







COVID-SAFETY PLAN IMPLEMENTATION CHECKLIST

ACTIVITY / SPACE:

ASSESSED BY:

<p> Managing Risk HAVE YOU: determined the level of restrictions currently in place based on the UTAS Stages of Return to Campus Plan for the space or activity planned? gained approval from your Leadership Team for the activity based on this plan? reviewed the activity's risk assessment / Safe Work Procedure to include COVID-Safe risks and controls? identified any vulnerable people and considered alternate arrangements for them?</p>	<p> Induction, Training & Supervision HAVE YOU: established a process to ensure people have completed the MyLO COVID-Safe Return to Campus Induction before entry? developed a local Induction for the activity covering COVID-Safe practices to be provided to each person before starting? communicated that the activity leader must monitor behaviour during activity to ensure adherence to COVID-Safe procedures?</p>
<p> Physical distancing* HAVE YOU: allowed for 1.5m distancing between each person in the space or during the activity? determined the maximum number of persons allowed in the space, considering the size of the room, activity and attributes of the people using the room? developed a plan for the flow of people for the full cycle of the activity, from entry to exit, in consideration of other activities and people in the area or facility? identified and installed the physical distancing hardware you need such as floor markers, perspex sneeze screens, bollards, signage and posters? <i>*Refer to SWA Physical Distancing Checklist for guidance</i></p>	<p> Monitoring and Screening HAVE YOU: implemented a process for checking that each person has attended a COVID-19 Health Screening station daily before entry? established a process to maintain records of all people involved in the activity for contact tracing. advised people to stay away if they are unwell, have been in close contact with a person who has COVID-19, have been tested for COVID-19 and/or has been instructed to quarantine or self-isolate? reviewed and understand the Safe Work Procedure SWP003-Responding to a Suspected or Confirmed Case of COVID-19? Put up posters about the symptoms of COVID-19?</p>
<p> Handwashing and Hygiene HAVE YOU: sufficient and visible hand sanitiser stations and instructions around the space? designated handwashing sinks when appropriate, with instructions on how to hand wash? sufficient and visible posters with instructions on how to hand wash/hand rub and general hygiene? instructed people to limit contact with others – no shaking hands or touching objects unless necessary? considered controls to minimise risks of infection associated with consumption of food and drink, removed shared utensils/cutlery, controlled access to shared facilities including toilets?</p>	<p> Cleaning HAVE YOU: developed a cleaning plan using the Safe Work Australia Cleaning Checklist and SWA How to clean and disinfect your workplace as guidance? provided cleaning procedure posters to people on routine cleaning procedures of touchpoints, equipment etc.? sufficient cleaning supplies for the workplace? considered how you will manage COVID hazards from personal belongings, shared equipment etc.? reviewed and understand the Safe Work Procedure SWP003-Responding to a Suspected or Confirmed Case of COVID-19?</p>
<p>Once this checklist is complete, this checklist and COVID-SAFE Space Sign needs to be signed off as being compliant with the UTAS COVID-Safety Plan, by the Head of Organisational Unit (or delegate).</p> <p>Approved by (Name): _____ Approved By (Signature): _____</p> <p>DATE: / /</p>	