



**ACT**  
Government

# ACT BUILDING AND CONSTRUCTION INDUSTRY

# COVID-19 REQUIREMENTS

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# 1.0 PURPOSE

These Requirements have been adopted by the ACT Government. These Requirements will be regularly updated to reflect changes resulting from Government announcements, directions of the ACT Chief Health Officer and best practices.

The purpose of these Requirements for the Building and Construction industry in the ACT (including off-site manufacturing, fabrication and assembly) is to:

- Provide direction to employers and workers;
- Outline the steps to be taken to best provide a safe and healthy environment; and
- Identify the action available in the event of interruption to building and construction work, as a result of the coronavirus (COVID-19) pandemic.

These Requirements have been based upon the construction sector guidelines developed for Victoria. We gratefully acknowledge the contributions of the Victorian Building and Construction Unions and Employer and Industry Associations in the original drafting of the Victorian guidelines.

These Requirements are intended to have application across all sectors of the building and construction industry. Construction sites are diverse and vary in complexity. To allow for appropriate interpretation of these Requirements, it is recommended that employers apply a risk-based approach and implement practical controls based on the environment and specific hazards at each construction site.

## Definitions

In this document:

- References to “workers” includes both employees and contractors who attend a construction site; and
- References to “employers” includes the employer, person conducting a business or undertaking (PCBU) or head contractor with site responsibility, depending upon the context in which the term is used.
- References to “work sites” and “construction sites” includes, to the fullest possible extent, references to sites that manufacture, fabricate or assemble items to facilitate construction activities.

There is a shared responsibility amongst all construction industry participants to ensure construction sites operate in a COVID-safe way.

## 2.0 PREAMBLE AND CONTEXT

### 2.1 Coronavirus

The COVID-19 pandemic in Australia is part of the ongoing worldwide pandemic of the coronavirus disease 2019 caused by (SARS-CoV-2). The first confirmed case in Australia was identified on 25 January 2020.

COVID-19 is spread from person-to-person, primarily through droplets transmitted by people in close contact.

The ACT has introduced a range of public health control measures restricting movement and association to reduce the transmission of COVID-19. COVID-19 controls have been rapidly adopted by the construction sector, which enabled important work to continue.

Since late 2020, new and more contagious variants of the coronavirus have been detected in Australia. Health Authorities have established that these new variants are more likely to be spread via aerosol transmission and these Requirements have been prepared to enhance previous COVID-safe guidance to minimise this risk.

Although experiencing a long period without COVID-19 transmission in the ACT, this ended when the highly contagious delta variant was detected in the ACT in August 2021. A Territory-wide lockdown was instigated including a shutdown of the construction sector. As part of any re-opening of the sector, these Requirements provide an important standard for industry to adopt to ensure the continued safety of our community and the ongoing function of the sector. The measures set out in these Requirements are mandatory.

### 2.2 What are the symptoms?

A coronavirus infection can cause mild to severe respiratory illness. The most common COVID-19 symptoms reported are:

- fever
- breathing difficulties and breathlessness
- cough
- sore throat
- fatigue or tiredness
- loss of taste and smell
- Other reported symptoms of COVID-19 include: fatigue, runny nose, acute blocked nose (congestion), muscle pain, joint pain, diarrhoea, nausea/vomiting and loss of appetite

Anyone experiencing these symptoms should get tested. Testing locations can be found here: [Where to get tested in the ACT - COVID-19](#)

### 2.3 State of Emergency and ACT Health Directions

A Public Health Emergency was declared in the ACT to manage COVID-19. This declaration provides the ACT Chief Health Officer with powers to issue directions to help contain the spread of COVID-19 and keep the ACT safe. The ACT Government and Chief Health Officer regularly reviews the Public Health

Restrictions to ensure that they are proportionate to the risk that is being managed.

Full details of the status of the ACT's COVID-19 response, and applicable restrictions can be found at: [Home - COVID-19 \(act.gov.au\)](https://www.act.gov.au/act/covid-19).

## 2.4 COVIDSafe Plan

**All building and construction industry sites (including off-site manufacturing, fabrication and assembly sites) must have a COVIDSafe Plan that is regularly updated.**

Each construction site must have a compliant COVIDSafe Plan. Construction activities may only occur on a site where a compliant COVIDSafe Plan is in effect.

Where practicable, COVIDSafe Plans should be designed with input from workers and their Health and Safety Representatives. Guidance on the content for COVIDSafe Plans can be found at [COVID Guidelines for your COVID Safety Plan Factsheet June](#). COVIDSafe Plans must be consistent with these Requirements.

Where works are to occur on a worksite prior to a construction contractor being appointed (for example, where site investigation, geotech, surveying or other similar activities are to occur), a compliant COVIDSafe Plan for that site prepared by either the firm providing the service or the site owner must be in effect.

In all cases, construction activities must be segregated from members of the general public.

## 2.5 Before Any Work May Continue or Recommence

Before any permitted construction, repair or maintenance activity can commence or continue, the following must occur:

- Site management must review and amend their COVIDSafe Plan to ensure strict compliance with these Requirements. The COVIDSafe Plan must address all issues covered by these Requirements and how those issues will be managed on the specific site to which it relates.

Note: It is the employer who is responsible for ensuring a compliant COVIDSafe Plan for each site is in place before any work may continue or recommence. WorkSafe ACT is not responsible for approving COVIDSafe Plans (although WorkSafe ACT may review and comment upon COVIDSafe Plans at its discretion).

- No worker is to re-commence work until they have been inducted into the current and compliant COVIDSafe Plan for that work and received all appropriate training. Any worker previously inducted into a COVIDSafe Plan must be re-inducted into the updated and compliant COVIDSafe Plan.
- The person conducting a business or undertaking (PCBU) is responsible for maintaining a record of all inductions and ensuring that all workers engaged on that site are inducted into the current and compliant COVIDSafe Plan.

It is important to note that where:

- There is continual or specific non-compliance against a current and compliant COVIDSafe Plan; or
- There is not a current and compliant COVIDSafe Plan in existence; or

- If there are other breaches of the current ACT Health Directions or the requirements set out in this document,

the authority to continue construction, maintenance or repair activities may be revoked by Access Canberra or an ACT public health authority under the *Public Health Act 1997*. WorkSafe ACT may also issue Prohibition Notices under the *Work Health and Safety Act 2011*, and or other legal and compliance measures may be taken.

## **Authorised Worker Permit**

Employers who require their staff to attend a worksite as part of a permitted activity must issue an 'Authorised Worker Permit' to their employees setting out:

- the employer's name and telephone contact details; and
- the worker's name and the permitted activity for which the worker is authorised to travel.

This is the employer's responsibility. A template 'Authorised Worker Permit' has been developed for use by employers. It can be found as Attachment 1 to these Requirements. It can also be accessed on the ACT Government's COVID-19 website.

Authorised workers are required to carry their 'Authorised Worker Permit' when working and when travelling for work. It must be produced to WorkSafeACT, ACT Health officials, Access Canberra representatives, ACT Policing and other workplace safety officials upon request. Workers may carry the 'Authorised Worker Permit' in either a paper or easily accessible electronic format.

