

# COVID-19 (Corona Virus) Pandemic Management Plan: Gapcomm Interiors Pty Ltd

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#### **DISCLAIMER**

This COVID-19 Pandemic Management Plan has been developed to assist Gapcomm Interiors Pty Ltd to better understand and manage WHS matters related to the virus. While every effort has been made to ensure the accuracy of the material in the manual, this publication is not intended to be a substitute for the legislation. For the specific requirements on any matters covered in this manual, persons should refer directly to the appropriate legislation in their state and the current local health authority guidelines.

# COVID-19 Pandemic Management Plan

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## Contents Page:

<b>1. COVID-19 Pandemic Management Policy .....</b>	<b>4</b>
<b>2. COVID-19 Pandemic Preparedness Plan .....</b>	<b>5</b>
2.1 Isolation Guidance.....	5
2.2 Work.....	7
2.3 Cleaning .....	7
2.4 Hygiene.....	7
2.5 Social Distancing .....	8
2.6 Travel Guideline .....	9
<b>3. COVID-19 Pandemic Response Plan.....</b>	<b>10</b>
<b>4. COVID-19 Pandemic Recovery Plan.....</b>	<b>10</b>
<b>5. Monitoring.....</b>	<b>11</b>
<b>6. Consultation.....</b>	<b>11</b>
<b>7. Emergency Contacts .....</b>	<b>11</b>
<b>8. Self-Assessment Form.....</b>	<b>12</b>
<b>9. Home Office Risk Assessment.....</b>	<b>13</b>

# COVID-19 Pandemic Management Plan

## i. Version Control:

Version No.	Date	Description	Approved By
1	16/03/20	First Draft	Ben Knox
2	16/03/20	Final Draft	Ben Knox
3	23/03/20	Full Update	Ben Knox

## ii. Distribution:

Controlled copies of this document have been issued to the holders nominated here under:

No.	User	Position	Issue Date
1	Glenn Paul	Director	1/4/20

## iii. Approval:

This plan has been reviewed and approved by the following parties:

Reviewer	Company	Date	Sign Off
Director	Gapcomm Interiors	1/4/20	Glenn Paul

# COVID-19 Pandemic Management Plan

## 1. COVID-19 Pandemic Management Policy

### Policy Statement

It is the policy of Gapcomm Interiors Pty Ltd to ensure, so far as reasonably practicable, the health and safety of our workers and others, in accordance with the WHS/OHS legislation, AS ISO 31000: 2018 Risk Management, AS 3745-2010 Planning for Emergencies Facilities, Codes of Practice and other guidance materials.

Exposure to COVID-19 is a potential hazard for workers and other people at workplaces. To assist in ensuring a healthy workplace, Gapcomm Interiors Pty Ltd has and will monitor the effectiveness of the measures put in place.

### Policy Scope

This policy provides directions on assisting with managing COVID-19 pandemic risk faced by the company. It applies to all workers, who are employed under any capacity, by Gapcomm Interiors Pty Ltd, and extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Gapcomm Interiors Pty Ltd.

### Policy Implementation

Gapcomm Interiors Pty Ltd will keep up to date with the latest COVID-19 information and advice to ensure that any action taken is measured and appropriate. This includes closely monitoring the Australian Government Department of Health, the Smartraveller website and any advice from state or territory government agencies.

Depending on the circumstances, an appropriate range of actions may include:

- Closely monitoring official Government sources for current information and advice;
- Reviewing and promoting the company's policies and measures for infection control;
- Ensuring workers are aware of the isolation/quarantine periods in accordance with advice from the Australian Government Department of Health. This includes information on when staff should not attend work;
- Providing clear advice to workers about actions they should take if they become unwell or think they may have the symptoms of coronavirus, in accordance with advice from the Australian Government Department of Health and state or territory health department;
- Eliminating or minimising work travel, in line with the travel advice on the Australian Government's Smartraveller website;
- Providing regular updates to workers about the situation and any changes to organisational policies or procedures;
- Contingency planning to manage staff absences;
- Providing workers with information and links to relevant services should they require support.

Workers also have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others. Workers will be reminded to always practice good hygiene and other measures to protect themselves and others against infection. This includes:

- Washing their hands often, with soap and water, or carrying hand sanitiser and using it as needed
- Covering their mouth when coughing or sneezing, but not using their hands to do so
- Seeing a health care professional if they start to feel unwell
- Avoiding unnecessary contact with others (including shaking hands or other touching, such as hugging).
- Avoid touching your face.

