with one or more chronic medical conditions
- people 65 years and older, with one or more chronic medical conditions
- people 70 years and older
- people with a weakened immune system.

Chronic medical conditions include diabetes, lung disease, heart disease, cancer and kidney failure.

To minimise your risk, it is important to follow advice about preventing the spread, cleaning and physical distancing.

What is the treatment for COVID-19?

Around the world, no medication has been found to safely and effectively treat COVID-19. Antibiotics do not work on viruses. In Australia, no drugs have been approved for treating COVID-19.

There is a huge amount of global effort going in to finding a safe treatment as quickly as possible.

Some medicines are being investigated through clinical trials, to see how well they work and if they are safe. There are 90 countries, including Australia, working together with World Health Organization (WHO) to find an effective treatment for COVID-19.

While there is no proven treatment for COVID-19, medical care can treat most of the symptoms.

Many people who get COVID-19 have relatively mild symptoms. Most recover over a week or two at home without treatment.

Impact of COVID-19?

COVID-19 was first reported in December 2019 in Wuhan City in China. Since then, it has spread rapidly to countries around the world and was declared a Public Health Emergency of International Concern by WHO on 30 January 2020. On 11 March 2020, following alarming levels of spread and severity, WHO made the assessment that COVID-19 could be characterised as a pandemic.

Tasmania's first case of COVID-19 was confirmed on 2 March 2020. On 19 March 2020, the Tasmanian Government declared a State of Emergency.

The health, safety and wellbeing of our staff is our highest priority. The Government receives daily advice from health professionals in relation to COVID-19 and is acting on that advice. We will continue to manage the risk of the virus based on the best and latest evidence and medical advice available.

In addition to the health impacts, COVID-19 is resulting in significant economic and social consequences across Tasmania, many of which are only just beginning to emerge. The Tasmanian Government is committed to supporting the community during this challenging time and has put in place a range of measures to assist individuals, families and businesses.



MANAGING THE RISKS OF COVID-19

Minimum Standards for managing the risks of COVID-19 in all workplaces will be introduced by 15 June 2020. The Minimum Standards have been developed in consultation with WorkSafe Tasmania and Public Health and will be in place for 6 months but may be extended if necessary.

The Minimum Standards required for all workplaces are:

Standard No.	Minimum Standard
1	Manage the risks of a person contracting or spreading COVID-19 in the workplace.
2	Implement and maintain a cleaning schedule across the workplace.
3	Have good hygiene procedures and practices (such as washing and/or sanitising of hands).
4	Ensure workers who have been instructed to quarantine or self-isolate don't come to the workplace.
5	Make sure physical distancing requirements are met by workers, contractors and other people entering, leaving or moving around the workplace.
6	Provide information, training and supervision on how the risks of COVID-19 are to be managed and ensure all processes and procedures are applied by workers.
7	Provide information and instruction to other people who attend the workplace about how they are to comply with your processes and procedures, and make sure they apply them.
8	Responding to an incident of COVID-19 in the workplace where a worker or visitor is a suspected or confirmed case.

AGENCY COVID-19 RISK ASSESSMENT

A COVID-19 Risk Assessment has been conducted with input from all Divisions within DPIPWE. 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 current 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.

OVERVIEW OF THIS PLAN

This plan details control measures related to COVID-19 risks that apply across the entire agency. DPIPWE is a large agency with 61 facilities across the state. Where specific sites have additional risks or functions requiring additional controls, site-specific addendums will be developed for those sites. This plan should be read in conjunction with the site-specific plan for staff and managers in specific sites.



CONSULTATION

Staff have been provided with the opportunity to provide input into the development of this plan via a webinar available agency wide to all staff on the 15 May 2020. A Draft of the Agency Wide COVID Safe plan was provided to all staff for feedback on **29 May 2020** with feedback due by **5 June 2020**.

Alterations were made to various parts of the plan following staff consultation.

RESPONSIBILITY FOR IMPLEMENTATION

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.

REVIEW

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



CONTROL MEASURES – AGENCY WIDE

EMPLOYEE HEALTH

Minimum Standard 1 + 3

If you are unwell **DO NOT** come to the workplace.

