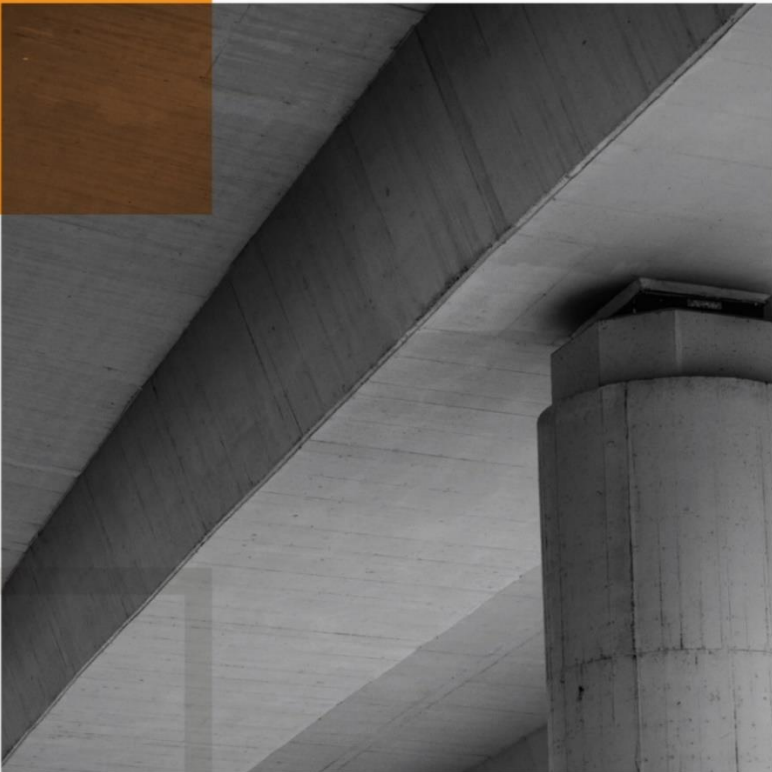




Queensland Major Contractors Association

COVID-19 Guidance Note

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Introduction

Purpose & Application

Construction sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce, minimising the risk of spread of infection and complying with the most up to date government directions. This QMCA guidance is intended to introduce consistent set of measures on sites of all sizes.

The management of the Covid-19 pandemic is constantly evolving, and the control measures are rapidly escalating. It is likely that Australian Government implemented controls will change faster than updates of this QMCA Guidance, so then it is necessary to follow the most up to date advice of the Australian Government.

Where this guidance has requirements that exceed the requirements of the Australian Government, then you should implement the higher level of control.

What is Social distancing, and why is it important?

Social distancing includes ways to stop or slow the spread of infectious diseases. It means less contacts between you and other 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 doorknobs or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

The more space between you and others, the harder it is for the virus to spread. This principle needs to be applied in the aspect of workplace design to minimise transmission. This will better protect workers and the community and reduce disruption when a positive case has entered a workplace.

Minimising Disruption to COVID-19

There would be economic devastation and suffering throughout Australia if the construction industry was shut down. Therefore, QMCA members have worked tirelessly to adopt measures will ensure our work sites are safe to our workers and maintain our social licence to continue to operate.

In line with latest Government advice the following information has been provided to assist with managing the moral obligation of containing the spread of COVID-19, managing the risk of workers health and safety and ensuring business continuity.

Workplace Design

The principles of workplace design and task allocation are now focussing on social distancing and minimising scenarios of close contact between workers and staff, these practices give the projects and workplaces the best possible chance of being able to continue delivering infrastructure projects.



Social Distancing

Design/Layout/set up Considerations	Guidance
<ul style="list-style-type: none">- Splitting projects into functional teams where possible- Splitting head office support staff into functional teams where possible- Setting up alternate outdoor areas on workplaces for meetings, crib facilities and breaks	<ul style="list-style-type: none">- All non-essential visitors to workplaces should be suspended from attending- Encourage where possible people to work from home- Outdoor shaded areas set up for alternative crib facilities

Crib rooms

Design/Layout/set up Considerations	Guidance
<ul style="list-style-type: none">- Minimise touchpoints (keep doors & windows open)- Remove/reduce number of tables and chairs to ensure people are 1.5m apart- Consider obtaining additional portables (projects)	<ul style="list-style-type: none">- Increase cleaning frequency- Stagger meal breaks- Provide hand sanitiser and/or hand washing facilities with soap- Limit the number of people in portable buildings to ensure there is 1.5m between people- Remove chairs from crib tables to ensure the minimal social distances are in place- Display signage to communicate social distancing requirements



