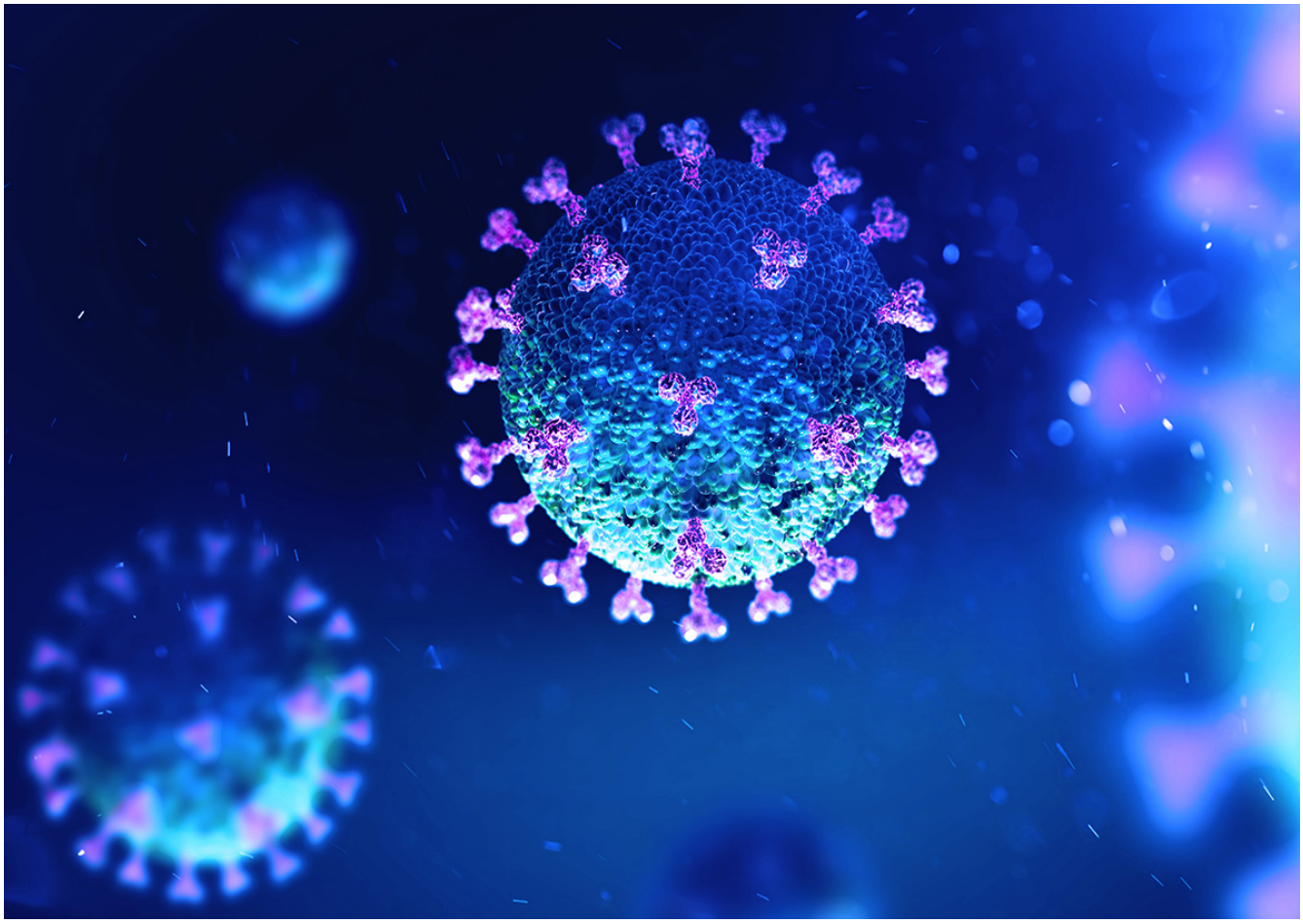
CORONAVIRUS (COVID-19) GUIDELINES FOR THE BUILDING AND CONSTRUCTION INDUSTRY VICTORIA (REVISION 5.1) 22 July 2020



PREAMBLE AND CONTEXT

Coronavirus

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. Coronavirus (COVID-19) is a disease caused by a new form of coronavirus. It was first reported in December 2019 in Wuhan City in China. Other coronaviruses include Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

How does coronavirus (COVID-19) spread?

Health authorities around the world believe the coronavirus (COVID-19) is spread from close contact with an infected person, mostly through face-to-face contact or between members of the same household. The coronavirus (COVID-19) is spread by people with symptoms when they cough or sneeze. People may also pick up the coronavirus (COVID-19) from surfaces contaminated by a person with the infection.

Does COVID-19 survive on surfaces?

Studies suggest that COVID-19 may persist on surface for a few hours or up to several days. This may vary under different conditions such as the type of surface, temperature or humidity of the environment.

What are the symptoms?

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

- fever
- breathing difficulties and breathlessness
- cough
- sore throat
- fatigue or tiredness.

Coronavirus (COVID-19) is most likely to spread from person-to-person through:

- Close contact with an infected person.
- Touching objects or surfaces (such as door handles or tables) contaminated by a person with the infection.

Close Contact*

Close contact is face-to-face contact in any setting with a confirmed or probable case for 15 minutes or more. This is cumulative over the course of one week. It starts from 48 hours before the onset of symptoms in the confirmed or probable case.

Sharing of a closed space with a confirmed or probable case for a prolonged period (eg more than 2 hours). This is in the period extending from 48 hours before the onset of symptoms in the confirmed or probable case.

* as defined by Australian Government Department of Health

Close contact can happen in many ways, but examples include:

- living in the same household or household-like setting (for example, a boarding school or hostel)
- direct contact with the body fluids or laboratory specimens of a confirmed case
- being in the same room or office for two hours or more
- face-to-face contact for more than 15 minutes in some other setting such as in a car or a lift or sitting next to them on public transport.

State of Emergency

A State of Emergency was declared in Victoria on 16 March 2020 to manage coronavirus (COVID-19) and extended to midnight 16 August 2020. This provides the Chief Health Officer with additional powers to issue directions to help contain the spread of COVID-19 and keep Victoria safe. In line with National Cabinet decisions, the Victorian Government is progressively reviewing its directions and community restrictions. Further announcements by the Premier and new Directions have been issued by DHH since Revision 4 including area lockdowns and wearing of masks. Accordingly, these Guidelines have been reviewed in light of those directions and advice from the Victorian Chief Health Officer. Employers and workers are reminded to not be complacent about the restrictions and Guidelines currently in place.

*"**While current restrictions on continuing to work do not include the building and construction sector, this can only continue as long as we work together to implement safe work practices at all our sites to reduce the risk of the Coronavirus."*** – Honourable Tim Pallas Treasurer.

These Guidelines for the Building and Construction industry in Victoria are now issued and the industry parties to this document urge you to follow them so that our industry can continue to remain open and safe for all workers.