Inform your Manager and you should call your GP or the Public Health Hotline on **1800 671 738** to be tested for COVID-19 if you have any of the following symptoms (this applies whether you are in the workplace or working from home):

- a fever
- runny nose
- cough
- sore/itchy throat, or
- shortness of breath.

If you have any of the above symptoms and you have been a close contact with someone who has COVID-19 **inform you Manager of this immediately** as you are likely to be a suspected case. In this case if the staff member has been working in the workplace the Manager **MUST** implement the controls detailed in the **Suspected or Confirmed cases in the Workplace** section of this plan.

If a staff member attends the workplace with visible symptoms as detailed above their manager **MUST** direct the staff member to go home. If they fail to do so the manager is to issue a direction in the form of a lawful and reasonable direction in writing (i.e. email) as per Section 9 (6) of *State Service Act 2000*.

If you have been diagnosed with COVID-19 or have been required to Quarantine by Public Health Services (i.e. you are a Close Contact or required to undertake a test and await results) you must complete the **Absence Notification – Pandemic Response** form which is available via the link below:

- <https://forms.office.com/Pages/ResponsePage.aspx?id=IWS28A6pqU-GVOK8YNUDRwgeSPaR2IRGhrXtgiUIXjBUNFBYVlPKN09BNTRPMjFDUIVIOTdLM0RSTiQIQCN0PWcu>

This form must be completed even if you are working from home during your period of Quarantine. If a staff member is unable to complete the form due to illness or other circumstances, then the staff members Manager or Supervisor must complete the form as soon as possible following receiving the advice.

If you are unwell and feel able to work or are required to Quarantine you **MAY** work from home subject to the nature of your role. You should discuss this with your manager or supervisor.

VULNERABLE WORKERS

Minimum Standard 1

What is a vulnerable worker?

Some workers are at greater risk of more serious illness or possible death if they contract COVID-19. Those considered to fall into this category are:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions
- People 65 years and older with one or more chronic medical conditions
- People 70 years and older, and



- People with compromised immune systems.

These following conditions increase your risk if you are aged over 65, or if you are an Aboriginal or Torres Strait Islander person aged over 50:

- chronic renal failure
- coronary heart disease
- congestive cardiac failure
- chronic lung disease such as severe asthma, cystic fibrosis, bronchiectasis, suppurative lung disease, chronic obstructive pulmonary disease or chronic emphysema
- poorly controlled diabetes
- poorly controlled hypertension.

More information in relation to vulnerable workers, chronic conditions and compromised immune systems can be found here:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19>

Controls in relation to vulnerable workers will be reviewed when Public Health advice changes.

Controls in place for vulnerable workers

At present, the risk of exposure to COVID-19 in Tasmania is currently low regardless of age or health conditions. Therefore, even workers at higher risk of more severe disease, may be able to return to work or volunteering, if appropriate controls are in place.

It is still important for all workers to manage their own health and risk and to be even more vigilant if the situation changes.

Workers who have concerns about their risk are encouraged to discuss their personal and work circumstances with their medical practitioner and develop an individual COVID-19 Action Plan.

An individual COVID-19 Action Plan template is available at:

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-action-plan>

Where a COVID-19 Action Plan has been developed, any control measures **MUST** be discussed with your manager or People and Culture, so that the Department can reasonably manage the risk to you of contracting COVID-19.

ACCESS TO OUR WORKPLACES

Minimum Standard 1 + 3

As is the case with Workers, if Contractors, Consultants, Volunteers and Visitors are unwell they are NOT TO enter the workplace. This includes immediate family members and children of staff.

Access Control Systems that only allow access to authorised staff are in place or have been introduced for all centrally managed facilities.

Visitor access to all non-public facing DPIPWE facilities **SHOULD** be kept to a minimum and only for essential reasons.



Contractors, Consultants, Volunteers and Visitors to non-public facing DPIPWE sites **MUST** be informed of control measures in place in the workplace including:

- Provided with a copy the one-page DPIPWE site induction available here:
 - <https://intranet.dpipwe.tas.gov.au/covidsaferesources>
- Before entry to the site they **MUST** be asked the following:
 - Have you been diagnosed with COVID-19 or had contact with someone who has in the last 14 days?
 - Are you currently required by Public Health to quarantine or self-isolate?
 - Do you have flu-like symptoms including fever, coughing, sore throat, fatigue and shortness of breath?
- If the answer is 'yes' to any of these questions, the visitor **MUST NOT** be granted access to the facility and staff need to advise them to contact the Public Health Hotline on **1800 671 738**.