**This policy is endorsed by the Director of Gapcomm Interiors Pty**

**Ltd Signed:**

Clean Paul : 

**Date: 1/4/20**

**Review date: 30/4/20**

# **COVID-19 Pandemic Management Plan**

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## **2. COVID-19 Pandemic Preparedness Plan**

This plan includes steps to be taken before the COVID-19 pandemic has affected the workplace. The aim of the plan is to ensure that, should an emergency occur, all those procedures, resources and services that are needed to cope with the effects can be efficiently mobilised and deployed.

People who have returned from overseas travel must self-quarantine for 14 days if they arrived in Australia after midnight 15<sup>th</sup> March 2020. Any worker who develops symptoms including fever, cough or flu like symptoms shall self isolate immediately and urgently seek medical attention.

People who think they may have been in close contact with a confirmed case of coronavirus, should also monitor their health and seek urgent medical attention.

### **2.1 Isolation Guidance**

#### **Who needs to isolate?**

Any worker who has arrived in Australia after midnight on the 15<sup>th</sup> March 2020 or has been in close contact with a confirmed case of coronavirus must self-isolate for 14 days.

To help limit the spread of coronavirus, any worker must isolate him/herself in the following circumstances:

- If you have arrived in Australia from an international destination after midnight on the 15<sup>th</sup> March 2020 you must isolate yourself for 14 days after the date of your arrival in Australia.
- If you have left or transited through mainland China or Iran in the last 14 days, you must isolate yourself for 14 days from the date of leaving mainland China/Iran.
- If you have left or transited through the Republic of Korea on or after 5<sup>th</sup> March 2020 you must isolate yourself for 14 days after the date of leaving the Republic of Korea.
- If you have left or transited through Italy on or after 11<sup>th</sup> March 2020 you must isolate yourself for 14 days after the date of leaving Italy.
- If you have been in close contact with a proven case of coronavirus, you must isolate yourself for 14 days from the date of your last contact with the confirmed case.

Anyone who is found to be in breach of isolation requirements may be fined by the Australian Government.

#### **Stay at home or in your hotel**

When travelling home or to your hotel to start isolation use personal transport, such as a car, to minimise any exposure to others.

During the 14 days of isolation, you must stay at home or in your hotel and do not go to public places including but not limited to work, school, childcare, university or public gatherings. Only people who usually live with you should be in the home. Do not see visitors. If you are in a hotel, avoid contact with other guests or staff.

If you are well, there is no need to wear surgical masks at home. Ask others who are not in isolation to get food and necessities for you. If you must leave home, such as to seek medical care, wear a surgical mask. If you do not have a mask, take care to not cough or sneeze on others.

# COVID-19 Pandemic Management Plan

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## **Monitor symptoms**

When in isolation, monitor yourself for symptoms including fever, cough or shortness of breath. Other early symptoms include chills, body aches, sore throat, runny nose and muscle pain.

## **If you get sick**

If you develop symptoms (fever, a cough, sore throat, tiredness or shortness of breath) within 14 days of being overseas, or within 14 days of last contact of a confirmed case, you should arrange to see your doctor for urgent assessment.

You should telephone the health clinic or hospital before you arrive and tell them your travel history or that you may have been in contact with a potential case of coronavirus.

## **Preventing the spread of coronavirus**

Practising good hand and sneeze/cough hygiene is the best defence against most viruses. You should:

- Wash your hands frequently with soap and water, before and after eating, and after going to the toilet.
- Cover your cough or sneeze with your elbow, dispose of tissues, and use alcohol-based hand sanitiser.
- If unwell, avoid contact with others (stay more than 1.5 metres from people and not in enclosed rooms/vehicles with others).

Gapcomm Interiors Pty Ltd will evaluate any work processes, gatherings, meetings, work schedules or other in response to Covid-19. The workplace may consider:

- Allowing workers to work from home
- Conduct meetings over video conference to minimise gatherings of people
- Reschedule any unnecessary gatherings of workers
- Evaluate the need for workers to visit or contact any persons who are at a higher risk of illness
- Re-organise work to be at times where there is less contact with the public
- If workers are required to catch public transport, they will be provided with the opportunity to travel alone or in a way that there will be less potential exposure to others

Throughout the response to Covid-19, the workplace will consult with workers to discuss any concerns or queries about the company's response to this epidemic.

## **Managing the 14 day isolation**

Being in isolation can be stressful and boring. Suggestions include:

- Keep in touch with family members and friends via telephone, email or social media.
- Learn about coronavirus and talk with others.
- Reassure young children using age-appropriate language.
- Where possible, keep up normal daily routines, such as eating and exercise.
- Arrange to work from home.
- Ask your child's school to supply assignments or homework by post or email.
- Do things that help you relax and use isolation as an opportunity to do activities you don't usually have time for.