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1.0 PURPOSE

These Guidelines have been adopted and agreed by the Victorian Building and Construction Unions and Employer and Industry Associations. The Guidelines have also been endorsed by the Building Industry Consultative Council. These Guidelines will be regularly updated to reflect changes resulting from Government announcements, directions of the Victorian Chief Health Officer and best practices.

1.1 The purpose of these Guidelines for the Building and Construction industry in Victoria, 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.

1.2 These Guidelines incorporate guidance issued by the Victorian Government, WorkSafe and the Victorian Department of Health and Human Services (DHHS).

1.3 The Guidelines 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 flexible interpretation of these Guidelines, it is recommended that employers apply a risk-based approach and implement reasonably practical controls based on the environment and specific hazards at each construction site.

2.0 BACKGROUND

2.1 A working party of Building and Construction Industry Unions and Industry Associations, with the support of the Victorian Government, requested that the Victorian Building Industry Disputes Panel facilitate discussions with the participants for the purposes of preparing a set of Guidelines. This has been a collaborative effort on behalf of all participants.

2.2 The building and construction industry in Victoria is essential to the health of the Victorian economy. The Victorian Government is committed to supporting the industry and has recognized the vital role it will play in rejuvenating the economy. These Guidelines have been developed to maintain the safe operation of construction sites, ensuring the safety of workers and to assist the Government in maintaining a strong building and construction industry.

2.3 Various Victorian Government announcements are being made in response to coronavirus (COVID-19) for health directions and stimulus packages. Where required these Guidelines will be updated accordingly.

2.4 Following these Guidelines is necessary to minimize and avoid the closure of any construction site. No site or workforce should be shutdown, unless instructed by the Victorian Chief Health Officer or their Representative.

2.5 The Guidelines apply to all personnel attending on a building and construction site or project, whether management, staff, employees, contractors or service providers.

Ongoing confidence and certainty in the building and construction industry is vital during these unprecedented times. It is essential that there is a focus on ensuring a pipeline of work is in place for the building and construction industry to ensure the workplaces are safe, jobs are kept, and businesses remain in place. It is therefore essential that decisions made in relation to building and construction sites, are made in the context of a rigorous understanding of both the environment in which people work and the controls that are currently in place or being implemented to ensure the safety of workers.

3.0 CONTROLLING RISKS ON SITE

To assist with providing and maintaining safe operations during coronavirus (COVID-19) the below measures should be implemented where practical to assist in providing a safe and healthy environment at work.

- Screening workers coming to site
- Workplace Mapping
- Physical Distancing
- Hygiene
- Shared Tools, Plant and Equipment
- Cleaning and Disinfecting
- Personnel Hoists
- Personal Protective Equipment
- Common Areas
- Inspections
- Travel
- General Communications
- Vulnerable workers
- Temperature screening

3.1 Screening workers coming to site

3.1.1 To minimise the risk of transmission of coronavirus (COVID-19) on site, employers must implement a two-phase screening process; phase one being an initial declaration and phase two on going daily screening.

3.1.2 Initial declaration is 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 they to the best of their knowledge:

- have not been diagnosed with coronavirus (COVID-19) in the last 14 days, or
- are not in a period of 14 day quarantine as directed by a health professional, or
- have not been overseas in the last 14 days, or
- have not been in contact with anyone who has coronavirus (COVID-19), or
- have not been in contact with anyone who is currently being tested for coronavirus (COVID-19), or
- do not have anyone in their household who has symptoms consistent with COVID-19.

3.1.3 Once the initial declaration has been made by the worker, ongoing screening (phase 2) should be conducted for every worker prior to the start of their shift, asking to the best of their knowledge:

- have they been overseas in the last 14 days, or
- have they been in contact with anyone who has coronavirus (COVID-19), or
- have they been in contact with anyone who is currently being tested for coronavirus (COVID-19), or
- do they have anyone in their household who has symptoms consistent with COVID-19.

If a worker declares any of the above they may be required to self-isolate.

3.1.4 Screening should be conducted, whilst maintaining safe distances or 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.

3.1.5 All travellers returning from overseas to Victoria will be placed in Government enforced quarantine for a period of 14-days. If a worker has recently had close contact with a confirmed case, they need to:

- self-isolate at home for a period of 14 days and follow the self-isolation Guidelines
- not attend work
- contact their employer
- seek urgent medical attention if they have symptoms consistent with COVID-19
- not return to work until they have been cleared by a medical practitioner.

3.1.6 If a worker is experiencing symptoms consistent with COVID-19 or had close contact with a confirmed case, they must:

- not attend work
- contact their employer for further advice and;
- not return to work until they have been cleared by a medical practitioner.

Refer to section 8.0 for a flow chart of the Screening and Self Isolation process

3.1.7 Temperature testing is an identification measure to reduce the risk of workplace infections. Temperature testing before admission to site is now regarded as an important measure that can assist in keeping coronavirus (COVID-19) out of building and construction sites. In consultation with the workforce, temperature testing should be introduced in accordance with the protocol (see section 8). These agreed industry protocols are the minimum requirements for company Temperature Screening.

3.1.8 Thermal Body Imaging may be installed as an adjunct to Temperature testing or as a stand alone method to assist with screening the temperature of workers coming to site. Consultation is required before implementation of this method.

3.2 Workplace Mapping

In the event of an employee being confirmed as having COVID-19, those who are potentially affected need to be quickly identified.

Employers should implement processes to record the schedule and work locations for workers, that enables tracing of those who have come into contact with the confirmed case.

The record should include:

- day and time work was undertaken
- members of teams that worked together
- specific work area on the construction site
- any breaks taken, including time and location

Movement between sites, or areas within large sites, should be minimised as much as possible.

Where attending multiple sites is necessary (eg for HSRs, first aiders, emergency wardens) movement between sites should be recorded in the workplace mapping.

It is acknowledged that the Federal Government's CovidSafe App will assist in the mapping of contact with other employees in the event of a positive case.

3.3 Physical Distancing

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.

- Mark safe distances in work, transit and break areas (eg on floors and walls).
- Consider different shift patterns to minimise the number of workers onsite (eg AM/PM shifts).
- 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.
- Plan for how physical distancing will be maintained during inclement weather (eg use of lunch or crib rooms and amenities).
- Install temporary physical barriers (eg fences, screens) between work areas, where appropriate.

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.
- Provide personal protective equipment (PPE) (eg gloves, masks, glasses).

More information about the safe use of PPE is set out in 3.8.

Where essential work activities need to be undertaken in restricted spaces (eg lift shafts, personnel hoists, lifts), the number of workers working in the space should be minimised.

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.

3.4. Hygiene

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

3.4.2 Employers should display health information in prominent locations on the construction site such as tea rooms, site offices, toilets, foyers, lifts and site entrances.