Kitchens

Design/Layout/set up Considerations	Guidance
<ul style="list-style-type: none">- Minimise touchpoints such as handles, food containers etc- Remove/reduce number of tables and chairs to ensure people are 1.5m apart	<ul style="list-style-type: none">- Increase cleaning frequency- Provide pre-packaged food (e.g. biscuits) where possible if it is provided in workplaces- Provide tea, coffee and sugar in pre-packaged sachets or paper towels to hold when using dispensers to minimise direct contact to surfaces- Provide hand sanitiser and/or hand washing facilities with soap- Provide disposable paper towel- Split teams and stagger their meal breaks- Limit the number of people to ensure there is 1.5m between people

Meeting Rooms

Design/Layout/set up Considerations	Guidance
<ul style="list-style-type: none">- Minimise touchpoints- Remove/reduce tables and chairs to ensure people are 1.5m apart	<ul style="list-style-type: none">- Increase cleaning frequency and including touchscreens and intercom equipment requirements- Provide hand sanitiser and/or hand washing facilities with soap- Have no more than 10 people meet face-to-face at any one time and ensure there is 1.5m between people- Where possible use technology instead of face-to-face meetings- At the start of all meetings, open by checking no-one is showing any symptoms including fever, cough, sore throat. Also confirm everyone is standing 1.5m apart- Limit non-essential visitors/meetings at offices and projects- Avoid unnecessary travelling to multiple sites/offices where possible- Cancel all face-to-face training



Offices & Work Areas

Design/Layout/set up Considerations	Guidance
<ul style="list-style-type: none"> - Review office layout and make physical changes where required (remove/reposition desks and chairs) to ensure social distancing requirements can be met (i.e. people are more than 1.5 m apart) - Remove chairs from unused desks or place signage to identify where people should not be sitting to stop people sitting too close 	<ul style="list-style-type: none"> - Increase cleaning frequency - Provide hand sanitiser and/or hand washing facilities with soap - Provide alcohol, detergent impregnated wipes or cleaning equipment to wipe over touch points - Split or roster teams working in the office to stagger their attendance (where possible) - Work flexibly where possible. This is not always feasible for all people on projects, but for those roles that can be done remotely, teams will work more regularly from home

Pre-Start / Toolbox / Project Meetings

Design/Layout/set up Considerations	Guidance
<ul style="list-style-type: none"> - Ensure social distancing requirements can be met (i.e. people are standing more than 1.5 m apart) - Conduct the prestart meetings in open areas where appropriate facilities are available (microphone and portable speaker may be required) 	<ul style="list-style-type: none"> - Stagger pre-start meetings to limit large groups of people - Split teams and rotate their attendance to toolbox/Prestart meetings - Check in on team's health and wellbeing - At the commencement of all Pre-starts open by checking no-one is showing any symptoms including fever, cough, sore throat. Also confirm everyone is standing 1.5m apart. - Split team work - Consider splitting workgroups into teams where each team alternates working remotely, different hours or on a different site with normal work location/roster. By doing this, if one of the teams needs to isolate due to their proximity to an infection case, the alternate team will be unaffected. - Where working different hours or different location isn't possible, physically separate alternate work team to opposite ends of the office. Make sure separated team members (eg. "Team A members and Team B) do not attend same interact such as same meetings.



Alcohol and Other Drugs Testing

Design/Layout/set up Considerations	Guidance
<ul style="list-style-type: none">- Eliminate high volume Alcohol testing (such as wall mounted machines)	<ul style="list-style-type: none">- Complete random, for cause and targeted alcohol testing

Toilets and Amenities

Design/Layout/set up Considerations	Guidance
<ul style="list-style-type: none">- Minimise touchpoints, chock toilet doors open where possible to limit unnecessary contact- After people have washed their hands, encourage them to open external doors using a handtowel which is disposed of in a bin outside the facility	<ul style="list-style-type: none">- Increase cleaning frequency- Provide hand sanitiser and/or hand washing facilities with soap- Provide adequate supplies of:<ul style="list-style-type: none">- Handwash / soap (or alcohol-based hand - sanitiser if available)- Paper towel- Tissues- Use electric hand dryers where fitted to avoid unnecessary contact