## 3.0 CONTROLLING RISKS ON SITE

- 3.0.1 To assist with providing and maintaining safe operations during the COVID-19 pandemic, the below measures must be implemented to assist in providing a safe and healthy environment at work.
- 3.0.2 All constructions projects / sites which are permitted to operate must develop a COVIDSafe plan which sets out, as a minimum the following:
- Mandatory use of the Check-In CBR App
  - Screening workers coming to site
  - Site Inductions
  - Workplace Mapping System
  - Physical Distancing Requirements (1.5 meters wherever possible)
  - Density Limits (no more than 1 person per four square metres)
  - Hygiene measures in place
    - Promotion of hand and respiratory hygiene
    - Access to appropriate amenities ie hand wash facilities, sanitiser etc
    - Wearing of masks
  - Shared Tools, Plant and Equipment
  - Cleaning and Disinfecting (particularly shared areas)
  - Personnel Hoists (where relevant)
  - Personal Protective Equipment and Face Masks (PPE)
  - COVID-safe Use of Common or Shared Areas
  - Inspections
  - COVID Marshal
  - Travel and Deliveries
  - Training, Communications and Staff Messaging
  - Vulnerable workers
  - Vaccinations

### 3.1 Canberra Check in CBR App

- 3.1.0 It is now mandatory under these Industry COVID-19 Requirements for employers to install and take reasonable steps to ensure anyone entering a site checks in using the Check in CBR App, regardless of the length of time they plan to stay there.
- 3.1.1 The need for fast and accurate contact information for anyone who has visited a COVID-19 public exposure site is vital. The Check in CBR App is the best way for ACT Health to expedite contact tracing in the event of an outbreak in the industry.



- 3.1.2 Each individual site is required to have one Check in CBR QR code displayed at the entrance to the site. The Head Contractor is responsible for registering for and displaying the QR Code. Head Contractors can sign up to the Check In CBR App at [Check In CBR App - COVID-19 \(act.gov.au\)](https://act.gov.au).
- 3.1.3 Should there be a need for multiple QR codes on one site (only relevant on large sites where workers are assigned to certain areas and do not mix with other areas), a separate request for each QR code is required with the venue name clearly identifying the location as unique. Assistance in relation to multiple QR code registration can be provided by calling ACT Health Digital Solutions Support (02) 5124 5000.
- 3.1.4 Many projects or sites will have various electronic sign on systems as part of their Safety Management Systems which they will continue to utilise. However, these systems cannot be used instead of the Check in CBR App. **The Check in CBR App must be used on all sites**, regardless of whether other electronic sign on systems are also used.
- 3.1.5 It is recommended that a screening process questions (as per Paragraph 3.2) be prominently displayed alongside the Check In QR Code. Workers should accept these prior to checking in to the site. The following screening questions should be displayed:
- You are free of COVID-19 symptoms?
  - You have not, in the preceding 14 days been in contact with a confirmed case of COVID-19?
  - You have not, in the preceding 14 days travelled outside the ACT or the nominated 10 postcodes?
  - You have not been identified as a close or casual contact and have not been directed to self-isolate or self-quarantine by ACT Health or any other jurisdiction?
  - Can provide evidence of their address in the ACT or exempt Canberra region (for example, Drivers Licence or other form of ID showing a residential address).
- 3.1.6 Anyone visiting a site which has a Check in CBR QR code must check in, regardless of the length of time they plan to stay there. A Check In CBR QR code for a worksite is not required for repair, maintenance and construction activities if taking place in a private occupied residence, provided the employer maintains a record of who attended the worksite and at what time. All other sites must register to use the Check in CBR app in accordance with 3.1.2.

## 3.2 Screening workers coming to site

- 3.2.1 To minimise the risk of transmission of COVID-19 on site, employers must implement a screening process.
- 3.2.2 Employers must encourage workers to stay home if unwell and get tested if experiencing symptoms of COVID-19, no matter how mild. This applies to both staff and visitors attending the site.
- 3.2.3 Declarations are to be conducted by all workers (this includes any person who attends site), including current and new starters. Each worker must provide a declaration that, to the best of their knowledge, they:
- Are free of COVID-19 symptoms;

- Have not, in the preceding 14 days been in contact with a confirmed case of COVID-19;
- Have not, in the preceding 14 days travelled outside the ACT or the nominated 10 postcodes;
- Have not been identified as a close or casual contact, have not visited a close or casual contact site as listed on the covid19.act.gov.au website and have not been directed to self-isolate or self-quarantine by ACT Health or any other jurisdiction.

3.2.4 If a worker declares they are a close contact they must not be granted access to site and will be required to produce evidence from ACT Health of release from quarantine prior to re-commencing work. Workers who are casual contacts need to ensure they follow the quarantine and testing instructions from ACT Health but are not required to produce evidence of release from quarantine.

3.2.5 If a worker has symptoms – refer to Section 4

3.2.6 In addition, if the worker has been in contact with anyone in their household who is currently being tested for COVID-19, or has been designated as a close or casual contact, or has symptoms consistent with COVID-19, they are required to inform site management as set out in Section 4.

3.2.7 Screening should be conducted whilst maintaining safe distances, over the phone before entering site, on a mobile app, via text message system, or other non-contact methods. It is advisable to have a system in place that limits the sharing of pens / notebooks / computers etc during the screening process.

### **3.3 Access and egress from site**

3.3.1 Establish clear arrangements for distancing and separation at points of general access and egress including stairways, lifts, hoists, evacuation routes and muster points.

### **3.4 Site inductions**

3.4.1 Site inductions and SWMS reviews/toolboxes should utilise on-line and videoconferencing where possible and be conducted during paid work hours.

3.4.2 Site inductions should be regularly updated to incorporate COVID-19 management requirements and any changes to ACT Health requirements.

3.4.3 Inductions should provide information on vaccinations including how to book and where to go, and specifically encourage all workers to get vaccinated.

### **3.5 Workplace Mapping**

3.5.1 Employers must implement processes to record the schedule and work locations for workers that enables tracing of those who have come into contact with a worker who is confirmed as having COVID-19. In the event of a worker being confirmed as having COVID-19, those who are potentially affected need to be quickly identified.

3.5.2 This may include contactless or electronic means to obtain this information, the implementation of which is subject to consultation with the affected workforce and/or their representatives. If employers are using technology that utilises geo-tracking or geo-location functions, they will need to ensure compliance with workplace surveillance legislation

and/or consultation obligations with workers and unions. There are several examples of electronic mapping and tracing apps/devices in the market that are available for use in our industry.

- 3.5.3 Each employer MUST ensure that whatever system or process is in place, as a minimum, that the records are immediately available at all times must include:
- day and time work was undertaken
  - the person's first name and contact number
  - members of teams that worked together (for small sites that are less than 1,500m<sup>2</sup> or which will be three storeys or less (excluding basement) at completion, all people who were on site at any one time will be taken to have all worked together while on the site at that time)
  - specific work area on the construction site (for small sites that are less than 1,500m<sup>2</sup> or which will be three storeys or less (excluding basement) at completion, the entire site will be taken to be one work area)
  - any breaks taken, including time and location (for small sites that are less than 1,500m<sup>2</sup> or which will be three storeys or less (excluding basement) at completion, it is not necessary to record breaks taken unless those breaks were taken away from the construction site).
- 3.5.4 Wherever possible, workers should only work on one construction site at a time and must not attend any other worksite.
- 3.5.5 If a worker cannot reasonably be required to work on one site only, due to specialist and critical skills, arrangements must be made to ensure they remain isolated from other workers as far as possible.
- 3.5.6 Movement between sites, or areas within large sites, should be minimised as much as possible.
- 3.5.7 Where attending multiple sites is necessary (e.g. for Health and Safety Representatives, first aiders, emergency wardens) movement between sites should be recorded in the workplace mapping. It is acknowledged that the Federal Government's COVIDSafe App may also assist in the mapping of contact with other employees in the event of a positive case.
- 3.5.8 So as to assist in contact tracing and exposure evaluation activities, employers must immediately provide to ACT Health officials upon request:
- All worker, site attendance and workplace mapping records; and
  - Site plans, site designs, and all other information regarding the construction site which may assist ACT Health in determining the movement of people on that site.
- 3.5.9 Where an employer keeps more accurate, reliable and detailed workplace mapping records, ACT Health will be better placed to potentially make more specific decisions in the event of a confirmed COVID-19 case on site.