3.4.3 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:

- Promote regular hand washing with soap for at least 20 seconds. Employers must facilitate regular hand washing by providing ease of access/additional facilities where possible. Communicate to all workers where hand sanitisers are located and encourage their regular use.
- Promote good cough etiquette by covering your cough and sneeze, or cough into your elbow or shoulder.
- 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.

3.4.4 Employers must ensure that workers have access to appropriate amenities. Employers should review and revise the number and locations of amenities, to reduce movement around the site.

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 (eg foot pedal bins).
- Thorough and regular sanitation.
- Appropriate waste management systems.

3.5 Shared tools, plant and equipment

Workers should avoid the shared use of tools, plant and equipment wherever possible. For example, drop saws, drills, grinders, ladders or elevating work platforms should not be used by more than one worker.

Where it is not possible to eliminate shared use:

- Provide cleaning products (eg 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 (eg including handles, handrails) are wiped down before and after use.

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.

3.6 Cleaning and Disinfecting

3.6.1 Cleaning and disinfecting of surfaces is to be conducted using cleaning products as per DHHS Cleaning and Disinfection guidelines to reduce coronavirus (COVID-19) Transmission – the specific guidance is available here.

- 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, stair handrails, light switches, lift buttons, table tops.

3.7 Personnel hoists

Workers using hoists and lifts may be at increased risk of exposure to coronavirus (covid-19), because they are required to be in close proximity to others and potentially contaminated surfaces. It is acknowledged that not all hoists and lifts are identical in size or dimension and have varying weight limits.

As it is may not be possible to implement physical distancing measures at all times in a personnel hoist or lift, all relevant control measures should be used.

Under OHS legislation, the employer 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.

Control measures 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).
- All workers are to complete pre-screen declaration before entering site.
- Increased Cleaning and Disinfecting of the site, common areas and the hoists and lifts in accordance with DHHS guidelines.
- Determine how many workers can use a hoist or lift at any time (including hoist/lift operator) taking into consideration the limited duration and additional control measures in these Guidelines.
- Temperature testing as per agreed industry protocols (attached).
- PPE (face masks) must be provided and worn for individual use of occupants in hoist /lift – refer to section 3.8, this is now a mandatory requirement.
- Limiting worker movement between levels and floors on site, where it is possible and safe to do so.
- Physical distancing of 1.5 m 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.
- Mark out hoist/lift floor, identifying:
    - where workers stand
    - what direction they are to face when in the hoist to avoid face to face contact
- 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 work area. 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 (eg 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.

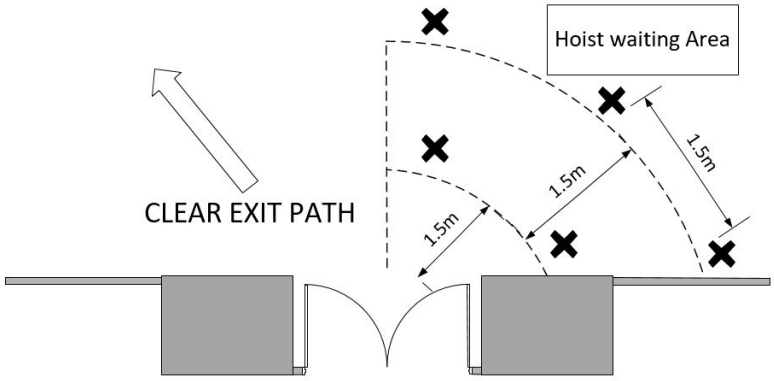
Hoist/lift operators may be exposed to additional risk. They should:

- Be provided with PPE that protects them from worker to worker transmission and from touching contaminated surfaces (eg face shield or surgical mask/P2 respirator and glasses).
- Perform frequent hand washing with soap and water or the application of hand sanitiser positioned within the hoist/lift.

- Where possible, rotate hoist/lift operators into a different role.

The Industry Liaison Officer can assist with these Assessments on site. Michael Paynter can be contacted on Ph 0418268555 or email:michael.paynter@dhhs.vic.gov.au

Example of physical distancing in hoist waiting areas



3.8 Personal Protective Equipment (PPE)

Employers must provide information, instruction and training on the safe use, decontamination and maintenance of any PPE provided.

Any PPE provided needs to be practical for the work environment (eg allowing the necessary visibility and mobility) and properly decontaminated or disposed of at the end of every shift.

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.

3.8.1 Face Masks

3.8.1.1. Wearing of face masks can significantly reduce the risk of contracting coronavirus (COVD-19)

3.8.1.2 It must be noted that the wearing of masks in is an important and additional measure to help reducing the risk of spreading coronavirus (COVID-19).

3.8.1.3 DHHS directions effective from 11.59pm Wednesday 22 July are that if you live within metropolitan Melbourne or Mitchell Shire, you must wear a face covering whenever you leave your home, unless an exception applies. A face covering needs to cover both your nose and mouth. It could be a face mask or shield.

3.8.1.4 For building and construction sites the practicality of this new advice is simple. You must use a face mask or shield. The following advice is provided from the DHHS website Q and A page:

> ***Do construction workers have to wear a face covering?***
> ***Yes. Construction workers will have to wear a face covering unless they meet any of the criteria for exception such as a medical condition or if wearing a face covering creates a risk to the person related to their work, as determined through OH&S guidelines.***

3.8.1.5 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 coronavirus (COVID -19). N95/ P2 masks, must be compliant with Australian Standard 1716.

Mask Type	***Use Frequency***	***Cleaning Frequency***	***Lifespan***
Cloth	*Multiple*	*Each day*	*Fair wear and tear*
Surgical	*Single*	*N/A throw out after use*	*Single use*
N95/P2	*Multiple*	*Each day*	*Follow manufacturers instructions*

3.8.1.6 Do I have to wear a face mask? Yes, in the situations set out above. It is everyone's responsibility to stay safe and keep others safe.

3.8.1.8 For additional information on how to wear a masks refer to section 8

3.9 Common areas

Common areas on sites such as the amenities pose risks, and these are reduced by ensuring the following measures are adopted.

3.9.1The time spent in those areas must be limited so as not to breach time constraints recommended by DHHS.

3.9.2 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 Government requirements (i.e. the total number of workers present in the indoor space at the same time must not exceed the number calculated by dividing the total area, measured in square metres, of the indoor space by 4).

3.9.3 Sanitisation must occur between occupation of amenities by different work groups.

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

3.9.5 There must be an increased frequency of industrial grade cleaning/additional cleaning with specific emphasis on cleaning after each meal breaks in those areas - employers must follow the specific guidance of DHHS (Cleaning and disinfecting to reduce COVID-19 transmission April 4 2020).

3.9.6 Workers electing to minimize amenity access.

3.9.7 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).

3.9.8 Where practical, workforce amenities may be placed at different levels of high rise building site.

3.9.9 In the event of inclement weather and potential congestion in amenities, consultation must occur in relation to relocation or other options.

3.10 Inspections

Inspections of sites are likely to be conducted by WorkSafe and the Victorian Building Authority. 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.