# **COVID-19 Pandemic Management Plan**

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## **2.2 Work**

Workers who are in isolation should alert the management. Depending on the type of work, and provided the employee is well, they may want to discuss alternative arrangements such as working from home.

### **Working From Home**

Prior to approving a working from home arrangement, a Risk Assessment of the suitability of the working environment shall be undertaken by a suitably qualified person capable of identifying safety hazards/issues, inclusive of: Environment, Equipment, Electrical Safety and Emergency Preparedness. Periodic Risk Assessments shall be completed at least on an annual basis utilising the Home Office Inspection Checklist. Inspections should be scheduled and completed within agreed working hours.

It is the responsibility of the Manager and the worker to ensure that hazards are appropriately controlled prior to the commencement of working from home arrangements. Workers should also be provided with work instructions and training in relation to the position and/or specific tasks being undertaken as per the requirements for any other worker. Workers should allow management or inspectors to visit the home-based work site. The worker must agree to notify their Supervisor immediately of any work-related accident, injury, illness or disease arising out of home-based work.

**See Section 9 for Home Office Risk Assessment Form.**

## **2.3 Cleaning**

When cleaning, staff should minimise the risk of being infected with coronavirus by wearing gloves and using alcohol-based hand sanitiser before and after wearing gloves. If cleaning rooms or areas of the workplace where a person with a confirmed case of coronavirus or a person in isolation has frequented staff may wish to wear a surgical mask as an added precaution. If a confirmed case of coronavirus or a person in isolation is in a room that cleaning staff need to enter, they may ask them to put on a surgical mask if they have one available.

Contamination on surfaces touched by workers and others is one of the main ways that COVID-19 spreads. The workplace shall be clean and hygienic. Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly.

## **2.4 Hygiene**

Practising good hand and sneeze/cough hygiene is the best defence against most viruses. Workers should:

- Wash hands frequently with soap and water, before and after eating, and after going to the toilet
- Cover cough or sneeze with your elbow, dispose of tissues, and use alcohol-based hand sanitiser
- If unwell, avoid contact with others (stay more than 1.5 metres from people).

In promoting regular and thorough hand-washing:

- Sanitising hand rub dispensers will be placed in prominent places around the workplace.
- Display posters promoting hand-washing

# COVID-19 Pandemic Management Plan

- Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water
- Combine this with other communication measures such as toolbox talks and meetings.

In promoting good respiratory hygiene in the workplace:

- Display posters promoting respiratory hygiene
- Ensure face masks and / or paper tissues are available at workplace for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
- Combine this with other communication measures such as toolbox talks and meetings.

## **2.5 Social Distancing**

Social distancing includes ways to stop or slow the spread of infectious diseases. It means less contact between people.

Social distancing is important because COVID-19 is most likely to spread from person-to-person through:

- direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared
- close contact with a person with a confirmed infection who coughs or sneezes, or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

So, the more space between you and others, the harder it is for the virus to spread.

### Social distancing in public

To reduce the spread of germs:

- Sanitise hands wherever possible, including entering and leaving buildings
- Use tap and pay rather than handling money
- Try to travel at quiet times and try to avoid crowds
- Public transport workers and taxi drivers should open vehicle windows where possible, and regularly clean and disinfect high touch surfaces

### Social distancing at workplace

To reduce the spread of germs in the workplace:

- Stay at home if sick
- Stop handshaking as a greeting
- Hold meetings via video conferencing or phone call
- Defer large meetings
- Hold essential meetings outside in the open air if possible
- Promote good hand hygiene and sneeze/cough hygiene and provide hand sanitisers for all staff and workers
- Take lunch at desk or outside rather than in the lunch room
- Clean and disinfect high touch surfaces regularly
- Consider opening windows and adjusting air conditioning for more ventilation
- Limit food handling and sharing of food in the workplace
- Reconsider non-essential business travel
- Promote the strictest hygiene among food preparation (canteen) staff and their close contacts

Consider if large gatherings can be rescheduled, staggered or cancelled.

# COVID-19 Pandemic Management Plan

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## Restrictions on facilities (non-essential activities)

The following facilities are restricted from opening from midday 23 March 2020:

- Pubs, registered and licensed clubs (excluding bottle shops attached to these venues), hotels (excluding accommodation).
- Gyms and indoor sporting venues.
- Cinemas, entertainment venues, casinos and night clubs.
- Restaurants and cafes will be restricted to takeaway and/or home delivery.
- Religious gatherings, places of worship or funerals (in enclosed spaces and other than very small groups and where the 1 person per 4 square metre rule applies).