## **3.6 Travel Exemptions – Entering the ACT from Other Parts of Australia**

- 3.6.1 Workers will not be permitted to enter the ACT from COVID-19 Affected areas. Travel Exemptions will only be granted in exceptional circumstances and quarantine requirements may apply prior to entry onto the worksite. No person from a High Risk LGA as identified by ACT Health will be permitted, regardless of the circumstances.
- 3.6.2 Exempt workers will be required to provide evidence of a negative COVID-19 test prior to first entry onto the construction project site and must undergo testing every three to seven days, whilst working on the construction project, as outlined in a site's COVID Safe Plan. It is the responsibility of the workplace COVID Marshall to keep a record of employee testing.
- 3.6.3 Conditions from ACT Health may include a period of quarantine before commencing work or remaining under quarantine conditions except for attending the worksite. Site managers should have a process to ensure that quarantine conditions are adhered to by any staff working on site.

## **3.7 Physical Distancing**

- 3.7.0 Physical distancing of at least 1.5 metres should be implemented wherever possible. Employers should consider each work task and whether there is a safe alternative way to undertake the work with an increased distance between workers. For example:
- Mark safe distances in work, transit and break areas (for example, on floors and walls).
  - Adopt different shift patterns to minimise the number of workers onsite (for example, AM/PM shifts, ensuring adequate time between shifts for cleaning and disinfecting).
  - Stagger start times, breaks and finish times to avoid congestion in high traffic areas and minimise workers coming into contact with each other as they move around the site.
  - Work crews must be segregated as much as possible into identifiable groups and kept physically separate.
  - Plan for how physical distancing will be maintained during inclement weather (for example, use of lunch or crib rooms and amenities).
  - Install temporary physical barriers (for example, fences, screens) between work areas, where appropriate.
  - Ensure that numbers on site do not exceed one person per four square metres per usable space.
- 3.7.1 Where it is not possible to undertake work tasks and maintain physical distancing, other control measures need to be implemented. For example:
- Minimise the number of worker-to-worker interactions that need to be completed within 1.5 metres.
  - Minimise the number of workers involved in activities that need to occur within 1.5 metres of each other.
  - Minimise the amount of time the workers needs to be within 1.5 metres of each other (for example, two workers may need to be within 1.5 metres of each other to carry a heavy item, but not needed to install that item. The workers should revert to physical

distancing of at least 1.5 metres once the item has been moved).

- Provide and wear personal protective equipment (PPE) (for example, gloves, masks, glasses).

3.7.2 More information about the safe use of PPE is set out in Section 3.14.

3.7.3 Where essential work activities need to be undertaken in restricted spaces (for example, lift shafts, personnel hoists, lifts, plant rooms, small bathrooms), the number of workers working in the space should be minimised.

3.7.4 Ensure that workers maintain physical distancing outside the work site if it is necessary to leave the site and return, for example to purchase supplies, meal breaks or attend to meetings.

3.7.5 Wherever reasonably possible, residential construction activities should not occur with residents present during construction (other than as a site visitor in accordance with the COVIDSafe Plan). If this is not reasonably possible, then in addition to the requirements set out in this document (including in relation to physical distancing, Density Limits, hygiene and mask wearing), the employer must implement additional control measures including:

- Physically segregating workers on site from residents. Physical barriers and separate access for workers should also be implemented wherever possible; and
- Requiring residents to wear masks while workers are on site.

## **3.8 Non-essential workers**

3.8.1 All non-essential personnel and visitors should be restricted from entering site unless they are required to be physically on site and cannot conduct their business via other means (i.e. such as FaceTime, webex etc). It is acknowledged that it is necessary from time to time for associated professionals such as building surveyors, architects and engineers to attend site as well as owners of residential buildings where works are being undertaken. Where visitors attend site they are counted towards any Density Limits that apply.

3.8.2 Contractors are able to visit occupied residential sites to provide contactless quotations for projects under this clause (for example, where a contractor is required to enter the premises for the purposes of the quotation, the resident(s) must remain outside).

3.8.3 Persons exercising a statutory function or right, including union right of access provisions, are permitted to enter a site provided they do so in accordance with these Requirements and the relevant COVID Safe Plan. Officials of relevant trade unions may also exercise their statutory rights to inspect suspected non-compliance of a COVIDSafe Plan (as per the Work Health and Safety Act 2011) or to exercise any other statutory rights, including under the Fair Work Act 2009 or the Work Health and Safety Act 2011.

3.8.4 While on site, all workers and visitors must adhere to these Requirements, the relevant COVIDSafe Plan and the Public Health Directions.

## 3.9 Density Limits

3.9.1 Under ACT Health Directions, limits apply on the number of persons who can:

- be on certain residential worksites (as described below); and
- be in an enclosed area on all worksites.

This is called the ‘**Density Limit.**’

### Residential Construction

3.9.2 **Definitions:** In this section:

- ‘**Residential Construction**’ means construction (including renovation), repair or maintenance activities on an individual Class 1 Building as defined under the National Construction Code (eg an individual detached house or individual townhouse);
- ‘**Outdoor Work**’ means Residential Construction activities occurring in a space which is not fully enclosed. This means renovation work, such as a house extension, that occurs in a space without a roof or wall is considered to be outside. The ‘outdoor’ work space must be entirely separated from the occupied part of the house, so that workers and residents cannot access the same space (e.g., workers must not be able to enter any occupied areas of the house, even when residents are not present);
- ‘**Indoor Work**’ means any Residential Construction activities which are not ‘Outdoor Work’;
- ‘**Occupied Residence**’ means a residence where people are living during Residential Construction, even if they are not home while builders are on site. (For example, if a resident returns in the evening to live in a house after builders have left for the day, this is an ‘Occupied Residence’ – even if they are not there at the same time as the builders); and
- ‘**Unoccupied Residence**’ means a residence where people are not living during Residential Construction.

3.9.3 **Residential Construction at an Occupied Residence:** For Residential Construction at an Occupied Residence, employers must ensure:

- Where physical Residential Construction had commenced prior to 5pm on Thursday 12 August 2021:
  - The Density Limit is up to five people plus one supervisor on the work site at any point in time, including a maximum of 2 people undertaking Indoor Work at any point in time; and
  - There is to be no interaction between workers and residents within a premises. If residents are at home while work is being carried out, they must remain at all times in a separate area.
- Where physical Residential Construction had *not* already commenced prior to 5pm on Thursday 12 August 2021:
  - No new Indoor Work is to commence (unless residents move out and the site becomes an Unoccupied Residence). Emergency repair work is however permitted under the Public Health Direction; and

- New Outdoor Work may commence, with a Density Limit of up to five people plus one supervisor outside on the work site at any point in time. There is to be no interaction between workers and residents within the premises.

3.9.4 **Residential Construction at an Unoccupied Residence:** For Residential Construction at an Unoccupied Residence, employers must ensure the Density Limit is the lesser of:

- 1 person per four square metres across the site; OR
- Five people plus one supervisor at any point.

For example, the maximum number of people permitted on a 16m<sup>2</sup> site is 4 (16 ÷ 4 = 4). The maximum number of people permitted on a 100m<sup>2</sup> site is five people plus one supervisor.

3.9.5 Concreting work may be undertaken for any occupied and unoccupied residence with the minimum number of concreters required for work, health and safety reasons

3.9.6 All other requirements set out in the Public Health Directions and in this document must be adhered to, including in relation to Physical Distancing of 1.5 metres at all times.

### All Other Construction

3.9.7 In relation to all other construction (i.e. non-Residential Construction), employers must ensure that any enclosed work area, such as crib rooms, meeting rooms, ablution blocks, enclosed rooms in a residential construction etc are assessed to calculate the limit of persons who can occupy those areas in accordance with the ACT Public Health Directions. At the date of this issue, the Density Limit is one (1) person per four (4) square metres of usable space.