3.11 Travel

Adequate arrangements are to be made by workers to ensure their travel to and from work is conducted safely in accordance with Government 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.

Workers should ensure that for transport to and from work that they adhere to the hygiene and cleaning guidance and the physical distancing guidelines as per the following:

- For single cab vehicles (i.e. a ute), there should only be the driver and one passenger per vehicle, suitably distanced.
- In a dual cab, there should only be the driver and one passenger in the front and one passenger in the back per vehicle, all suitably distanced.

Work vehicles that are shared should be regularly cleaned to ensure adequate hygiene and protection.

3.12 General Communication

Ensuring everyone is informed is fundamental to managing this pandemic and ensuring the safe operations of construction sites.

3.12.1 These Guidelines have been developed to be communicated to all employers, workers and stakeholders. Everyone is urged to regularly promote and adhere to these Guidelines.

3.12.2 Site inductions 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 coronavirus (COVID-19), staggered start, finish and meal times, good hygiene practices and cleaning regimes and PPE requirements.

3.12.3 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 coronavirus (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.

3.12.4 Toolbox talks should also include updates from the Chief Health Officer as they occur and additional information on the severity of the pandemic and the importance of physical distancing at toolbox meetings.

3.13 Vulnerable workers

DHHS has identified the following groups of people as vulnerable workers in relation to coronavirus:

- 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 70 years and older
- People with compromised immune systems.
- People who are pregnant.

Employers are to risk assess roles that may have a higher chance of exposure to coronavirus (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.

3.14 Other measures

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 or all 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.
- Temperature screening - the protocols for temperature screening are outlined in section 8 of this document.

3.15 What if a worker has been diagnosed with coronavirus (COVID-19)?

3.15.1 If a worker becomes a confirmed case of coronavirus (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.

3.15.2 Whenever there is a confirmed diagnosis of coronavirus (COVID-19) in Victoria, the relevant medical facility/provider is mandated to immediately advise DHHS. Subject to the following, DHHS will in turn notify the employer.

DHHS will notify the employer and provide appropriate advice only when the worker has been deemed to be infectious while on-site and where there are necessary actions for a site to take (whether in cleaning or assisting in contact tracing activities). This means that where an employee on a building and construction site was working on site, and was infectious, DHHS will work with and notify the employer (with all due consideration of privacy). Note that, DHHS will not routinely notify an employer if a worker has been confirmed but was not on site at any point during their infectious period.

If the employer or union wishes to learn more about the steps to be taken in these events, they can contact 1300 651 160, the established communicable diseases number, including coronavirus (COVID-19).

3.15.3 The principal/head contractor must advise the unions 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. The DHHS 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 DHHS must be adhered to.

3.15.4 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 DHHS determining release from isolation of the worker, the employer will facilitate an immediate return to work.

3.15.5 Where there has been a worker on site who has tested positive to coronavirus (COVID-19), other personnel that may have had close contact with the confirmed case will be identified and notified by DHHS.

3.15.6 The employer is required to accept any advice and direction of DHHS 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.

3.15.7 Following a coronavirus (COVID-19) confirmed case on site, the employer/principal must immediately implement a cleaning and disinfection regime which should be overseen by a competent person who can ensure that the process complies with any DHHS requirements and also manages the risks specific to the site.

3.15.8 Employers who are responsible for undertaking and overseeing the cleaning and disinfection regime following a confirmed case of coronavirus (COVID-19) must verify on its completion that the agreed process was fully executed and implemented, prior to the recommencing of work.

3.15.9 Large and complex building and construction sites present a greater risk of coronavirus (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 and unions 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 the DHHS guidance and 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.

3.15.10 By way of example, upon confirmed diagnosis, the Principal contactor 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 24 hours - this should be conducted by the Site Manager as a minimum
- Cleaning of the site is to be undertaken as per the DHHS advice
- A cleaner is to be engaged to conduct the cleaning in accordance with the above advice.

- All common areas, hoists and the work areas where the worker had been in the last 24 hours (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 unions.

3.15.11 For further information, refer to the Master Builders Victoria Cleaning Guidance Note – Following a Confirmed Case of coronavirus (COVID-19) On Site. This document includes an example cleaning checklist and verification of disinfecting form. This document is also available in section 8.0 of these Guidelines.

3.15.12 A worker who is diagnosed with coronavirus (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.

3.15.13 If the applicable Enterprise Agreement provides for Incolink or Protect entitlements, where a worker is experiencing hardship and they receive Incolink or Protect redundancy contributions, they may be able to access Incolink or Protect benefits. Incolink and Protect have announced additional measures to assist affected workers. If Incolink is applicable, the worker may be able to access entitlements from the Incolink Portable Sick Leave fund. Entitlements to Incolink's Portable Sick Leave Fund may be utilised if the worker has exhausted their paid personal/carer's leave with their employer. A worker may also be entitled to seek further assistance from the measures announced by the Commonwealth Government - refer paragraph 4.10.

3.15.14 For workers who have been in the construction industry for seven years or more for whom CoINVEST entitlements apply, they are able to access their entitlements from CoINVEST via its online system. CoINVEST is presently considering measures to assist workers in hardship.

3.15.15 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 coronavirus (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.

3.16 What if a worker is experiencing some of the coronavirus (COVID-19) symptoms but has not been diagnosed?

3.16.1 The symptoms of coronavirus (COVID-19) include shortness of breath, fever, sore throat and coughing.

3.16.2 If a worker is away from work and experiences any of these symptoms, they should call the coronavirus (COVID-19) hotline on 1800 675 398 and/or seek immediate medical assistance.

3.16.3 If a worker is at work or onsite and experiences any of these symptoms, the worker should immediately advise the employer, leave work and call the coronavirus (COVID-19) hotline on 1800 675 398 and/or seek immediate medical assistance. 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 Government advice.

3.16.4 The employer cannot request or direct any worker in self-isolation, quarantine or with symptoms of coronavirus (COVID-19) to attend work.

3.16.5 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 clear,

and the worker has otherwise recovered from the symptoms enough to return to work, the worker can return, provided they receive medical clearance and are fit for work.

3.16.6 In the event testing for coronavirus (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.

3.16.7 If the applicable Enterprise Agreement provides for Incolink or Protect entitlements, where a worker is experiencing hardship and they receive Incolink or Protect redundancy contributions, they may be able to access Incolink or Protect benefits. Incolink and Protect have announced aadditional measures to assist affected workers. If Incolink is applicable, the worker may be able to access entitlements from the Incolink Portable Sick Leave fund. Entitlements to Incolink's Portable Sick Leave Fund may be utilized if the worker has exhausted their paid personal/carer's leave with their employer. A worker may also be entitled to seek further assistance from the measures announced by the Commonwealth Government.

Refer to section 8.0 for a flow chart of "What if a worker is experiencing some of the COVID-19 symptoms but has not been diagnosed?"

3.17 What if a worker has been identified as having had close contact with someone diagnosed with coronavirus (COVID-19)?