Deliveries to DPIPWE facilities **SHOULD** be delivered to the front counter facilities where they exist.

For contact tracing purposes all Visitors to non-public facing DPIPWE sites **MUST** be logged **IN** and **OUT** of the DPIPWE site. This is the responsibility of the reception desk staff if they are in place at the site, otherwise the staff member being visited is responsible. For those sites without dedicated logging systems the following online log can be used to log the visitor in and out:

- <https://connect.dpipwe.tas.gov.au/sites/visitors/SitePages/Home.aspx>

HYGIENE IN THE WORKPLACE

Minimum Standard 2

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 staff:

- 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 use hand sanitiser.
- **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.
- Ensure general personnel hygiene is of the highest possible standard.

How to wash with Soap and Water

- Signs are to be prominently displayed in toilets and kitchen facilities on the correct way to wash hands. Posters are available <https://intranet.dpipwe.tas.gov.au/covidsaferesources>



- Use soap and warm, running water if you can.
- Make sure the soap and water get on your whole hand – palms, backs of hands, thumbs, fingertips, wrists and the webbing between your fingers.
- Rub your hands for 15–20 seconds, or for as long as it takes to sing the ‘Happy Birthday’ song slowly.
- Rinse and dry well.

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 or using a dishwasher where available.
- Wash your hands or use hand sanitiser before emptying the dishwasher.
- Refer **Agency Vehicle Use** below for hygiene controls when travelling.

Hygiene Resources

Divisions are responsible for purchasing cleaning and hygiene products. For difficult to source items such as hand sanitiser, alcohol wipes and PPE, through your Manager and Divisional Business Manager contact:

LogisticsManager@dpipwe.tas.gov.au for assistance in purchasing.

CLEANING PROTOCOLS

Minimum Standard 2

DPIPWE has increased its centrally managed cleaning regime to include additional cleans for all common and frequently touched areas. This includes cleaning conducted by contractors at the following facilities:

- Tasplan Building
- The Lands Building
- Prospect Offices
- Mt Pleasant
- Stony Rise
- New Town (Main Building)
- Whitemark Public Building
- Level 8, Vodaphone Building

Routine cleaning of frequently touched surfaces using appropriate detergent/disinfectant solutions or wipes is effective at minimising the risk of COVID-19 transmission.

Particular attention is paid to tables, benchtops, drawers, cupboard doors, equipment in common areas, all door handles, door buttons and lift panels, meeting room panels, toilets and taps, surface hubs in meeting rooms, multi-function device panels, stationary room cupboards and benchtop, reception area benches, and stair handrails.

Advice has been provided to Divisions responsible for other facilities around the State. Details of site-specific cleaning protocols are available in the relevant site-specific addendum plan.

Cleaning required to be undertaken by staff

Staff 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.
- Wipe your telephone, headset, desk raiser controls, mouse, keyboard and monitors preferably with an alcohol wipe if available.

PHYSICAL DISTANCING

Minimum Standard 4

Physical distancing is an important control against the spread of COVID-19. Everyone must take all reasonable steps to ensure that so far as reasonably practicable the current physical distancing requirements are complied with.

You are to try and ensure that you maintain **1.5 metres** between yourself and other staff and people in the workplace wherever possible, especially at desks (measure from nose to nose).

You are to try and ensure that you maintain a ratio of 1 staff member per 2 **square metres** in a single space whilst in the workplace wherever possible. For example, a room that is 16 square metres in size should only have a maximum of eight people in it, at any one time.

All meeting rooms, offices, alcoves, lifts and shared facilities such as kitchens will have signage at the entrance advising of the maximum number of staff that can enter the room at a time. You **MUST** ensure you follow these directions.

A maximum of **TWO** staff are to enter an elevator in any DPIPWE facility.

Meetings **SHOULD** be held via teleconference though Microsoft Teams, WebEx or phone where possible.

Meetings in person can only be held when physical distancing **can** be maintained.

Meetings held in person **MUST** be limited to the shortest possible meeting time.

If meetings for larger groups are required, consider breaking the group up into multiple meeting rooms and use teleconferencing between rooms.