Receptions / Project Entrance

Design/Layout/set up Considerations	Guidance
<ul style="list-style-type: none">- Review layout to ensure social distancing requirements can be met (i.e. people are more than 1.5 m apart)	<ul style="list-style-type: none">- Provide hand sanitiser and/or hand washing facilities with soap (or direction to complete prior to entry)- Create a hygienic visitor sign in station away from receptionist. providing hand sanitiser, hand washing, Paper towels or tissues- Limit non-essential visitors to offices and projects. Upon sign in, visitors must confirm that they have not travelled overseas or been in contact with a known Confirmed COVID-19 case in the last 14 days and they do not have symptoms such as fever, sore throat or cough



Inductions

Design/Layout/set up Considerations	Guidance
<ul style="list-style-type: none">- Review layout to ensure social distancing requirements can be met (i.e. people are more than 1.5 m apart)- Minimise touchpoints	<ul style="list-style-type: none">- Where possible use technology instead of face-to-face sessions- Limit non-essential visitors to our offices and projects- Provide hand sanitiser- Have no more than 10 people meet face-to-face at one time and ensure there is 1.5m between people- At the commencement of induction open by checking no-one is showing any symptoms including fever, cough, sore throat. Also confirm everyone is positioned 1.5m apart.- When taking new starters on a tour of the workplace, stagger tours and limit the number of people to achieve social distancing (for example take two at a time)

Plant & Equipment

Design/Layout/set up Considerations	Guidance
<ul style="list-style-type: none">- Works to occur in an external or open environment where practicable- Where work is occurring in an enclosed space ensure all preventative hygiene measures are in place- Ensure measures in place to clean touch points prior to worker change over	<ul style="list-style-type: none">- Increased cleaning frequency- Risk assessments to include the following controls:- Workers must confirm they have no reason to be isolated from others- Workers must employ proper cough, sneeze and hand hygiene techniques including:<ul style="list-style-type: none">- handwashing/use of hand sanitiser- ensuring long pants and shirts are worn to minimise any potential contact- Provide alcohol, detergent impregnated wipes or cleaning equipment with appropriate chemicals to wipe over touch points in the cab or on the equipment



Vehicles and Transport (on site)

Design/Layout/set up Considerations	Guidance
<ul style="list-style-type: none"> - Apply social distancing measures maintaining a gap of 1.5m between occupants and fresh air ventilation where practical for larger vehicles. - If this cannot be achieved or is not practical in certain circumstances or tasks adoption other controls such as limiting occupants in line with vehicle size, provision of masks for passengers and driver or more vehicles to get people moving. - Continue to monitor Federal Government guidance and follow all State based laws as the overarching principle to this guidance 	<ul style="list-style-type: none"> - Increased cleaning frequency - Minimise use of pool vehicles between groups, a designated driver should be allocated to drive the vehicle. This driver should be responsible for cleaning vehicle touch points and controlling access to the vehicle when not in use, this is to minimise contact issues - Risk assess the option of increasing onsite parking bays to allow workforce to drive their own vehicle to near their work location - Minimise contact journey times - Cleaning equipment such as Provide alcohol, detergent impregnated wipes or cleaning equipment with appropriate chemicals to wipe over touch points in the cab or on the equipment - Use designated drivers to reduce overall unnecessary handling / contact issues - Keep windows open to assist ventilation where possible

Site tests or inspections (e.g. conducting ITP hold/witness points, or SQE mandatory inspections/audits)

Design/Layout/set up Considerations	Guidance
<ul style="list-style-type: none"> - Apply social distancing measures maintaining a gap of 1.5m between occupants. - Only mandatory inspection, audits and ITP surveillance to occur - Inspection and test participants to be kept to the absolute minimum - Minimize times to less than 15 minutes where possible 	<p>At the commencement of all tasks reiterate the requirement for observing social distancing</p> <p>Pre-start meeting to occur before inspection, workers to:</p> <ul style="list-style-type: none"> • Confirm they have no reason to be isolated from others • Workers must employ proper cough, sneeze and hand hygiene techniques including: <ul style="list-style-type: none"> ○ handwashing/use of hand sanitiser ○ ensuring long pants and shirts are worn to minimise any potential contact



Workers (≥ 2) required to work in close proximity (≤ 1.5 m)

