

# MASTERS SWIMMING AUSTRALIA

## COVID-19 'Return to Work' Measures



*Note: The below information relating to the MSA Covid-19 Return to Work Measures, was cited from the following resources on 15 July 2020. Please note that any changes to the updated documents will be found on*

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

<https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19>

The following are measures that can help reduce the risk of coronavirus (COVID-19) in the workplace.

### General measures

- If staff can work from home, they must work from home.
- If staff cannot work from home, encourage flexible working arrangements, including off-peak travel.
- If employees are unwell, they must stay home.
- Consider if work-related travel by staff is necessary and delay where possible.
- Plan contingencies for a potential increase in staff absences due to self-isolating, self-quarantining or staying home because they are unwell to help slow the spread of coronavirus (COVID-19).
- Plan for what to do if staff arrive unwell at work (e.g. identify an isolation room or separated area).
- Display coronavirus (COVID-19) education materials, these can be downloaded and printed from the [Resources section](#) on this page.
- Minimise staff movements between areas
- Consult Health and Safety Representatives (HSRs) and keep staff informed of the actions taking.
- Socialising among workers has been responsible for some of transmission of coronavirus (COVID-19). Workers should be encouraged to maintain 1.5 metres of distance from their work colleagues at all times and avoid sharing items.

For further information see Worksafe Victoria

<https://www.worksafe.vic.gov.au/coronavirus-covid-19> and [Planning and responding to coronavirus for businesses and workplaces](#).

### Slowing the spread of coronavirus (COVID-19)

To slow the spread of coronavirus (COVID-19), employers need to ensure the following measures in a workplace:

- Provide and promote hand sanitisers, including at building entrances.
- Increase environmental cleaning, including between changes of staff.
- Regularly clean with disinfectant high-touch surfaces - at least twice daily) - including desks, doors and door handles, keyboards, and lifts, including lift buttons and handrails.
- In a change room, provide adequate supplies so staff do not share items, such as towels and soap bars, and encourage staff to wash their hands after changing.
- Open windows and adjust air conditioning to enhance airflow. Ensure the highest hygiene practices among food handlers and canteen staff.
- Purchase supplies to help limit infection, for example alcohol sanitisers and soap.

## Physical distancing

The following measures need to be used to promote physical distancing:

- Plan ways to enable physical distancing of at least 1.5 meters to reduce person-to-person contact for staff.
- In an enclosed workspace there should be on average no more than one person per four square meters of floor space.
- If possible, designate specific doorways as entry-only and exit-only and aim to keep people walking in the same direction through the workplace.
- Avoid indoor meetings and lunchrooms. Encourage online meetings.
- Workplaces that have areas accessible to the public will also be subject to density quotient and signage requirements and those subject to Stay at Home restrictions will be subject to further specific restrictions. Visit [Victoria's restriction levels](#) for the most up to date restrictions in place in Victoria.
- Provide a clearly visible sign for customers and staff stating how many people are allowed in your premise. For information on signs and signage templates see the [Business Victoria website](#).

## Cleaning and disinfection

Workplaces need to clean and disinfect surfaces, both steps are essential. The first step is cleaning, which means wiping dirt and germs off a surface. You can use common household detergent products for cleaning, they are stocked at supermarkets. Cleaning alone does not kill germs.

The next step is to disinfect the surface. Disinfection means using chemicals to kill germs on surfaces. Again, supermarkets stock common household disinfection products – it is important to use products that are labelled “disinfectant” and to follow the instructions on the label. High touch surfaces should be cleaned and disinfected regularly, at least twice daily.

Read the [Cleaning and disinfecting to reduce COVID-19 transmission factsheet \(Word\)](#) for more information.

## Staff education and training

Educate staff on the needs from the workplace to help slow the spread of coronavirus (COVID-19). This may include:

- emphasis on not attending work if unwell
- awareness of physical distancing expectations and strategies to achieve them, including any specific work practice changes
- hand and cough hygiene
- use of new technologies and systems that enable working from home.

## Management of a confirmed case or outbreak at your workplace

If the person with a confirmed case of coronavirus (COVID-19) is deemed to have attended work while infectious, or could possibly have acquired coronavirus at work, the following steps should be undertaken:

1. Determine what areas of the workplace were visited or used by the confirmed case by referring to records of staff attendance at the workplace. The more accurate these details are and the more readily available, the more confident DHHS can be about which areas of the workplace need to be closed and for how long.
2. Consult with DHHS on whether the workplace or part of the workplace is required to close for a short period to facilitate cleaning and enable contact tracing. DHHS will determine whether to assign an outbreak management team and deploy DHHS staff to attend the workplace to perform a risk assessment and provide advice.
3. Work with DHHS to provide details that will assist in contact tracing such as records of staff attendance and up-to-date contact details for staff should they be required. DHHS will contact anyone who is identified as a close contact of the case. In some circumstances, DHHS will ask the company to make first contact with relevant staff members with agreed messages.
4. Open outside doors and windows to increase air circulation and close off the affected area before commencing cleaning and disinfection.
5. Organise for the cleaning and disinfecting of all areas that were used by the confirmed case. The workplace or part of the workplace as determined by DHHS should remain closed until this is completed.
6. Wider cleaning and disinfection of the site, paying attention to high-touch areas as may be advised by DHHS.
7. Any staff member who tests positive for coronavirus (COVID-19) should remain at home in self-isolation until they have been notified by DHHS that they have met the criteria for release. The staff member should follow DHHS guidance and their employer's policy with regards to return to work.
8. Ensure staff who are identified to be close contacts of a person with coronavirus (COVID-19) by DHHS do not come to work for 14 days after their last close contact with the positive case, as they must self-quarantine for this period. During self-quarantine, the staff member should watch for symptoms and seek medical assessment and testing if they develop symptoms such as fever, sore throat, runny nose, shortness of breath or a loss of their sense of taste or smell.
9. If the case or cases are deemed an outbreak, DHHS will maintain active involvement throughout the course of the outbreak including providing advice on when the workplace can re-open or when the outbreak is considered resolved.
10. The workplace should work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business.
11. Following a coronavirus (COVID-19) case at a workplace, risk management controls and infection prevention measures should be reviewed to reduce risk of further coronavirus (COVID-19) exposures.