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

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

If you require additional signage for your workspace it is available [here](#)

- <https://intranet.dpipwe.tas.gov.au/strategic-services/human-resources/health-safety-wellbeing/coronavirus/covid-safe-plan-and-resources>

WORKING FROM HOME

Minimum Standard 4

DPIPWE 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 staff wish to continue arrangements to balance work in the office and at home, this is encouraged and supported. This control remains in place whilst Public Health advice is: **You are encouraged to work from home if it works for you and your employer.**



Further details on return to work strategies will be detailed in site-specific plans if additional control measures are required.

Before staff can work from home, they **MUST** have completed a work from home application, WHS self-assessment of their home workspace and detailed any agency equipment they have taken home.

The application form is available here:

- <https://intranet.dpipwe.tas.gov.au/Documents/Working%20from%20Home%20Application%20-%20Pandemic%20Response-%20Revised.pdf>

Approved application forms must be sent to P&C via the following email COVID-19@dpipwe.tas.gov.au

Resources to assist staff working from home are available on POD here:

- <https://intranet.dpipwe.tas.gov.au/strategic-services/human-resources/health-safety-wellbeing/coronavirus>

AGENCY VEHICLE USE

Minimum Standard 2

These measures apply to agency pool vehicles and SES vehicles that may also be used as pool vehicles.

General Managers **MUST** ensure all vehicles managed by their Division 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 – Vehicle Hygiene Checklist**
- contact name and number of the Divisional Business Manager (or Fleet Manager).

Should staff 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:

- <https://www.coronavirus.tas.gov.au/business-and-employees/work-health-and-safety-advice/fleet-vehicles>

Driving with passengers

You should consider whether the travel is necessary and whether the number of passengers can be limited.

If you are unwell, you should stay at home and should not attend your workplace.

When collecting and returning the pool vehicle, complete cleaning as below.

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**, every time.

'Touch points' are the parts of a car routinely touched by a driver's hands (and passenger's hands) while using a car. Touch points include door handles, steering wheel, gear shift, handbrake, arm rests controls and



switches (indicator, windscreen wiper, mirror, window, radio and heating/aircon), glove compartment handle and pens, logbook and fuel card.

Windows must also be cleaned because they may be contaminated with droplets from coughing, sneezing and talking.

What to do:

- plan ahead to allow enough time to clean the vehicle before and after each journey
- practice good hand hygiene and cough/sneeze hygiene:
 - wash your hands thoroughly with soap and water, or hand sanitiser, regularly;
 - avoid touching your face;
 - cover coughs and sneezes with a tissue or cough/sneeze into elbow or upper arm, dispose of tissues after use, and use alcohol-based hand sanitiser to clean hands afterwards.
- use disposable gloves for cleaning (do not reuse disposable gloves under any circumstances)
- clean all touch points in the vehicle with detergent or alcohol-based wipes before and after use; ensure the cleaning process is thorough and removes all visible dirt/organic matter
- dispose of used wipes (and disposable gloves if they are used) in a rubbish bag straight away; do not leave used wipes in the vehicle
- allow surfaces to dry naturally (do not dry with paper towels or cloths).

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. The protocol for this is detailed in this plan under **SUSPECTED OR CONFIRMED CASES IN THE WORKPLACE.**

AGENCY VESSEL USE

Minimum Standard 2 + 4

The following applies to all vessels under the management or control of DPIPWE 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).

<https://www.amsa.gov.au/news-community/campaigns/how-operate-your-dcv-safely>

- ensure all crew are aware of updates as above and read and acknowledge relevant documentation
- 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 metres 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
- trailer couplings, shackles winch handles etc.
- 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 displays COVID-19 symptoms while on board:

- isolate the person



- keep contact to a minimum
- ensure the person wears a surgical mask and gloves – these must be provided on each vessel
- Should the person be a suspected or confirmed case of COVID-19 following the guidance detailed in this plan under **SUSPECTED OR CONFIRMED CASES IN THE WORKPLACE**. The vessel **MUST NOT** be used until the vessel has been disinfected.

HELICOPTER AND AIRCRAFT OPERATIONS

Minimum Standard 2 + 4

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

Contract Managers **MUST** ensure any helicopter or fixed wing aircraft contractors undertaking work for DPIPWE 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** DPIPWE staff can fly in their aircraft.