3.17.1 A worker must self-quarantine at home 14 days if they have come in close contact with a person who has a confirmed case of coronavirus (COVID-19).

3.17.2 Close contact is defined as:

Close contact is face-to-face contact in any setting with a confirmed or probable case for 15 minutes or more. This is cumulative over the course of one week. It starts from 48 hours before the onset of symptoms in the confirmed or probable case.

Sharing of a closed space with a confirmed or probable case for a prolonged period (eg more than 2 hours). This is in the period extending from 48 hours before the onset of symptoms in the confirmed or probable case.

***** as defined by Australian Government Department of Health

3.17.3 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.

3.17.4 Where a worker is experiencing hardship and they receive Incolink or Protect redundancy contributions, they may be able to access Incolink/Protect benefits. Incolink and Protect have announced additional measures to assist affected workers. For workers who have been in the construction industry for seven years or more for whom CoINVEST entitlements apply, they are able to access their entitlements from CoINVEST via its online system. CoINVEST is presently considering measures to assist workers in hardship. A worker may also be entitled to seek further assistance from the measures announced by the Commonwealth Government – refer paragraph 4.10.

Refer to section 8.0 for a flow chart for "What if a worker has been identified as being in close contact with someone diagnosed with COVID-19?"

3.18 What if a worker has been identified as being in casual contact with someone diagnosed with coronavirus (COVID-19)?

3.18.1 A worker who has only been in casual contact with a confirmed case of coronavirus (COVID-19) must monitor themselves for symptoms for 14 days from the time after the casual contact. These people are not required to self-quarantine at home.

3.18.2 Casual contact is defined as:

- Spending fewer than 15 minutes face to face with a person who is a confirmed case in the 24 hours before they showed symptoms until the case is no longer considered by DHHS to be infectious; or
- Sharing a closed space for fewer than two hours with a person who is a confirmed case in the 24 hours before they showed symptoms until the case is no longer considered by DHHS to be infectious.

3.18.3 If the worker does not have any symptoms of coronavirus (COVID-19) (i.e. fever, shortness of breath, sore throat and coughing), the worker can continue to attend work.

3.18.4 In such cases, an employer and worker may agree to take some prudent steps. These may include allowing the worker to work from home where feasible or enabling the worker to take some form of leave (whether paid or unpaid).

3.18.5 A worker who shows symptoms of coronavirus (COVID-19) should immediately notify the employer, leave work and call the coronavirus (COVID-19) hotline on 1800 675 398 and/or seek immediate medical assistance. 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 Government advice.

3.18.6 Workers should maintain regular communication with their employer/client in relation to their ability to work and to attend the workplace.

Refer to section 8.0 for a flow chart for "What if a worker has been identified as being in casual contact with someone diagnosed with COVID-19?"

3.19 What if a worker has returned from overseas?

3.19.1 After midnight 28 March 2020, all people returning to Australia from travel overseas are required to complete a government mandated quarantine.

3.19.2 The Victorian Premier has also announced that Victoria has been placed in a State of Emergency. This allows Victoria Police to enforce self-quarantine measures and to impose penalties on individuals or bodies corporate that do not comply with requirements to self-quarantine. This will affect employees who are returning from overseas travel and workers who have either had close contact or been diagnosed themselves.

3.19.3 For a worker who is required to self-quarantine, 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.

3.19.4 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. The employer may request a medical clearance from the worker before their return to work onsite.

3.19.5 If the applicable Enterprise Agreement provides for Incolink or Protect entitlements, where a worker is experiencing hardship and they receive Incolink or Protect redundancy contributions, they may

be able to access Incolink or Protect benefits. Incolink and Protect have announced additional measures to assist affected workers. If Incolink is applicable, the worker may be able to access entitlements from the Incolink Portable Sick Leave fund. Entitlements to Incolink's Portable Sick Leave Fund may be utilised if the worker has exhausted their paid personal/carer's leave with their employer. A worker may also be entitled to seek further assistance from the measures announced by the Commonwealth Government.

3.19.6 Employers must not and cannot require a worker to come into work if they are required to self-quarantine under this directive.

3.19.7 Workers should be encouraged not to undertake non-essential travel. Employers and workers should cancel non-essential activities including business travel, visits, social and sporting activities.

4.0 EMPLOYEE RELATIONS

4.1 What if a worker is required to look after a dependent if their school or childcare has shut down?

4.1.1 As a result of coronavirus (COVID-19), there may be disruptions to schools and childcare services.

4.1.2 If a worker is at work and they are required to collect their child from school or childcare because the facility was closed due to coronavirus (COVID-19), the worker may utilise their entitlement to personal/carer's leave to collect their child. In this circumstance, it can be considered an unexpected emergency and the personal/carer's leave entitlement may be utilised to collect the child and provide immediate care.

4.1.3 If the school or childcare centre remains closed for days or weeks following the initial closure, the worker may not be able to use their personal/carer's leave. If your child is not sick, personal/carer's leave can only be utilised in situations where there is an unexpected emergency. Where a child (or other dependent) becomes unwell, personal/carer's leave can be accessed to care for that child.

4.1.4 Where a worker has children that need ongoing care due to a school or childcare closure, the worker may be entitled to carer's leave to assist in an emergency and/or they should seek to arrange alternative care. If a worker is unable to find suitable care, the worker and employer may come to an agreement to use any entitlement to annual leave, long-service leave, banked RDOs or go on a period of unpaid leave. Employers are encouraged to assist wherever possible to avoid placing further burdens on childcare providers or on elderly relatives who should be protected as far as possible.

4.1.5 Alternatively, an employer and worker may reach an agreement to reduce working hours and pay pro-rata for the period of reduced hours. Any such arrangement should be in writing and signed by both the employer and worker. This can only be done in strict accordance with any applicable Enterprise Agreement.

4.2 What if an employer/principal has been directed by the Government to temporarily close a building site or project?

4.2.1 We all must act in accordance with any lawful government directives and guidelines. This may include future mandatory local lock-downs, quarantines, exclusion areas or travel restrictions which stop work. Should there be a requirement to close a site for community health reasons, every endeavour should be made to ensure consultation with the relevant employers and unions, as far as practicable. This will enable sufficient planning and aims to minimise disruption as much as possible. No site will be partially or fully closed without direction or advice by the Victoria's Chief Health Officer or representative. DHHS may be required to close a site under the provisions of the Public Health and Wellbeing Act 2008 or other regulatory powers on public health grounds, which may not allow for consultation.

4.2.2 If the Victorian Government determines to suspend or shut down government funded construction projects on account of public health concerns relating to coronavirus, it will make reasonable attempts to give advance notice of those decisions to relevant employers and unions. No government site will be partially or fully closed on account of public health concerns relating to coronavirus without direction by or advice from the Victorian Chief Health Officer.