## **2.6 Travel Guideline**

The Australian government has advised all Australians not to travel overseas. As more countries close their borders or introduce travel restrictions, overseas travel is becoming more complex and difficult. One may not be able to return to Australia as per plan. If traveling is essential, strict procedures apply as below:

### Before traveling

- Make sure your manager and employees have the latest information on areas where COVID-19 is spreading.
- Based on the latest information, your manager should assess the benefits and risks related to upcoming travel plans.
- Avoid sending employees who may be at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease) to areas where COVID-19 is spreading.
- Make sure all persons travelling to locations reporting COVID-19 are briefed by a qualified professional (e.g. staff health services, health care provider or local public health partner)
- Consider issuing employees who are about to travel with small bottles (under 100 CL) of alcohol-based hand rub. This can facilitate regular hand-washing.

### While traveling:

- Encourage employees to wash their hands regularly and stay at least one and a half meters away from people.
- Ensure employees know what to do and who to contact if they feel ill while traveling.
- Ensure that your employees comply with instructions from local authorities where they are traveling. If, for example, they are told by local authorities not to go somewhere they should comply with this. Your employees should comply with any local restrictions on travel, movement or large gatherings.

### When you or your employees return from traveling:

- Employees who have returned from an area where COVID-19 is spreading should monitor themselves for symptoms for 14 days and take their temperature twice a day.
- If they develop even a mild cough or low grade fever (i.e. a temperature of 37.3C or more) they should stay at home and self-isolate. This means avoiding close contact (one and a half meters or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.

# **COVID-19 Pandemic Management Plan**

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## **3. COVID-19 Pandemic Response Plan**

Gapcomm Interiors Pty Ltd are striving to contain, control or minimise the impacts associated with COVID-19 when it arrives in the workplace. This plan describes crisis situation in relation to COVID-19 outbreaks on workplace and outlines the actions needed to be taken to limit the number of infected people.

Where necessary, body temperature check will be conducted regularly in the workplace. All workers including subcontractors shall conduct a self-assessment check prior to work.

**See Section 8 for COVID-19 Self Assessment Form.**

When a person becomes ill with suspected COVID-19 at the workplace:

- Put the ill person in a room or area where he/she is isolated from others in the workplace,
- Evacuate the workplace (where required)
- Limit the number of people who have contact with the ill person
- Contact the local health authorities on the COVID-19 hotline 1800 020 080

The Manager shall determine:

- Previous movement (location) of the ill person.
- Who was in the vicinity when the incident occurred?
- How many people were affected?
- How many people were exposed to the incident?

An Incident Investigation is to be conducted, where deemed necessary, after an COVID-19 related incident has occurred. The process involves taking statements from workers involved and witnesses, evaluating from these statements what has happened and compiling all the relevant details into a report.

**COVID-19 incident could be categorised under serious illness as per WHS / OHS legislation, hence the Management shall notify the state WHS / OHS regulator as a notifiable incident. Contact Compliance OH&S immediately on 02 9521 1666.**

In order to sustain the business operation, Business Continuity Plan will be developed in consultation between the management and the workers.

## **4. COVID-19 Pandemic Recovery Plan**

This recovery plan aims to shorten the recovery time and minimise losses. This will guide the business back on track after the crisis.

Gapcomm Interiors Pty Ltd is committed to implement the following measures where possible:

- Encourage workers to work from home / provide suitable duties
- Provide disinfectant spray and thorough cleaning on the workplace
- Encourage on-line meetings rather than face-to-face meetings
- Provide body temperature check in workplace where necessary
- Limit travelling
- Establish and maintain communication with all workers

# **COVID-19 Pandemic Management Plan**

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## **5. Monitoring**

Gapcomm Interiors Pty Ltd will ensure that COVID-19 Pandemic Management Plan is monitored regularly to determine if it remains relevant to the current situation. It is the responsibility of the director to consult and review this plan with the workers of Gapcomm Interiors Pty Ltd.

The COVID-19 Pandemic Management Plan and its importance will be communicated to the whole team regularly. Information updates including current COVID-19 status and alerts will be communicated and discussed at management and toolbox meetings.

## **6. Consultation**

In the preparation of the COVID-19 Pandemic Management Plan, the managers, supervisors and workers were consulted.

Consultation will be conducted in accordance to Gapcomm Interiors Pty Ltd WHS Consultation Policy and Procedure.