FIELD WORK

Minimum Standard 2 + 4

Conducting Field Work

When and how field work is conducted **will be reviewed** regularly based on Public Health advice.

At present, the risk of exposure to COVID-19 in Tasmania is currently low. Field work operations may be undertaken in line with the DPIPWE COVID-19 Safe Plan

Risk assessments such as ARA's and JRA's 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 that available from Worksafe Tasmania.

Overnight Field Work **MAY** be undertaken with GM or Director approval. The approval process is to be determined at a Division level.

Physical Distancing in the Field

You are to try and ensure that you maintain 1.5 metres between yourself and other staff and people in the field wherever possible.

In circumstances where the nature of the task requires you to be in close contact with other workers or members of the public, a Job Risk Assessment (JRA) **MUST** be conducted and other control measures put in place that minimise the time spent with other workers in the field. You **MUST** ensure you are practicing good hand hygiene.

The JRA **MUST** consider other controls based on the hierarchy of controls.

- **Elimination** – Physically remove the hazard
- **Substitution** – Replace the hazard
- **Engineering** – Isolate people from the hazard
- **Administrative** – Change the way people work
- **Personal Protective Equipment** – Protect the worker with PPE

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

Further guidance is also included in the **Agency Vehicle Use** Section.



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.

Tools and equipment that are shared should be wiped down regularly with soap and water or wipes.

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.

VISITING PROPERTIES AND PREMISES

Minimum Standard 2 + 4

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

At present, the risk of exposure to COVID-19 in Tasmania is currently low. Visiting properties and premises may be undertaken in line with the DPIPW 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?
- Have you or any other people at the property been required by Public Health to quarantine or self-isolate?
- 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 including the 1.5 metre rule and 1 person per 2 square metres. If this cannot be maintained, you **MUST** leave the property.



You **MUST NOT** eat or drink anything supplied by the client at a private property (i.e. tea, coffee or other hospitality).

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 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.

FRONT OF HOUSE OPERATIONS

Minimum Standard 1, 2 + 4

Alternate methods for public interaction should be used where possible. This may include:

- Drop boxes for document delivery;
- Phone contact with clients; or
- Online transactions where possible.

Prominent signage **MUST** be displayed at the entrance to public facing areas indicating that unwell or quarantined persons **MUST NOT** enter the facility. Signs are available here:

<https://intranet.dpipwe.tas.gov.au/covidsaferesources>



The following process **MUST** be used at public point of sale and counter operations:

Before commencing shift

- Ensure that you do not have any flu like symptoms
- Check stock of hand sanitiser and anti-bacterial/viral wipes or spray detergent
- If mixing detergent solution from a concentrate, ensure that all manufacturer's instructions and Safety Data Sheets are followed.

During point of sale and counter operations

- Workers should maintain 1.5m distance from all customers. If this is not possible specific controls will be included in the site-specific addendum.
- After each customer interaction you **MUST** wipe down:
 - EFTPOS machines (where used)
 - Workstation (where required)
 - Bench areas where customer has made contact
- If perspex shields are used, they **MUST** be regularly wiped down on both sides using wipes or a detergent solution when there are lulls in customer interactions.
- Use an alcohol-based hand sanitiser on hands prior to serving the next customer particularly if cash was handled.

Signage indicating the Departments preference for contactless payment methods **MUST** be on display at each point of sale. Cash payments may still be accepted.

Physical Distancing posters **MUST** be on prominent display in public facing areas. Signs are available here:

- <https://intranet.dpipwe.tas.gov.au/covidsaferesources>

Taped floor markers spaced at 1.5 metres **SHOULD** be used in public facing areas where it is likely multiple clients will be required to wait regularly. This will be detailed in site-specific plans.

Specific control measures related to sites conducting front of house operations is included in the site-specific addendum.

INTERSTATE TRAVEL

Minimum Standard I

Interstate travel for DPIPWE staff is **BANNED** unless for exceptional circumstances.

Exceptional travel can only be approved by the Secretary and any application **MUST** be accompanied by:

- a Job Risk Assessment (JRA) for the travel
- approved essential traveller status for entry to destination State and back to Tasmania.