4.2.3 If the Victorian Government requires that work on a particular site should stop, or operations must cease, or the employer or workers lose access to the site or premises because of a lock down, as an alternative to a stand down of workers, the employer must consider:

- whether workers can be reasonably redeployed elsewhere;
- whether any of the workers can work from home;
- whether any other arrangements can be made so that the work can continue;
- agree to allow employees to have limited access paid or extended unpaid leave, including accrued RDO's, in a measured and sensible way.

4.2.4 If there is no capacity to apply the measures set out in 4.2.3 and a closure of the site must proceed, it is extremely important to ensure that the consultation between the employer and the union includes the preparation of a clear and reasonable process for workers to obtain access to relevant entitlements. The financial circumstances of the worker and the longer-term viability of the employer and sub-contractors needs to be considered by all affected. It will not serve the longer-term interests of the worker or the employer if for example all accrued leave entitlements were drawn upon at once. In the first instance it may be feasible for the worker and employer to access the government assistance in accordance with paragraph 4.10. If it is possible to structure a phased approach to drawing on accrued entitlements this will provide the best opportunity for the future viability of the business and the future employment of the worker following the coronavirus (COVID-19) disruption.

4.2.5 Where a worker is experiencing hardship and they receive Incolink or Protect redundancy contributions, they may be able to access Incolink or Protect benefits. Incolink and Protect have announced additional measures to assist affected workers. For workers who have been in the construction industry for seven years or more for whom CoINVEST entitlements apply, they are able to access their entitlements from CoINVEST via its online system. CoINVEST is presently considering measures to assist workers in hardship. A worker may also be entitled to seek further assistance from the measures announced by the Commonwealth Government.

4.2.6 Any site partially or fully closed/advised by the Victorian Chief Health Officer or their representative will be re-opened as soon as actions requested/required are completed and DHHS advised the site can be open. Workers without symptoms and/or negative test results, will be advised by the employer to return to work.

4.2.7 If a closure of a site must proceed, upon its reopening, the employer will ensure that its previous workforce is returned to work on a fair and reasonable basis. Consultation between the employer and the ion is required.

4.3 What if the employer wants to shut down the site?

4.3.1 It is understood that there is genuine concern for ensuring health and safety onsite. It is not in the interests of the employer or the workers to close a worksite unnecessarily and without direction from Government authorities. If a concern exists, the employer should immediately engage with the relevant Government authorities and engage in consultation with the workers and their union, prior to a closure of the site.

4.3.2 If the employer decides to close a worksite without being asked to do so by DHHS or required through a regulatory order, the employer should direct its employees to work at another worksite if possible. If work is not available in another location, the employer may direct employees not to attend for work and send them home on full pay. Alternatively, an employer can endeavor to come to an agreement with workers and their union for an alternative measure. Any such agreement should be in writing.

4.4 In what circumstances may an employer stand down workers without pay?

4.4.1 Before any worker is stood down without pay, the employer needs to carefully consider the terms of any applicable Enterprise Agreement and/or the contract of employment.

4.4.2 The stand-down provisions in section 524 of the Fair Work Act 2009 provides for workers to be stood down without pay in certain circumstances including during a period where a worker cannot usefully be employed because of a stoppage of work for any cause which the employer cannot reasonably be held responsible for. This is a high bar and will not apply merely to a down-turn in work or economic conditions.

4.4.3 The ability to stand down a worker may be available in circumstances where the employer is directed by the government to cease its operations on-site, or there are local travel restrictions or exclusions zones which result in a stoppage of work. An employee is not taken to be stood down during a period when they are taking a paid or unpaid leave that is authorized by the employer or is otherwise authorized to be absent from their employment.

4.4.4 If a stand down of workers is being considered, employers may seek to reach agreement with workers to access a form of accrued paid leave (i.e. annual leave or long service leave) for the period of the stand down or may agree to go on unpaid leave. Where a worker is experiencing hardship and they receive Incolink or Protect redundancy contributions, they may be able to access Incolink or Protect benefits. Incolink and Protect have announced additional measures to assist affected workers. A worker may also be entitled to seek further assistance from the measures announced by the Commonwealth Government - refer paragraph 4.10.

4.4.5 Employers should be aware that a contract of employment or Enterprise Agreement may modify the ability to stand down employees under section 524 of the Fair Work Act 2009 or allow for a stand down in circumstance different to those identified in section 524 of the Fair Work Act 2009. Any employer contemplating a stand- down should seek further advice from their relevant Industry Association.

4.4.6 The recent temporary amendments to the Fair Work Act as a result of the JobKeeper Program also permit a qualifying employer (see section 4.10) to make certain "jobkeeper enabling directions" including "jobkeeper enabling stand down direction in the context of coronavirus (COVID-19) pandemic, subject to meeting stringent specified requirements.

4.5 What if a worker does not have coronavirus but does not want to come to work?

4.5.1 Some workers may be particularly anxious in relation to coronavirus (COVID-19) for various reasons. For instance, a worker (or a member of their immediate family or household) may have a particular health condition that places them in a higher risk category in relation to coronavirus (COVID-19). As a result, such workers may not want to come into work, despite not having coronavirus (COVID-19).

4.5.2 In these circumstances, employers should consider whether they can accommodate a worker's request and either allow them to work from home or alternatively, to allow the worker to take annual leave, long service leave, banked RDOs or unpaid leave.

4.5.3 Employers that contribute to Incolink or Protect may be able to refer anxious and concerned employees to Incolink Wellbeing & Support Services or Protect Counselling services.

4.6 What to do if someone on site is unwell but says they don't have coronavirus?

4.6.1 If a worker is showing signs of an illness, they should not be at work.

4.7 What impact is coronavirus going to have on casual employees?

4.7.1 If any workers are engaged on a casual basis, those employees are unlikely to be entitled to personal leave, annual leave or long-service leave in normal circumstances. Coronavirus (COVID-19) is likely to have a major financial impact on casual workers if they are unable to work due to coronavirus (COVID-19) and do not have leave entitlements. A worker may also be entitled to seek further assistance from the measures announced by the Commonwealth Government.

4.8 What if an employer has a significant reduction in work, or unable to pay employees wages because of the downturn?

4.8.1 Coronavirus (COVID-19) will have an impact on businesses as well as cash flow and the ability to pay workers 'entitlements if sites close. Where the impact may lead to redundancy the following must occur:

- consider whether there are any options for redeployment within the business or associated entities; and
- make sure the employer complies with consultation obligations under any enterprise agreements or modern awards.
- redundancies should only occur as a last resort.

If employers are considering making workers redundant, they should contact their relevant Industry Association before acting.

4.9 What if the parties cannot reach agreement in relation to any of the foregoing?

4.9.1 In the event that a matter concerning the application of these Guidelines and measures cannot be resolved between the relevant parties, where an applicable Enterprise Agreement is in place, either party may refer the matter to the Victorian Building Industry Disputes Panel (VBIDP) for assistance and resolution. The VBIDP is an independent body and arbitrator that can provide further advice, arbitration and conciliation to the industry across a range of issues. This includes occupational health and safety, employment conditions such as hours of work, wages, allowances and leave entitlements. Visit VBIDP at http://vbidb.org.au.