Design/Layout/set up Considerations	Guidance
<ul style="list-style-type: none"> - Eliminate all works in close range where possible - Works to occur in an external or open environment where practicable. - Where work is occurring in an enclosed space, ensure all preventative hygiene measures are in place - Ensure measures in place to clean touch points before worker change over 	<p>At the commencement of all tasks reiterate the requirement for observing social distancing</p> <p>Risk Assessments to include the following controls;</p> <ul style="list-style-type: none"> • Workers to confirm they have no reason to be isolated from others • Workers must employ proper cough, sneeze and hand hygiene techniques including: <ul style="list-style-type: none"> ○ handwashing/use of hand sanitiser ○ ensuring long pants and shirts are worn to minimise any potential contact <p>Provide alcohol, detergent impregnated wipes or cleaning equipment with appropriate chemicals to wipe over touch points</p>

People who are more at risk of serious illness if they get the Virus (people with compromised immune systems (e.g. cancer), people with chronic medical conditions, older people)

Design/Layout/set up Considerations	Guidance
<p>Ensure social distancing requirements can be met (i.e. people are standing more than 1.5 m apart)</p> <p>Ensure all preventative hygiene measures are in place</p>	<p>Where possible encourage people, who are more at-risk work from home</p> <p>Where working from home is not possible, provide duties that can be completed where social distancing requirements can be met (i.e. people are standing more than 1.5 m apart)</p>

Where indicated by medical advice, a 2P or surgical mask may be considered in support of other measures.

Confirmed Positive Case

Infectious period

The infectious period of COVID-19 remains unknown, however there is some evidence to support the occurrence of pre-symptomatic or asymptomatic transmission. As a precautionary approach, cases are considered to be infectious 24-hours prior to onset of symptoms. Cases are considered to pose a risk of onward transmission and require isolation hence vigilance with self-health principles are paramount.