Details of travel restrictions in place across Australia is available here:

- <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-advice-for-travellers#travel-within-australia>

INTERNATIONAL TRAVEL

Minimum Standard I

A travel ban has been put in place by the Department of Foreign Affairs and Trade for all International travel, as such **no DPIPWE staff are to depart Australia for work related purposes until further notice.**



PERSONAL PROTECTIVE EQUIPMENT (PPE)

Minimum Standard 1

The current advice from the Australian Government Department of Health is that wearing a mask can help protect you and those around you if you are in an area with **community transmission**, and physical distancing is not possible.

At this time, there is no evidence of **community transmission** in Tasmania.

Currently in Tasmania, you do not need to wear a facemask to protect yourself from COVID-19.

Certain activities within DPIPWE require staff to wear a mask and other PPE as control measures based on identified higher levels of risk or directions from other jurisdictions.

If the use of masks or other forms of PPE are identified as control measures to limit workers exposure to COVID-19 through a Job Risk Assessment (JRA) or Standard Operating Procedure (SOP) then staff **MUST** have undertaken appropriate training in PPE use.

Training material on the safe use of PPE is available here:

- <https://dPIPWE.learnbook.com.au/enrol/index.php?id=220>

CONTRACTORS

Minimum Standard 1

All contractors undertaking work for DPIPWE 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 DPIPWE have 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 the plan.

COMMUNICATING CONTROLS

Minimum Standard 5

WHS and the COVID Safe Plan **MUST** be added as a standing item on all management and team meetings.

Details of COVID-19 control measures will be provided to staff via the following mechanisms:

- POD: <https://intranet.dPIPWE.tas.gov.au/strategic-services/human-resources/health-safety-wellbeing/coronavirus>
- WHS Safety Memos emailed to all staff 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.

Contractors, Consultants, Volunteers and Visitors to non-public facing DPIPWE sites **MUST** be informed of control measures by being provided a copy of our site induction available here.

- <https://intranet.dPIPWE.tas.gov.au/covidsaferesources>

COVID-19 Posters for display in workplaces are available here:

- <https://intranet.dPIPWE.tas.gov.au/covidsaferesources>



TRAINING OF STAFF

Minimum Standard 5

Training material for this COVID Safe Plan will be available on RIPPLE here:

<https://dpipwe.learnbook.com.au/course/view.php?id=219>

The training material is mandatory and **MUST** be completed by all staff before **26 June 2020** or as soon as possible after subject to staff leave arrangements.

Additional training material may be made available and staff will be advised by a WHS Safety Memo.

SUSPECTED OR CONFIRMED CASES IN THE WORKPLACE – EMERGENCY RESPONSE

Minimum Standard 6

Anyone including visitors who is unwell MUST NOT be at a workplace.

If anyone develops symptoms at work such as:

- Fever;
- Cough;
- Sore throat;
- shortness of breath.

a Manager **MUST** ask them to leave the workplace and seek medical advice from their GP or the public Health Hotline on **1800 671 738**.

It is important to remember that if a person becomes sick with these symptoms in the workplace they may be suffering from a cold, the flu or other respiratory illness and not COVID-19.

If the person has any of the above symptoms and they have indicated they have been a close contact with someone who has COVID-19, they are likely to be a **suspected case (see below)**.

If, after seeking medical advice, the worker is confirmed as having COVID-19 the public health unit will trace and contact the people the infected worker was in close contact with and provide them with instructions to quarantine.

Suspected Case

Follow the procedure below if you have a suspected case in the workplace:

1. If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help. Otherwise, you must take steps to prevent the person from potentially spreading the virus by isolating them from others.
2. You must also provide appropriate personal protective equipment (PPE) to the affected person, such as disposable surgical mask, and hand sanitiser and tissues, if available.
3. Also, provide protection to anyone assisting the person.
4. Inform your Manager if this has not been done already.
5. Inform the response coordinator via responsecoordinator@dpipwe.tas.gov.au
6. Seek health advice by calling the Public Health Hotline on **1800 671 738**. Follow the advice provided.
7. Ensure that you have current contact details for the person and make a note about the areas they have been in the workplace, who they have been in close contact with in the workplace and for how long. This will inform you about risks to others and areas to clean and disinfect. This information may also assist the public health unit if they need to follow up with you later.