4.10 Government Assistance

4.10.1 The Commonwealth Government has announced the following measures:

- Expanding eligibility for income support payments and providing a new "coronavirus supplement" of $550 per fortnight for the next six months, paid on top of the existing $550 payment, for existing and new recipients of the JobSeeker payment, previously known as NewStart. Workers without work (including those who have been stood down) can apply online at https://www.servicesaustralia.gov.au/individuals/services/centrelink/jobseeker-payment/how-claim
- permitting individuals in "financial stress" due to the Coronavirus to access up to $10,000 of their superannuation in 2019-20 and a further $10,000 in 2020-21. Workers are advised to seek financial advice if considering access to Superannuation, noting the volatility in the financial market and potential longer -term financial costs of doing this.
- A JobKeeper Program was announced on 30 March 2020, which includes a $1,500 reimbursement (before tax and per JobKeeper fortnight) for qualifying employers who continue to pay wages for each eligible employee, for the period from 30 March 2020 to 27 September 2020. Eligibility is broadly dependent upon satisfying specified levels of declined turn over. JobKeeper payments are only able to be claimed in respect of eligible employees, determined by reference to the JobKeeper criteria.
- The Commonwealth Government has recently announced an extension of the Job Seeker and Job Keeper programs beyond 27 September 2020. JobKeeper will scale down gradually over six months starting at $1200 a fortnight from September 27 and then dropping to $1000 a fortnight in 2021 (for full time workers).
- The JobSeeker Coronavirus supplement will be scaled down to $250 a fortnight from 27 September 2020.

4.10.2 The Victorian Department of Health and Human Services is providing a one-off $1,500 payment designed to financially support Victorian workers who have been instructed by the department to self-isolate or quarantine at home because they are either diagnosed with coronavirus (COVID-19) or are a close contact of a confirmed case.

The COVID-19 worker support payment recognises that the requirement to self-isolate or quarantine at home can cause a financial burden for some individuals and families who are without incomes during this period.

Providing financial support can help alleviate this burden, making it easier for people to comply with the direction to stay at home.

Who is eligible for the COVID-19 worker support payment?

To be eligible for the payment, applicants must have been instructed by the Department of Health and Human Services to self-isolate or quarantine at home and be:

- 17 years and over
- Currently residing in Victoria (including people on Temporary Protection Visas and Temporary Working Visas 457 and 482)
- In continuing employment, likely to have worked during the period of self-isolation or quarantine at home and unable to work as a result of the requirement to self-isolate or quarantine at home
- Workers who are not receiving any income, earnings or salary maintenance from their work as a result of not being able to work during the period of self-isolation or quarantine at home
- Workers that have exhausted sick leave entitlements including any special pandemic leave
- Not receiving or eligible for the JobKeeper payment or other forms of Australian Government income support

Workers include those that are permanent, casual, part-time, fixed term, and self-employed.

How can I or one of my employees apply for a COVID-19 hardship payment?

The Department of Health and Human Services' case and contact tracing team directly contacts all confirmed coronavirus (COVID-19) cases and their close contacts. A needs assessment for the payment will be done over the phone.

This is the only way to access this payment.

4.10.3 Other forms of assistance are also available for small businesses.

4.11 Additional points in relation to coronavirus (COVID-19)

4.11.1 We encourage all employers and workers to work together during this difficult time. Employer Associations and Unions are also available to their members to discuss any of the information in these Guidelines.

For further guidance, you can call the DHHS hotline on 1800 675 398.

You can access more information and resources on the DHHS 'website: https://www.dhhs.vic.gov.au/coronavirus

Employers whose employees are feeling anxious and stressed and who contribute to Incolink or Protect may be able to refer their employees to the Incolink Wellbeing & Support Services or Protect Counselling services.

If any worker is experiencing difficulties getting food or necessities, they can call 1800 675 398 for support. It should be noted that privacy is important and no private individual information should be shared with other workers or third parties.

5.0 RAPID INDUSTRY GROUP

A COVID-19 Taskforce has been established by the Victoria Government to oversee the resources and response capability of the Building and Construction Industry in response to the current health crisis. The Taskforce comprises representatives from:

- Victorian Department of Health and Human Services (DHHS) – Greg Stenton
- WorkSafe Victoria – Colin Radford
- Victorian Building Authority (VBA) – Sue Eddy
- Department of Premier and Cabinet (DPC) – Matt O'Connor
- Chair of Victorian Building Industry Disputes Panel – Peter Parkinson

A dedicated Industry Liaison Officer has been appointed to be the authoritative single point of contact to provide rapid guidance to industry parties for clarification or explanation of these Industry Guidelines.

If further clarification or explanation is required, the Victorian Government Hotline should be contacted on 1800 675 398, then select option 5.

This call will be answered by a specialist team at the Victorian Building Authority who will be able to provide assistance and advice. The specialist team is operating under the auspices and guidance of the Task Force and Industry Liaison Role.

Industry stakeholders are encouraged to seek on site assistance in applying these Guidelines, which has proven to be helpful in their implementation in specific sites. Industry Liaison Officer Michael Paynter can be contacted on Ph 0418268555 or by email michael.paynter@dhhs.vic.gov.au.

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

- Vic Dept of Health and Human Services: www.dhhs.vic.gov.au/coronavirus
- World Health Organisation: www.who.int
- Aus Dept of Health: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert
- Victorian Government Guidance Cleaning and disinfecting to reduce COVID-19 transmission building and construction sites.
- WorkSafe Guidance – Managing the risk of COVID-19 exposure: Construction Industry https://www.worksafe.vic.gov.au/managing-risk-covid-19-exposure-construction-industry
- WorkSafe – A simplified checklist for the construction industry https://www.worksafe.vic.gov.au/managing-risk-exposure-coronavirus-covid-19-simplified-checklist-construction-industry
- WorkSafe Victoria Preparing for a pandemic: a guide for employers https://www.worksafe.vic.gov.au/resources/preparing-pandemic-guide-employers https://www.worksafe.vic.gov.au/resources/preparing-pandemic-guide-employers
- Fair Work Australia http://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/coronavirus-and-australian-workplace-laws

Incolink Redundancy Insurance Wellbeing	*Incolink*	*1 Pelham Street* *Carlton VIC 3053* *Phone: 03 9639 3000* *Email: redund@incolink.org.au*
Protect	*Protect*	*Ground Floor, 200 Arden Street* *North Melbourne VIC 3051* *Phone: 1300 344 249* *Email: info@protect.net.au*
CO INVEST LONG SERVICE LEAVE	*CoINVEST*	*478 Albert Street* *East Melbourne VIC 3002* *Phone: (03) 9664 7677* *Email: info@coinvest.com.au*
cbus	*CBUS*	*Level 26, 2 Lonsdale Street* *Melbourne VIC 3000* *Phone: 1300 361 784* *Email:* *cbusenq@cbussuper.com.au*