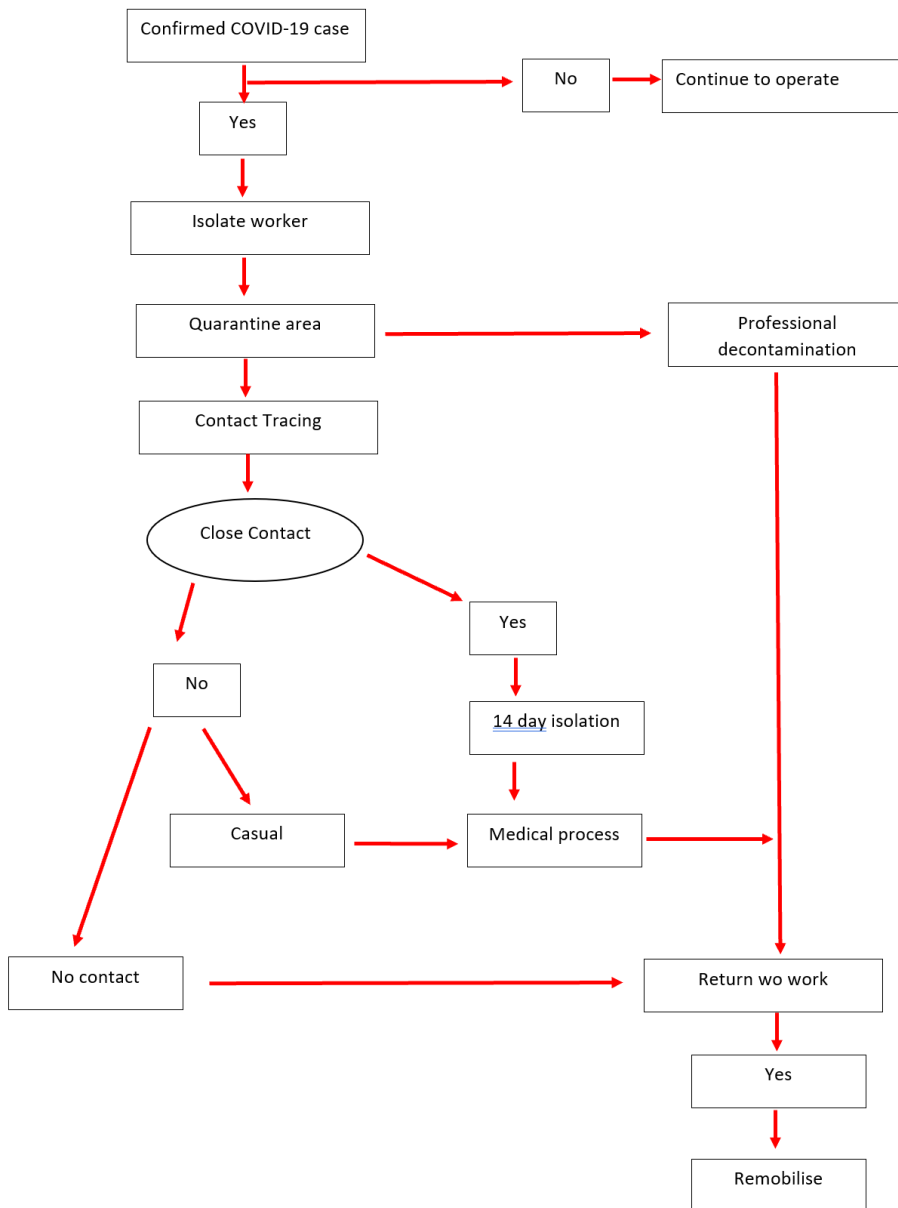
Proactive preventative measures

Any workers that develops symptoms consistent with COVID-19 such as - Fever, Sore throat, Cough, Tiredness, Difficulty Breathing, have been identified as having had close contact with someone with a confirmed infection of COVID-19 should not attend work,

- they should discuss their condition with their local medical clinic and action a plan to determine if diagnostic COVID-19 testing is appropriate if not stay at home until they are symptom free.

Case Investigation – confirmed positive

The response to a positive COVID-19 case will commence once a notification has been received at a workplace, the following flowchart describe the process for a confirmed positive.





Close Contact

A close contact is defined as requiring:

- greater than 15 minutes face-to-face contact in any setting with a confirmed or probable case in the period extending from 24 hours before onset of symptoms in the confirmed or probable case, or
- sharing of a closed space with a confirmed or probable case for a prolonged period (e.g. more than 2 hours) in the period extending from 24 hours before onset of symptoms in the confirmed or probable case.

As defined by: <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdna-song-novel-coronavirus.htm>

Prior to relying on the above definition, review the link to the Australian Department of Health website for the latest information due to continual revision of information as it becomes available.

Casual Contact

A casual contact is defined as someone who has not met the definition requirements of close contact but there is need to seek additional advice as to what the level of risk continual attendance at work.

No Contact

No contact is defined as not meeting either Close or Casual contact definitions.

Notification of a Confirmed Case

Notification of a confirmed case of COVID-19 will include:

1. Notification to all internal stakeholders - staff, workers, employees, JV partners, subcontractors
2. Notification to external stakeholders – client, regulator & health department (if required), unions
3. Notification to suppliers (if applicable).
5. Confirmation to all employees and workforce regarding ongoing actions, quarantine and returning to work.

Actions post Confirmed Case

Contact tracing

Collect the necessary details of the situation:

- Contact the person involved and their supervisor and confirm all site people and locations that the confirmed case has come into direct close contact with, exposed staff are to follow the flowchart.
- Safely shut down and quarantine the workspaces which are required to be decontaminated.
- Identify unaffected workspaces that can continue to operate safely
- Inform the workforce of the areas that have been shut down and works that can be safely completed.



- Quarantined areas must be professionally decontaminated
- Quarantined work areas can only be re-entered once satisfactorily decontaminated
- All personnel who are placed into self-isolation shall follow the advice of health professionals and provide appropriate evidence of ability to return to work
- Quarantined staff (those who came into direct close contact with the confirmed case) who have completed their 14-day self-isolation without symptoms or who have been 'medically cleared' shall be allowed to return to site.
- Provide necessary assistance for contact tracing to the relevant medical authority as required

Post positive case cleaning

Post positive cleaning of work areas where a confirmed case been at workplace will be completed for all areas of the workplace inclusive of plant and equipment, where contact tracing has determined the confirmed case to have been.

This process needs to robust; a suggested practice is to the follow latest advice issued by the Commonwealth Department of Health, Environmental cleaning and disinfection principles for COVID-19 as contained in the following link:

<https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf>

Support for Projects

Employees assistance programs

As the situation with the Coronavirus (COVID-19) unfolds, it is acknowledged that individuals may be experiencing feelings of stress and anxiety. These are normal and understandable reactions in situations of uncertainty and change. From a wellbeing perspective, it's important that individuals are aware of the signs of stress that they may experience and know effective ways to manage their mental health in such times. To that end, all QMCA members have appointed Employee Assistance Providers for workers to access.

Where can I get more information?

For the latest advice, information and resources, go to www.health.gov.au

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.

The phone number of each state or territory public health agency is available at www.health.gov.au/state-territory-contacts If you have concerns about your health, speak to a doctor