8. Isolate work areas where the person has used recently in the workplace. This may include shared facilities such as toilets and kitchens.
9. Ensure the person has transport home, to a location they can isolate, or to a medical facility if necessary.
10. Wherever possible, if a person is unwell or travelling to a location for mandatory isolation, they should use a personal mode of transport to minimise exposure to others. They should not use public transport unless there is no other option.
11. If the person needs to use a taxi or ride share service (or public transport) then the person should avoid contact with others including the driver to the extent possible. This includes:
 - a. wearing a surgical mask, if available
 - b. avoiding direct contact with the driver, including sitting in the back seat to achieve as much separation as is reasonably possible
 - c. practising good hand hygiene and cough/sneeze hygiene, and
 - d. paying by card.

Notifying WorkSafe

WorkSafe Tasmania **MUST** be notified when it is confirmed that a person has contracted COVID-19 through carrying out work and:

- the person dies; or
- the person is required to have treatment as an in-patient in a hospital; or
- the reason the person contracted COVID-19 is reliably attributable to carrying out work that involves providing treatment or care to a person; or involves contact with human blood or body substances. In this case, the carrying out of work must be a significant contributing factor to the infection being contracted.

Contact your Divisional WHS Advisor who will organise the notification to WorkSafe.

Cleaning Required for a Suspected or Confirmed Case

The following process below should be followed for a suspected case of COVID-19 in the workplace.

Public Health may provide further details in relation to cleaning for confirmed cases.

Contact ISB Facilities via the following email address:

- ISBFacilitiesNorth@dpipwe.tas.gov.au
- ISBFacilitiesSouth@dpipwe.tas.gov.au

ISB Facilities will work with the site manager to arrange contractors to undertake cleaning based on the following protocol:

- Use PPE when cleaning due to a confirmed or suspected case of COVID-19.
- Clean and disinfect all areas (for example, offices, bathrooms and common areas) that were used by the suspected or confirmed case of COVID-19. Close off the affected area before cleaning and disinfection.
- Open outside doors and windows if possible, to increase air circulation and then commence cleaning and disinfection.
- clean and disinfect hard surfaces using either: a physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution (2-step clean), for example, household bleach or hospital-grade bleach solutions that are readily available from retail stores. Bleach solutions should be made fresh daily.



- a physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution (refer to the [Department of Health website](#) for more information on achieving the correct bleach solution).
- Once cleaning and disinfection is complete, place disposable cloths, PPE and covers in a plastic rubbish bag, place it inside another rubbish bag (double bagging) and dispose of the bag in the general waste.

There is no need to close down an entire workplace while cleaning and disinfection takes place, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace. However, the cleaning and disinfection must occur before any workers return to affected areas.

Whether operations are suspended in the workplace will depend on factors such as the size of the workplace, nature of work, number of people, and suspected areas of contamination in your workplace. The **General Manager MUST make this decision** in consultation with Public Health (1800 671 738).

COVID SAFE APP

Minimum Standard I

The COVIDSafe app is part of the Governments of Australia's work to slow the spread of COVID-19. It will provide confidence that health officials can find and contain outbreaks quickly, will mean governments can ease restrictions while still keeping Australians safe.

The new COVIDSafe app is completely voluntary. Downloading the app is something you can do to protect you, your colleagues, family and friends and save the lives of other Australians. The more Australians connect to the COVIDSafe app, the quicker we can find the virus.

All staff, volunteers and contractors are strongly encouraged to install the COVIDSafe app to help ensure effective contact tracing should they contract COVID-19 or come into contact with a confirmed case.

ACCESS CONTROLS MAJOR FACILITIES

Minimum Standard I

All staff **MUST** swipe IN and OUT of facilities when entering and leaving the facilities at all times, where access controls are in place. In the current environment where a large number of staff are working from home and may at sometimes attend the office, this may assist with tracking and tracing of COVID-19 contacts should it be required.

WELLBEING

The Department provides a range of support mechanisms for staff to maintain health and wellbeing. Resources are available via the following POD links.