3.9.8 Note that all enclosed areas (including crib rooms, amenity areas and site offices) must still comply with the overarching ACT Health Public Health Directions to ensure physical distancing of 1.5 metres at all times, including in these areas.

3.9.9 Note that the Density Limit does NOT apply when:

- using hoists and lifts, provided all other control measures are in place – see section 3.13 of these Requirements. The Density Limit DOES apply in the waiting areas for hoists and lifts;
- A task cannot safely be carried out if the Density Limit were to apply. If this is the case, other control measures need to be implemented (see section 3.7.1).

3.9.10 Further limitations on the total numbers of workers that are able to be on-site at any one time are regularly reviewed by ACT Health. For the most up to date information on additional Density Limits that may apply please visit the ACT Government's COVID-19 website.

## 3.10 Hygiene

3.10.1 Good hygiene practices and general cleaning helps with minimising the spread of COVID-19. Employers should review general hygiene requirements and the cleaning regimes in place.

3.10.2 Employers should display health information (including appropriate messaging for Cultural And Linguistically Disadvantaged workers) in prominent locations on the construction site such as tea rooms, site offices, toilets, foyers, lifts and site entrances.



3.10.3 Every effort must be made by employers to upgrade personal hygiene and minimise worker to worker contact and all workers must co-operate in all necessary measures to achieve these objectives. These measures need to include:

- Require all workers to wash or sanitise hands before entering or leaving the site and regularly throughout the day
- Communicate to all workers regarding where hand washing facilities and hand sanitisers are located and encourage their regular use. Promote regular hand washing with soap for at least 20 seconds.
- Facilitate regular hand washing by providing ease of access/additional facilities where possible including near all entrances and exits (including cribs and site sheds) and areas where eating occurs.
- Promote good cough etiquette by covering your cough and sneeze, or cough into your elbow or shoulder.
- Wearing of masks in accordance with the Public Health Direction
- Avoid touching your nose, eyes or mouth.
- Provide hand sanitiser and/or hand washing facilities with soap in all site entrances and exits hoists, amenities and areas/levels of the site.
- Ensure that workers maintain good hygiene if it is necessary to leave the site and return, for example to purchase supplies, meal breaks or to attend meetings.

3.10.4 Employers must ensure that workers have access to appropriate amenities. Refer to the SafeWork Australia Guidance which can be found here: [Hygiene | Safe Work Australia](#)

3.10.5 Employers should review and revise the number and locations of amenities, to reduce movement around the site.

3.10.6 Amenities need to include:

- Hand washing facilities (whether permanent or temporary), such as a wash basin, clean running water, soap and paper towels, placed in strategic locations to ensure employees can access them in a timely manner.
- Access to hand sanitiser.
- Rubbish bins with touch-free lids (for example, foot pedal bins).
- Thorough and regular cleaning of amenities.
- Appropriate waste management systems.

3.10.7 A cleaning log sheet which sets out the dates, times and frequency of the cleaning of amenities is required to be kept in all shared workplaces.



## 3.11 Shared tools, plant and equipment

- 3.11.1 Workers should avoid the shared use of tools, plant, plant rooms and equipment wherever possible. For example, drop saws, drills, grinders, ladders or elevating work platforms should not be used by more than one worker per shift. Appropriate cleaning should take place between shifts.
- 3.11.2 Where it is not possible to eliminate shared use:
- Provide cleaning products (for example, alcohol spray or solution) where communal tools, plant and equipment are located.
  - Keep cleaning products with tools, plant and equipment as they move around the site.
  - Ensure all operators thoroughly wash or sanitise their hands before and after every use.
  - Ensure all parts of tools, plant and equipment (for example, including handles, handrails) are wiped down before and after use.
- 3.11.3 The shared use of phones, desks, offices, computers and other devices should also be avoided. Where this is not possible, these items should be regularly disinfected.

## 3.12 Cleaning and Disinfecting

- 3.12.1 Cleaning and disinfecting of surfaces is to be conducted using cleaning products as per SafeWork Australia guidance: [Cleaning | Safe Work Australia](#)
- Cleaning and disinfection of amenities and meal areas must occur between work group breaks.
  - Cleaning and disinfection of Personnel Hoists should occur at the end of each hoist operator shift.
  - Routine cleaning of 'Frequently Touched Surfaces', surfaces such as toilets, door handles, stairhandrails, light switches, lift buttons, table tops. At minimum site cleaning must occur twice daily.
  - For surfaces, either:
    - Use detergent and water for cleaning followed by disinfectant solution (2-step clean)
      - Ensure the disinfectant is applied in accordance with manufacturer's instructions and is left for the recommended contact time.
      - See the TGA website for disinfectants approved for use against [COVID-19](#)
      - OR Use a combined detergent and disinfectant solution (2-in-1 clean).

## 3.13 Personnel Hoists

- 3.13.1 Workers using hoists and lifts may be at increased risk of exposure to COVID-19, because they are required to be in close proximity to others and potentially contaminated surfaces so extra care needs to be taken.
- 3.13.2 It is a requirement that face masks MUST be worn when waiting for and whenever travelling in a hoist or lift. Under the current ACT Public Health Direction, there are no other restrictions on occupancy of hoists and lifts.

3.13.3 Under WHS legislation, the PCBU is the duty holder and responsible for assessing and controlling risks as far as is practicable, in conjunction with the Health and Safety Representatives. A risk assessment must therefore be made in assessing which of the following are the relevant control measures to be used in each location.

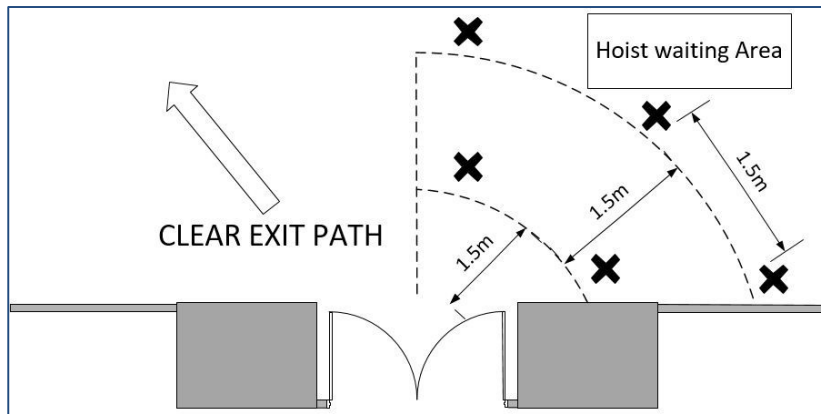
3.13.4 Additional control measures to reduce the risk include:

- Reviewing which hoists and lifts are available for use on site and identifying if additional hoists and lifts can be used (for example where a partially occupied building is under construction, consider whether a residential lift be used solely for construction persons).
- Increased Cleaning and Disinfecting of the site, common areas and the hoists and lifts in accordance with SafeWork Australia Requirements.
- Limiting worker movement between levels and floors on site, where it is possible and safe to do so.
- PPE (face masks) must be provided and worn for individual use of occupants in hoist / lift.
- Physical distancing of 1.5 metres and hygiene systems to be followed when waiting for hoists and lifts, particularly on floors where worker volumes may increase during peak times (start, break, finish times). For example the ground floor, floors with meal or break out spaces and floors with bathroom amenities. The diagram below shows how physical distancing should be implemented in hoist waiting areas.
- Sequencing of entering and exiting.
- Planning and systems to manage crowding at peak times
- During peak periods have system in place to limit crowding of workers entering/exiting the workarea. For example:
  - developing a schedule for use of the hoist/lift.
  - staggering what floors workers are to use the hoist/lift.
- Mark the hoist/lift waiting area at each floor ensuring the physical distancing is maintained.
- Regularly communicate and remind workers (for example, through posters, digital displays):
  - diagram of positioning of workers and sequence of worker entering.
  - not to touch walls/doors of the hoist/lift.
  - advise the cleaning regime in place.