## **7. Emergency Contacts**

Call the National Coronavirus Health Information Line on 1800 020 080. It operates 24 hours a day, seven days a week. If you require translating or interpreting services, call 131 450.

# COVID-19 Pandemic Management Plan

## 8. Self-Assessment Form

WHS / OHS legislation outlines worker's responsibility to take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.

<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

Questionnaire	Yes or No	If Yes
<b>Have you recently travelled overseas?</b>		<b>Do not attend work and self-quarantine for 14 days from the date you left that country</b>
<b>Have you been in CLOSE contact with a confirmed case of COVID-19?</b>  CLOSE contact is defined as:  – spending more than 15 minutes face-to-face with a person who is a confirmed case, in the 24 hours before they showed symptoms or once they showed symptoms  – sharing a closed space for more than two hours with a person who is a confirmed case, in the 24 hours before they showed symptoms or once they showed symptoms.		<b>Do not attend work and self-quarantine for 14 days after leaving that country</b>
<b>Have you been in CASUAL contact with a confirmed case of COVID-19?</b>  CASUAL contact is defined as:  – spending less than 15 minutes face-to-face in any setting with a person who is a confirmed case AND they had symptoms at the time  – sharing a closed space for less than two hours with a person who is a confirmed case AND they had symptoms at the time.		<b>Do not attend work and self-quarantine for 14 days after leaving that country</b>
<b>Are you feeling ill?</b>		<b>Inform your manager</b>
<b>Are you experiencing fever or respiratory symptoms?</b>		<b>Inform your manager</b>

### Note:

If all your answers are NO, you do not need to self-quarantine or be tested for COVID-19

If you are unwell with any other illness your doctor will assess and manage you in the normal way. If you have an influenza-like illness, which is a fever above 37.5 and symptoms of an acute respiratory infection (shortness of breath, cough, coryza and/or sore throat):

- do not go to work
- ring the COVID-19, 24-hour hotline 1800 675 398, or a GP or emergency department, to arrange for testing and appropriate care. If you test negative you can return to work when well, at the direction of your treating doctor.

# COVID-19 Pandemic Management Plan

## 9. Home Office Risk Assessment

<b>Worker Assessed:</b>	<b>Date:</b>
<b>Home Based Location:</b>	
<b>Completed by:</b>	

		YES	NO	N/A	COMMENTS/DATE CORRECTED
<b>S1 ENVIRONMENT</b>					
1	Is the workplace away from noise, distractions and is devoted to work needs?				
2	Is the workplace clean and orderly?				
3	Are the floors, aisles, hallways and exits clear and unobstructed?				
4	Are floor surfaces being kept dry and free of slip hazards?				
5	Is the work area being segregated from other hazards in the home (i.e. cooking surfaces)?				
6	Is Illumination/lighting adequate?				
7	Are stored materials being secure & limited in height to prevent collapse?				
8	Are corridors and stairways being kept free of obstructions?				
9	Is ventilation adequate?				
<b>S2 HOME WORKSTATION</b>					
1	Are workstations (chairs, tables, monitors, keyboards) ergonomically adjustable, and correctly adjusted?				
2	Are commonly used items (e.g.: phone, calculator, note pad) being positioned within easy reach, preventing the need to stretch and reach?				
3	Are heavier items stored in cupboards/on shelves being located at waist height?				
4	Has the personnel been trained in hazardous manual tasks techniques?				
<b>S3 ELECTRICAL SAFETY</b>					
1	Are electrical cords, plugs and equipment in good condition?				

## COVID-19 Pandemic Management Plan

		YES	NO	N/A	COMMENTS/DATE CORRECTED
2	Are power outlets safe and not being overloaded with double adapters and power boards (i.e. piggy-backing)?				
3	Are extension cords and power strips not being daisy chained and no permanent extension cords in use?				
4	Do portable electric heaters have at least 1 meter of clearance from combustible materials (i.e. paper)?				
5	Is equipment being turned off when not in use?				
<b>S4 EMERGENCY PLAN</b>					
1	Are fire extinguishers visible and accessible, checked, inspection tags marked and current?				
2	Are corridors and stairways being kept free of obstruction?				
3	Are emergency contact numbers and details available?				
4	Is First Aid Kit accessible?				
5	Is there a communication procedure in place to periodically check on the worker working at home?				
<b>S5 OTHER</b>					
	<i>Psychosocial risks</i>				
	<i>Security risks</i>				

### Corrective Actions List

Question Number	Controls	Responsible Person	Due Date	Completed Date