Staff can access the Employee Assistance Program (EAP), details are available here:

- <https://intranet.dpipwe.tas.gov.au/strategic-services/human-resources/health-safety-wellbeing/employee-wellbeing-support/employee-assistance-program>

Family and Domestic violence advice is available here:

- <https://intranet.dpipwe.tas.gov.au/strategic-services/human-resources/health-safety-wellbeing/employee-wellbeing-support/family-violence-and-the-workplace>

Workplace Contact Officers are a key enabler to ensuring our employees feel safe to speak up. More information is available here:



- <https://intranet.dpipwe.tas.gov.au/strategic-services/human-resources/health-safety-wellbeing/employee-wellbeing-support/workplace-contact-officers>

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

Some staff may find working from home difficult or isolating, under the current arrangements working from home is encouraged and is not mandatory. Subject to controls in place for vulnerable workers, staff may return to working from the workplace should they wish.

CONTROL MEASURES – SITE SPECIFIC

DPIPWE staff are located in 61 facilities across Tasmania detailed in the table below. A site-specific addendum to this plan has been prepared for each specific site and additional control measures have been implemented due to the nature of the site or other operational risks related to COVID-19.

Facilities Managed Sites

Facility	Site Plan
Stony Rise Centre	Yes
DPIPWE Whitemark	Yes
Lands Building	Yes
Tasplan Building (MBB Building)	Yes
New Town Research Laboratories	Yes
Level 8 Vodafone Building	Yes
Prospect	Yes
Mt Pleasant	Yes
Mornington	No

Biosecurity Tasmania Managed Sites

Facility	Site Plan
Hobart Airport	Yes
Launceston Airport and Breadalbane Kennels	Yes
Bell Bay	Yes
Burnie	Yes
Stony Rise Dog Kennels	Yes
ICIR Devonport Office	Yes
King Island	Yes
TT Line SPOT Office	Yes
Wynyard Office	Yes

Inland Fisheries Service Managed Sites

Facility	Site Plan
Inland Fisheries Liawenee	Yes
Inland Fisheries Service - New Norfolk	Yes
Inland Fisheries Salmon Ponds	Yes
Lake Crescent	Yes



Natural and Cultural Heritage Managed Sites

Facility	Site Plan
Heritage Tasmania Launceston (Managed by DPAC/Treasury)	Yes
Cressy	Yes
5 Mile Beach (with PWS)	Yes
Bridport	Yes

Environment Protection Authority Managed Sites

Facility	Site Plan
Ulverstone (with PWS)	Yes
Henty House (with ORI)	Yes
Analytical Services Tasmania	Yes

Office of Racing Integrity Managed Sites

Facility	Site Plan
Henty House (with EPA)	Yes
Race Meetings	Yes

Royal Tasmanian Botanical Gardens Managed Sites

Facility	Site Plan
Royal Tasmanian Botanical Gardens	Yes

Parks and Wildlife Service Managed Sites

Facility	Site Plan
Arthur River Visitor Reception Premise	Yes
Highfield Historic Site	Yes
Cradle Mountain Visitor Centre	Yes
Lake St Clair Visitor Centre	Yes
Mole Creek Caves Visitor Centre	Yes
Tamar Island Wetland Visitor Centre	Yes
Narawntapu National Park Visitor Centre	Yes
Freycinet National Park Visitor Centre	Yes
Maria Island facilities	Yes
Mt Field Visitor Centre	Yes
Hastings Caves Visitor Centre	Yes
Huonville Shop	Yes
Joint Facility Plan (REGIONAL FIELD CENTRES & KEY FIELD OFFICES)	
West Coast Field Centre (including Queenstown depot)	Joint
Arthur River Field Centre	Joint
Lake St Clair Field Centre	Joint
Cradle Mountain Field Centre	Joint
King Island Office	Joint
Leven/ Stanley Field Centre	Joint



Great Western Tiers Field Centre (Deloraine)	Joint
Tamar Field Centre	Joint
Furneaux Field Centre (Flinders Island)	Joint
Scottsdale Field Centre	Joint
St Helens Field Centre	Joint
Freycinet Field Centre	Joint
Mersey Field Centre (Narawntapu)	Joint
Tasman Field Centre (including)	Joint
Fortescue Bay premises, facilities, campground and boat ramp	Joint
Mt Field Centre	Joint
Huonville Field Centre (Including front-facing customer service)	Joint
Triabunna Field Centre	Joint
Seven Mile Beach Field Centre	Joint
Lutana Fire Management Depot	Joint

Click [here](#) to link to the specific DPIPWE COVID-19 Safe site plans.