3.13.5 Hoist/lift operators may be exposed to additional risk. They must:

- Be provided with PPE that protects them from worker to worker transmission and from touching contaminated surfaces (eg eye protection and mask). Gloves should be provided where relevant.
- Perform frequent hand washing with soap and water or the application of hand sanitiser positioned within the hoist/lift.

## Example of physical distancing in hoist waiting areas



### 3.14 Personal Protective Equipment (PPE)

- 3.14.1 Employers must provide information, instruction and training on the safe use, decontamination and maintenance of any PPE provided.
- 3.14.2 Any PPE provided needs to be safe and practical for the work environment (for example, allowing the necessary visibility and mobility) and properly decontaminated or disposed of at the end of every shift.
- 3.14.3 Employers should monitor and encourage correct use of PPE, for example providing information on posters and digital screens about:
- Washing or sanitising hands before putting PPE on, and putting face protection on before gloves
  - Removing gloves before face protection, washing or sanitising hands after removing PPE and decontaminating or disposing of used PPE safely.

### 3.15 Face Masks

- 3.15.1 Employers should ensure that an adequate supply of suitable face masks is available for use and provision is made for appropriate disposal of disposable face masks. It is mandatory on construction sites, unless the nature of the work being undertaken does not allow for the safe use of a face mask or an exemption according to ACT requirements applies. Further information can be found at this link: <https://www.covid19.act.gov.au/act-status-and-response/face-masks>
- 3.15.2 Wearing face masks is mandatory in the ACT.
- 3.15.3 If you are aged 12 years and over you must wear a mask at all times when leaving home, including in workplaces. Exemptions to these requirements include:
- If the person has a physical or mental health illness or condition, or disability, which makes wearing a face mask detrimental to their condition.
  - If the person is consuming food, drink or medicine.
  - If the person is communicating with a person who is deaf or hard of hearing and visibility of the mouth is essential for communication.

- If the person is in a vehicle alone or only with members of the same household.
- Due to the nature of a person's essential work.
- While undertaking vigorous exercise outdoors.
- Because of an emergency.

3.15.4 In line with best practice to provide the highest level of protection against COVID19 and in consideration of all WHS risks related to our industry, these industry Requirements now prohibit the wearing of all scarves, bandanas, snoods, neck socks and the like – the only acceptable face covering that is allowed to be used in our industry and on our sites, by themselves, are fitted face masks.

3.15.5 A face mask needs to be a properly fitted face mask covering both your nose and mouth.

3.15.6 The term 'face mask' includes both cloth masks and single use face masks (commonly known as surgical masks). Both masks are suitable for use to prevent the spread of COVID -19.

<b>Mask Type</b>	<b>Use Frequency</b>	<b>Cleaning Frequency</b>	<b>Lifespan</b>
<i>Cloth</i>	<i>Multiple</i>	<i>Each day</i>	<i>Fair wear and tear</i>
<i>Surgical</i>	<i>Single</i>	<i>N/A throw out after use</i>	<i>Single use</i>

### 3.16 Common areas

3.16.1 Common areas on sites such as the amenities and frequently touched surfaces pose risks, and these are reduced by ensuring the following measures are adopted. All frequently touched surfaces and equipment on site need to be wiped down regularly with appropriate cleaning and sanitising disinfectants,

3.16.2 Sanitisers or disinfectant wipes should be readily available near frequent use appliances such as fridges, microwaves, drinking fountains, water bubblers etc.

3.16.3 The time spent in those areas must be limited.

3.16.4 Staggering of meal breaks and separation of work groups to achieve maximum personal space and reduce the number of workers accessing those areas at any one time consistent with the Density Limit (refer section 3.9).

3.16.5 Note that crib rooms, amenity areas and site offices must still comply with the ACT Health Public Health Directions to ensure density limits can be maintained and physical distancing of 1.5 metres can be maintained between yourself and others.

3.16.6 Cleaning and sanitisation must occur between occupation of amenities by different work groups / teams.

3.16.7 Spread out furniture to ensure physical distancing measures in common areas.

3.16.8 There must be an increased frequency of industrial grade cleaning/additional cleaning with specific emphasis on cleaning after each meal breaks in those areas.

- 3.16.9 Staggered working hours must be considered on sites with appropriate consultation (consideration must be given to Construction Management Plans, and workers must be given adequate notice of a change in hours).
- 3.16.10 Where practical, workforce amenities may be placed at different levels of high rise building site.
- 3.16.11 In the event of inclement weather and potential congestion in amenities, consultation must occur in relation to relocation or other options.
- 3.16.12 Adequate ventilation and air flow should be maintained in enclosed amenities, for example by opening windows/doors to allow fresh air, installing fans and/or exhaust fans and/or air purifiers, turning air conditioners to 'fresh' not recirculate.
- 3.16.13 Consider holding meeting and lunch breaks outside in appropriate areas which can still provide amenity to workers (ie shade, tables and chairs, access to water etc).
- 3.16.14 It is incontrovertible that improving ventilation and air flow will diminish the risk of COVID-19 transmission. To the extent that such measures outlined can be implemented, it makes very good sense to do so, based on proper advice and the particular circumstances of each project and/or location.

### **3.17 Inspections**

- 3.17.1 Inspections of sites are likely to be conducted by WorkSafe ACT and ACT Government Compliance Teams as authorised under the Public Health Direction. Everyone should ensure all measures are in place to ensure compliance. Employers and Health and Safety Representatives are encouraged to work together to assist in this important objective. The objective of inspections is to achieve compliance in the best interests of public safety.
- 3.17.2 Refer also to section 3.8.2 regarding persons exercising a statutory function or right, including union right of access provisions.

### **3.18 COVID Marshal**

- 3.18.1 A COVID Marshal must be appointed for each construction site. The contact details of this person should be displayed and clearly visible at the site entrance or property boundary.
- 3.18.2 The COVID Marshal is responsible for implementing COVID Safety measures and supporting site compliance with the Public Health Direction, along with providing advice to employers and workers on the following measures:
- Ensuring workers practice appropriate physical distancing measures
  - Ensuring workers practice minimum level hygiene measures (as per Infection Control Awareness training)
  - Ensuring adequate ventilation
  - Maintaining accurate and robust record keeping (subject to audit)
  - Informing required updates
  - Ensuring all attending the site have checked in using the Check in CBR App
  - Ensuring workers do not attend the site if they are unwell

- 3.18.3 The COVID Marshal is also the lead point of contact for contact management and will be contacted by ACT Health in the event contact tracing is required on the building and construction site
- 3.18.4 For projects permitted (as per the Development Approval) to be at completion four or more storeys high (excluding basement) and other large (1,500m<sup>2</sup> or greater Gross Floor Area, or outdoor civil projects where the civil contractor is the PCBU and there is a workforce greater than 15 workers on the site excluding the COVID Marshall) construction sites, the COVID Marshal must be a dedicated employee of the PCBU and not performing other roles on the site (unless they are the Site Safety Manager).
- 3.18.5 For all other projects that do not fall within section 3.18.4, including projects permitted (as per the Development Approval) to be at completion three or less storeys high (excluding basement) and other small (1,500m<sup>2</sup> or less Gross Floor Area) construction sites, the COVID Marshal should be the person responsible for onsite safety on the construction site. A person undertaking the role of the COVID Marshal is able to be the COVID-Marshall on more than one site but:
- the onus is on the PCBU to demonstrate the COVID Marshall has sufficient oversight to ensure COVID safety;
  - While not on site, they need to have identified a delegate with the required knowledge to support COVID control on site (ie wearing masks, social distancing etc) and to facilitate contact with the COVID Marshal when required; and
  - the COVID Marshal must be contactable at any stage to support site management activities and liaison with ACT Government agencies such as ACT Health and Worksafe.
- 3.18.6 The COVID Marshal must be listed as an Emergency Contact on signage at the front of the site.
- 3.18.7 COVID Marshals must be individuals who have (at a minimum) certifications and training for:
- Infection Control Awareness Training (mandatory). For example:  
<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
  - First Aid (Level 2 / Senior First Aid) – (recommended)
- 3.18.8 The PCBU can appoint multiple COVID Marshals. The role does not need to be a single dedicated appointment. However:
- For COVID Marshals appointed under section 3.18.4 the COVID Marshal role should be their primary role when on duty (ie a person appointed as a COVID Marshal on a larger construction site may perform the COVID Marshal function as their primary role along with other secondary duties);
  - If a COVID Marshal is also the Site Safety Manager or otherwise responsible for onsite safety on the construction site, that person's attention to general safety matters must not be diminished by their COVID Marshal responsibilities. It is the responsibility of the PCBU to ensure all WHS and COVIDSafe obligations are met.
- 3.18.9 The employer has ultimate responsibility for ensuring the COVIDSafe Plan obligations and the obligations set out in this document are met.

### **3.19 Travel**

- 3.19.1 Adequate arrangements are to be made by workers to ensure their travel to and from work is conducted safely in accordance with ACT Health advice, and that adequate sanitisation facilities are in place for workers upon attending the work site and when returning to the work site during work.
- 3.19.2 Car-pooling to and from the worksite should be discouraged for people who do not live within the same household.
- 3.19.3 Work vehicles that are shared should be regularly cleaned to ensure adequate hygiene and protection.
- 3.19.4 Workers who live outside the ACT and the surrounding border region covered by a standing exemption (Standing Exemptions (including transiting) - COVID-19 (act.gov.au)) are not permitted to enter the ACT without an exemption if travel restrictions are in place. Exemptions are only granted in exceptional circumstances and Site Managers should plan and work on the basis that only local ACT and surrounding border region staff will be available.

### **3.20 Deliveries**

- 3.20.1 Delivery drivers to comply with the National Freight Code where relevant.
- 3.20.2 Delivery drivers must comply with the safety protocols while outside the ACT, as outlined by ACT Health.
- 3.20.3 Delivery drivers should remain in their vehicle wherever possible. If a freight driver has been out of the ACT overnight and visited an area of concern and attended public places contact on site should be avoided and they should remain in their vehicle.
- 3.20.4 Deliveries to comply with conditions of ACT Health exemptions for Freight and Transport workers.
- 3.20.5 Where possible arrange for interstate deliveries to be taken to a depot in the ACT and then delivered to site.
- 3.20.6 Provide separate site amenities for freight workers OR freight workers are able to use shared amenities in urgent situations with a mask on and amenity must be cleaned afterwards.
- 3.20.7 Where it is unavoidable for a delivery driver to remain in their vehicle, they must maintain a 3 metre distance from all others on site at all times and must be segregated from others on site to the fullest extent possible.

### **3.21 General Training, Communication and Messaging**

- 3.21.1 Introduce a program to provide regular, well-informed training, advice and resources to all workers in relation to personal hygiene, increased risk in indoor environments, updated infection control practices and the adherence to COVID-19 controls. Ensure that any written or visual information is CALD compatible.
- 3.21.2 Ensuring everyone is informed is fundamental to managing this pandemic and ensuring the safe operations of construction sites. Leadership organisations in the building, development and construction industry have collaborated on COVIDSafe communication



materials tailored to reach the industry's culturally and linguistically diverse people.

- 3.21.3 This is an important campaign designed to keep the entire industry informed, engaged, safe and open. The COVIDSafe rules and responsibilities will be regularly communicated in different ways, recognizing cultural differences will see some messages resonate with some more than others.

### **What you need to do:**

Go to [COVIDSafe resources in other languages \(australia.gov.au\)](https://www.australia.gov.au/covid-safe)

Print the posters, put them up in your workplace, in all languages relevant to your workforce.

- 3.21.4 Share the social media tile with your community, colleagues, family and friends. Site inductions Q&As should be updated as required to include information on coronavirus (COVID-19) potential risks and workplace specific controls that have been implemented such as daily screening, health checks and symptoms of COVID-19, staggered start, finish and meal times, good hygiene practices and cleaning regimes and PPE requirements.
- 3.21.5 Toolbox talks should be regularly conducted, and workers are to be encouraged to put forward practical ideas for changing work practices to avoid the spread of COVID-19. Toolbox talks should also provide clarity to workers on leave arrangements for those that cannot work, and to encourage self-reporting and minimise the spread of risk.
- 3.21.6 Toolbox talks should also include updates from the ACT Chief Health Officer as they occur and additional information on the severity of the pandemic and the importance of physical distancing at toolbox meetings.
- 3.21.7 Site inductions, pre-starts and toolbox meetings to be held in suitably ventilated (open air where possible) in accordance with physical distancing, hygiene and PPE requirements.

## **3.22 Vulnerable workers**

3.22.1 The following factors are associated with a high risk of severe illness from COVID-19:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions.
- People 65 years and older with a chronic medical condition
- People aged 70 years and older
- People with compromised immune systems.
- People who are pregnant.
- Recipients of an organ transplant
- Recipients of a bone marrow transplant in the last 24 months
- People receiving immune suppressive therapy
- People who have been diagnosed with blood cancer within the last 5 years
- People receiving chemotherapy or radiotherapy



- 3.22.2 Employers are to risk assess roles that may have a higher chance of exposure to COVID-19 and implement controls to address these risks. For example, higher risk roles may include (Peggy/Cleaner, Hoist/ Lift Operator, First Aider). Where practical, reasonable action should be taken to minimize vulnerable workers from conducting higher risk roles.

More information can be found at: [Vulnerable workers | Safe Work Australia](#)

### **3.23 Vaccinations**

- 3.23.1 Employers and Site Managers must actively encourage all workers to get vaccinated as soon as possible and provide information on how to book and where vaccinations are available. High rates of vaccination will help reduce public health risks associated with construction activities.
- 3.23.2 Employers must support workers to get vaccinated by allowing flexible work arrangements, allowing paid leave or paid time off work to get vaccinated, and use of personal leave if suffering side-effects.

### **3.24 Other measures**

- 3.24.1 Construction sites are diverse and vary in complexity, employers must apply a risk-based approach and implement reasonably practical controls based on the environment and specific hazards at each construction site. In addition to the aforementioned measures and controls mentioned in this section, employers should consider other measures for implementation such as:
- using alternatives to face to face meetings where practicable,
  - reducing the length and size of meetings, especially for critical employees, by requiring some oral to dial in,
  - consider off-site fabrication,
  - ensuring working from home arrangements are enabled where feasible,
  - structuring management teams to ensure contingency in the event of team members needing to be isolated or quarantined at home.

## 4.0 MANAGING POSITIVE CASES AND CLOSE CONTACTS

### 4.1 What if a worker has been diagnosed with COVID-19?

- 4.1.1 If a staff member is a confirmed case and attended the workplace while infectious, ACT Health will contact you to determine the appropriate next steps to minimise the risk of virus transmission within your workplace.
- 4.1.2 Employers/Unions must contact WorkSafe ACT immediately and complete a [Notifiable Incident form](#) upon being informed of a positive case of a worker on a project or site in the building and construction industry where that person has been hospitalised. Guidance on the process can be found at:  
  
[https://www.act.gov.au/\\_data/assets/pdf\\_file/0007/1823335/PICC0362-FS-Guidance-for-businesses-and-workplaces-Covid-case\\_AW.1.pdf](https://www.act.gov.au/_data/assets/pdf_file/0007/1823335/PICC0362-FS-Guidance-for-businesses-and-workplaces-Covid-case_AW.1.pdf)
- 4.1.3 ACT Health, Access Canberra or WorkSafe ACT will provide guidance about the actions that should be taken immediately, however on notification of a positive worker, all workers should be asked to go straight home until a risk assessment is undertaken by ACT Health. Testing is not required at this time. If a worker informs the site that they are a positive case, the Site Manager should contact ACT Health by emailing [sitelo.covid@act.gov.au](mailto:sitelo.covid@act.gov.au) to seek further advice.

### Positive Case

- 4.1.4 If a worker becomes a confirmed case of COVID-19, the worker must not attend the workplace under any circumstances. This is part of the employer's and worker's obligation to ensure a safe workplace. Positive test results should also be immediately communicated by the worker to the employer. If the diagnosed worker is employed by a subcontractor working for the head/principal contractor, the worker's employer must immediately notify the head/principal contractor of the positive diagnosis.
- 4.1.5 If a household member of the worker is positive to COVID-19 or is identified as a close contact, the worker must not attend the workplace and must follow the instructions of ACT Health.
- 4.1.6 The SafeWork Australia website has additional guidance on what to do in case of a positive case in a workplace:

[COVID-19 in your workplace | Safe Work Australia](#)

### Obligation to report to WorkSafe ACT

- 4.1.7 Employers should contact WorkSafe ACT immediately on becoming aware that an employee or an independent contractor or a contractor's employee has received a confirmed COVID-19 diagnosis and has attended the workplace during the infectious period. The Head Contractor is required to submit a [Notifiable Incident form](#) to WorkSafe ACT.
- 4.1.8 Self-employed persons are also required to directly inform WorkSafe ACT immediately on receiving a confirmed COVID-19 diagnosis if they have attended the workplace during the infectious period.

- 4.1.9 The infectious period begins on the date 2 days prior to the onset of symptoms or a confirmed COVID-19 diagnosis (whichever comes first), until the day on which the person receives a clearance from isolation from the ACT Health.
- 4.1.10 The principal/head contractor must advise the eligible unions for the project and appropriate arrangements made to communicate with workers as to the required actions without delay. All workers on that site must be fully informed of what has occurred as soon as possible, ensuring appropriate privacy considerations are complied with. ACT Health requirements are likely to include a mapping exercise of who the affected worker has had close or casual contact with, and where the worker has been on the site. Following identification and contact with all potential identified persons, any instructions of ACT Health must be adhered to.
- 4.1.11 The worker must follow all medical advice provided by their health care practitioner and/or the relevant government agency. This will include a period of self-isolation and testing requirements. Following ACT Health determining release from isolation of the worker, the employer will facilitate an immediate return to work.
- 4.1.12 Where there has been a worker on site who has tested positive to COVID-19, other personnel that may have had close contact with the confirmed case will be identified and notified by ACT Health. ACT Health will work with business owners/managers to contact staff and visitors who were in the workplace at the exposure time to assist with contact tracing efforts. For businesses and venues that are registered and using the Check In CBR App (noting all construction sites must utilise the Check In CBR App), ACT Health will access this information directly.
- 4.1.13 The employer is required to accept any advice and direction of ACT Health regarding any actions required to minimise the risk of transmission which may include the partial or complete closure of the site for disinfecting and cleaning and the reopening of the site.
- 4.1.14 Following a COVID-19 confirmed case on site, you may be directed by an authorised person at ACT Health, Worksafe or other authorised ACT Government officials to undertake cleaning and disinfection of areas within your workplace and potentially close the business for a period of time while this occurs. You will be advised if this work must be undertaken by an authorised cleaning service. When directed:
- All areas used by a confirmed case of COVID-19 should be thoroughly cleaned and disinfected.
  - Appropriate PPE should be worn when cleaning. This includes surgical mask, gloves, eye protection and long sleeve impermeable gown.
  - For surfaces:
    - Use detergent and water for cleaning followed by disinfectant solution (2-step clean)
    - Ensure the disinfectant is applied in accordance with manufacturer's instructions and is left for the recommended contact time.
    - See the TGA website for disinfectants approved for use against [COVID-19](#)
    - OR Use a combined detergent and disinfectant solution (2-in-1 clean).

- 4.1.15 Employers who are responsible for undertaking and overseeing the cleaning and disinfection regime following a confirmed case of COVID-19 must verify on its completion that the agreed process was fully executed and implemented, prior to the recommencing of work.
- 4.1.16 Large and complex building and construction sites present a greater risk of COVID- 19 transmission in the event of a confirmed case on site. Larger sites involve more workers on site, high volumes of workers working in reasonably close proximity to one another, or workplaces which may have difficulty in confining workers and teams to specific areas of the site, site amenities and other common areas. For these sites where the employer or ACT Health consider it warranted, a hygienist (or other suitably competent person) may be engaged for the purpose of verifying to the parties (employer and employee representatives) that the cleaning/disinfection process was undertaken in accordance with relevant requirements prior to recommencing work. The hygienist (or other suitably competent person) for these larger more complex sites will need to be engaged as early as possible and be provided with all relevant information to ensure that verification is not delayed once cleaning has been completed.
- 4.1.17 By way of example, upon confirmed diagnosis, the Principal contractor is required to commence cleaning on the site. The following is to take place:
- Through the workplace mapping process, identify all the areas the worker was in during the last 48 hours before the onset of symptoms or positive test - this should be conducted by the Site Manager as a minimum.
  - Cleaning of the site is to be undertaken as per any ACT Health or WorkSafe ACT advice.
  - A cleaner is to be engaged to conduct the cleaning in accordance with the above advice.
  - All identified areas, hoists and work areas where the worker had been (as per the workplace mapping) are to be cleaned.
  - Cleaning is to be undertaken with no workers on site.
  - Upon completion of the cleaning, a signed record is to be provided detailing the areas cleaned and the products used.
  - This information is to be provided to the health and safety representative and eligible unions for the project.
- 4.1.18 A worker who is diagnosed with COVID-19 will be able to use any entitlement they have to accrued paid personal/carer's leave. If the worker doesn't have sufficient accrual or an entitlement, the worker can access unpaid personal/carer's leave for the period they are unfit for work.
- 4.1.19 Employers and workers should also ensure that they take steps to prevent workers discriminating against others of a particular race/ethnic background and/or those who have contracted COVID-19. Employers should ensure managers and supervisors have been trained to identify and prevent this sort of discriminatory behaviour and that support is in place for workers who feel they are being discriminated against for these sorts of reasons. Employers should ensure policies regarding anti- discrimination and privacy are up to date.

## **4.2 Frequently Asked Question: What if a worker is experiencing some of COVID-19 symptoms but has not been diagnosed?**

- 4.2.1 The symptoms of COVID-19 include shortness of breath, fever, sore throat, coughing, runny nose and loss of taste or smell.
- 4.2.2 If a worker is away from work and experiences any of these symptoms, they must get tested for COVID-19 and not attend site until a negative test result is obtained and symptoms have resolved.
- 4.2.3 If a worker is at work or onsite and experiences any of these symptoms, the worker should immediately advise the employer, leave work, get tested for COVID-19 and not attend site until a negative test result is obtained and symptoms have resolved, or as otherwise advised by ACT Health regarding any quarantine period.
- 4.2.4 The worker should ensure, with the employer's assistance, that in travelling home or to medical attention from the site, that precautions are taken to avoid exposure to others, consistent with ACT Health advice.
- 4.2.5 The employer cannot request or direct any worker in self-isolation, quarantine or with symptoms of COVID-19 to attend work.
- 4.2.6 A worker who has developed any of the symptoms can be considered unfit for work and may access paid personal/carer's leave where they have an entitlement. If the medical test comes back negative and the worker has otherwise recovered from the symptoms enough to return to work, the worker can return, provided they are fit for work and are not in self-isolation or quarantine.
- 4.2.7 In the event testing for COVID-19 is unavailable and the worker continues to remain unwell, the worker can continue to use personal/carer's leave if they have an entitlement. If there is any doubt, a worker should self-isolate until symptoms have resolved. If the worker does not have sufficient personal/carer's leave accrual, they can access unpaid personal leave or, alternatively, the employer and the worker can agree to the worker accessing any entitlement to annual leave, long service leave or accrued RDOs.

## **4.3 Frequently Asked Question: What if a worker has been identified as having had contact with someone diagnosed with COVID-19?**

- 4.3.1 In the event that a worker(s) has been identified as a positive COVID-19 case on a worksite, there will be a significant number of staff, fellow workers, subcontracted workers and visitors that will or may have been in contact with the positive case.
- 4.3.2 The first step taken is that the ACT Health contact tracing team will commence an interview with the positive case to establish their general movement including at home and at work, to establish the likely contacts of that person. Based on a preliminary assessment, the ACT Health will determine the level of public exposure of the work site (and all other locations identified).
- 4.3.3 Information about what to do if you have been to an exposure locations is outlined below however staff should also refer to [www.covid19.act.gov.au](http://www.covid19.act.gov.au) for the latest information and should continually be checking the contact exposure locations.

## Close contact

4.3.4 If a worker identifies that they have been at a close contact exposure location, they must:

- complete the ACT Contact Declaration Form
- immediately quarantine.
- get tested for COVID-19 as advised by ACT Health.
- remain in quarantine until advised further by ACT Health, even if you get a negative test result.

## Secondary Contacts

*Secondary contacts who live in the same place as a close contact*

If you are a household member of a close contact, you will be considered a secondary contact and you must also quarantine until your household's close contact is released from quarantine by ACT Health.

*Secondary contacts who do not live in the same place as a close contact*

If you are a secondary contact who is not a household member of a close contact you must quarantine until the close contact has a COVID-19 test and receives confirmation of a negative result. As long as you have had no contact with the close contact since their test you can then leave quarantine.

Please refer to the website for further information.

## Casual contacts

If a worker identifies that they have been at a casual contact exposure location, they must:

- complete the ACT Contact Declaration Form
- immediately quarantine
- get tested for COVID-19 as advised by ACT Health.

If a worker is informed by ACT Health or another jurisdictional health authority that they are a casual contact of a confirmed case of COVID-19, they must also follow the above.

The number of tests needed depends on how many days ago you were at the exposure location. The day you were at the exposure location counts as day zero.

Please refer to [www.covid19.act.gov.au](http://www.covid19.act.gov.au) for further information about testing ([COVID-19 exposure locations in the ACT - COVID-19](#))

Get tested again for COVID-19 if you experience any symptoms, no matter how mild.

## Monitor for Symptoms

4.3.5 If a worker identifies that they have been at an exposure location which requires them to Monitor for Symptoms, they must get tested for COVID-19 if they begin to experience any symptoms.

4.3.6 If the worker is required to self-quarantine at home, but is otherwise well, the worker and employer may reach an agreement in relation to arrangements for the period of self-isolation including work from home, if this is feasible. Alternatively, the employer and the

worker can agree for the worker to take accrued annual leave, long service leave, banked RDOs or unpaid leave subject to an entitlement. If symptoms develop, the worker can access personal/carer's leave.

#### **4.4 Frequently Asked Question: What should I do if I am a partner/relative/friend/co-worker of someone who has been directed to quarantine for 14 days?**

- 4.4.1 A person in this situation is treated as a secondary contact. If someone is identified as a secondary contact, they should follow the advice on the ACT Health website. People who have been identified by ACT Health as a close, casual or secondary close contact cannot leave quarantine until they have been released by ACT Health.

#### **4.5 Frequently Asked Question: What if a worker has returned from overseas?**

- 4.5.1 For a worker who is required to self-quarantine on return from overseas, an agreement can be reached with their employer in relation to entitlements during the self-quarantine period. Options can include taking additional annual leave days, drawing down accrued long-service leave, utilising banked RDO days, working from home if it is feasible or a period of unpaid leave by agreement of both parties, subject to entitlements available.
- 4.5.2 If the worker, while on the period of quarantine, becomes unwell and would be unfit to work, they can access their personal/carer's leave entitlement while unwell. In these circumstances an employer may require a worker to provide supporting medical evidence. If the illness is in relation to COVID-19, the worker will be given instructions by ACT Health on when they are able to return to work after quarantine. If a different illness is coexisting, then usual medical evidence rules apply such as medical clearance from the worker before their return to work onsite
- 4.5.3 Employers must not and cannot require a worker to come into work if they are required to self-quarantine under this directive.

## 5.0 WHERE TO GO FOR CORONAVIRUS (COVID-19) UPDATES & FURTHER INFORMATION

- ACT Government:  
[Home - COVID-19 \(act.gov.au\)](https://www.act.gov.au/covid-19)
- WorkSafe:  
[Home - WorkSafe ACT](https://www.worksafe.act.gov.au/)
- SafeWork Australia:  
[Home | Safe Work Australia](https://www.safeworkaustralia.gov.au/)
- World Health Organisation:  
<http://www.who.int>
- Australian Department of Health:  
<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>
- Fair Work Australia  
<https://www.fairwork.gov.au>



## 6.0 ATTACHMENT 1 – WORKER PERMIT

### ACT Construction Industry - Worker Permit

The worker may carry a print-out or an electronic copy of this permit when undertaking the permitted activity and when traveling to and from the destination at which the permitted activity takes place. It must be produced to WorkSafe ACT, ACT Health officials, Access Canberra Representatives and ACT Policing upon request.

This form **does not constitute an Exemption to travel to the ACT** under the Public Health Directions.

#### Contractor Details

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**Company:**

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**ABN/ACN:**

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**Phone:**

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#### Worker Details

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**Full Name:**

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**Date of Birth:**

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**Permitted role for on-site work:**

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#### Work Locations

The *ACT Building and Construction Industry – COVID 19 Requirements* require workers to only work at one location wherever possible, unless the worker has specialist and critical skills that are required across multiple sites. Refer to the Requirements which outline measures that should be implemented for workers who are working across multiple sites.

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Contract/Project Name	Address

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#### Signed

<hr/> <i>Employer Representative Signature</i>	<hr/> <i>Employee Signature</i>
Name: _____	Name: _____
Date: _____	Date: _____

By signing this permit (electronic signature is acceptable), the Employer and Worker confirms compliance with the ACT Public Health Directions, including the ACT Building and Construction Industry – COVID-19 Requirements (Requirements).

## 7.0 ATTACHMENT 2 – SCHEDULE OF CHANGES

The following table summarises changes to this document over time:

Version	Issue Date	Summary of Changes
1.0	3 September 2021	Initial Issue
1.1	7 September 2021	<ul style="list-style-type: none"> <li>• Amendments to section 3.1 (Canberra Check In CBR App)</li> <li>• Inclusion of section 3.5.8 (site plans)</li> <li>• Inclusion of Attachment 2 (Schedule of Changes)</li> </ul>
1.2	8 September 2021	<ul style="list-style-type: none"> <li>• Amendments to section 3.9 in relation to residential construction Density Limits</li> </ul>
1.3	8 September 2021	<ul style="list-style-type: none"> <li>• Amendments to section 3.2.4 in relation to close and casual contacts</li> </ul>
1.4	24 September 2021	<ul style="list-style-type: none"> <li>• Amendment to sections 3.1.5 and 3.2.3 (site screening)</li> <li>• Amendment to section 3.8.1 (site visitors) to include owners of residential buildings</li> <li>• Inclusion of section 3.8.2 in relation to contactless quotations at occupied residences</li> <li>• Inclusion of section 3.9.5 in relation to Density Limits for concreting activity</li> <li>• Amendment of section 3.18.4 and 3.18.5 in relation to COVID Marshal requirements</li> <li>• Amendment of section 4.1.3 and 4.1.14 in relation to site shutdown and cleaning after a positive case</li> </ul>