7.0 PARTICIPATING UNIONS AND INDUSTRY ASSOCIATIONS

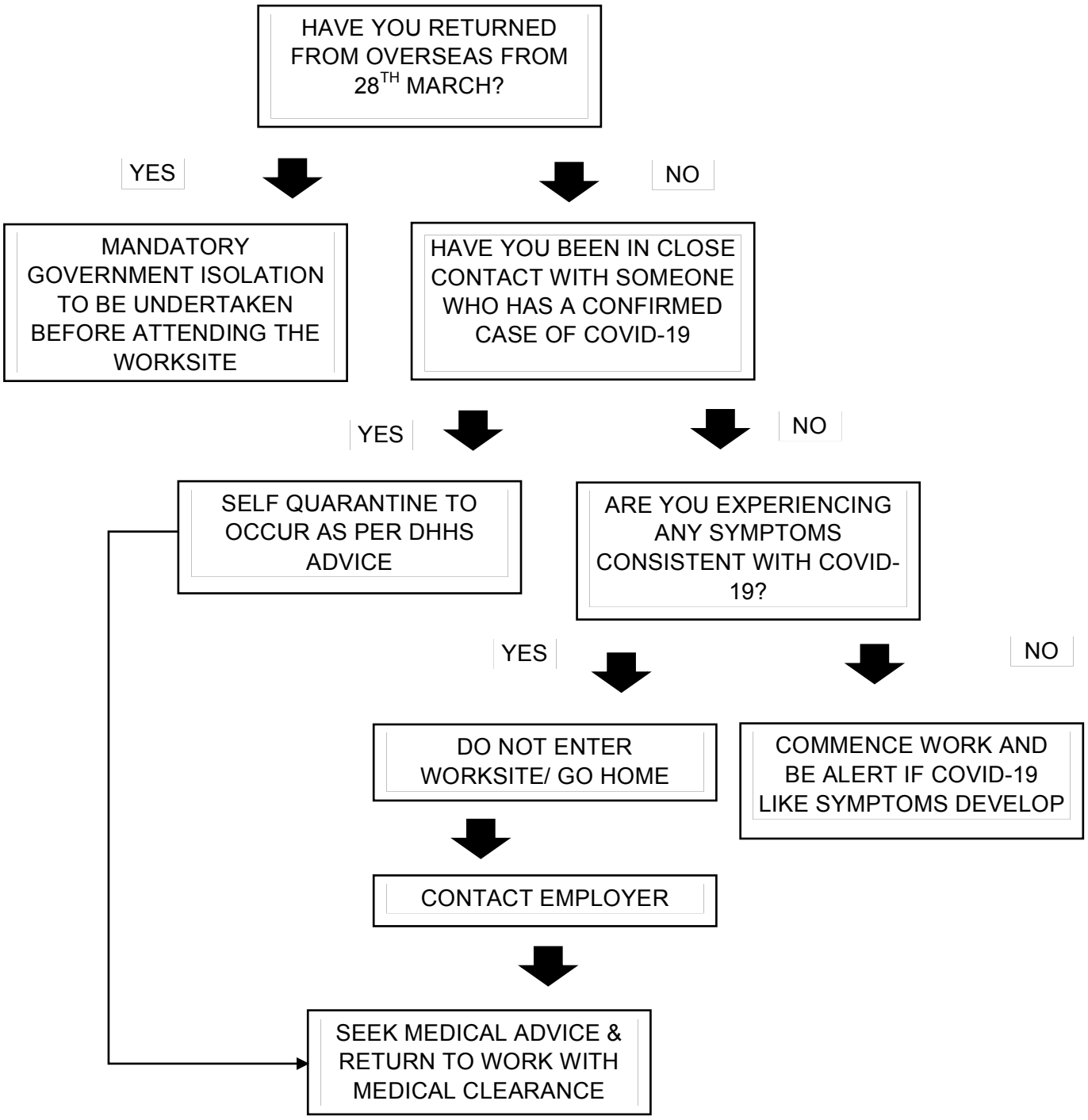
	Australian Manufacturing Workers' Union (AMWU)	*251 Queensberry Street* *Carlton VIC 3053* *Phone: (03) 9230 5700* *Email: amwu@amwu.org.au*
	Air Conditioning & Mechanical Contractors' Association (AMCA)	*30 Cromwell Street* *Burwood VIC 3125* *Phone: (03) 8831 2800* *Email: shannon.thomas@amca.com.au*
	The Australian Workers' Union	*685 Spencer Street* *West Melbourne VIC 3003* *Phone: (03) 8327 0827* *ben.davis@awu.net.au*
	Construction, Forestry, Maritime, Mining and Energy Union (CFMEU)	*540 Elizabeth Street* *Melbourne VIC 3000* *Phone: (03) 9341 3444* *Email: vicqueries@cfmeu.org*
	Civil Contractors Federation (CCF)	*9 Business Park Drive* *Notting Hill VIC 3168* *Phone: (03) 9588 7600* *Email: ccfvic@ccfvic.com.au*
	Electrical Trades Union (ETU)	*Level 1/200 Arden Street* *North Melbourne VIC 3051* *Phone: (03) 8329 0000* *Email: etu@etuvic.com.au*
	Master Builders Victoria (MBV)	*332 Albert Street* *East Melbourne VIC 3002* *Phone: (03) 9411 4555* *Email: ceo@mbav.com.au*
	Master Plumbers	*15/306-312 Albert Street* *Brunswick VIC 3056* *Phone: (03) 9329 9622* *Email: membership@plumber.com.au*
	Prefab Aus	*Phone: 0400165391* *Email: anne.wilson@prefabaus.org.au*
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	National Electrical and Communications Association (NECA)	*12/222 Kings Way* *South Melbourne VIC 3205* *Ph: (03) 9645 5533* *Email: necavic@neca.asn.au*
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	Urban Development Institute of Australia (UDIA)	*Victorian Office 4/437 St Kilda Road* *Melbourne VIC 3004* *Phone: (03) 9832 9600* *Email: info@udiavic.com.au*

8.0 ATTACHMENTS

- Employee screening and self-Isolation flowchart.
- What to do if a worker is experiencing some of the COVID-19 symptoms but has not been diagnosed flowchart.
- What to do if a worker has been identified as having had close contact with someone diagnosed with coronavirus (COVID-19) flowchart.
- What to do if a worker has been identified as being in casual contact with someone diagnosed with coronavirus (COVID-19) flowchart.
- Summary poster of these Guidelines – Managing coronavirus (COVID-19) On Site
- DHHS Cleaning and disinfecting to reduce COVID-19 transmission Building and Construction Sites
- Master Builders Victoria Cleaning Guidance Note: Following a Confirmed Case of coronavirus (COVID-19) on site.
- COVID -19 Rapid Industry Guidance – Protocol for Temperature Screening in the Building and Construction Industry – adopted 27 May 2020

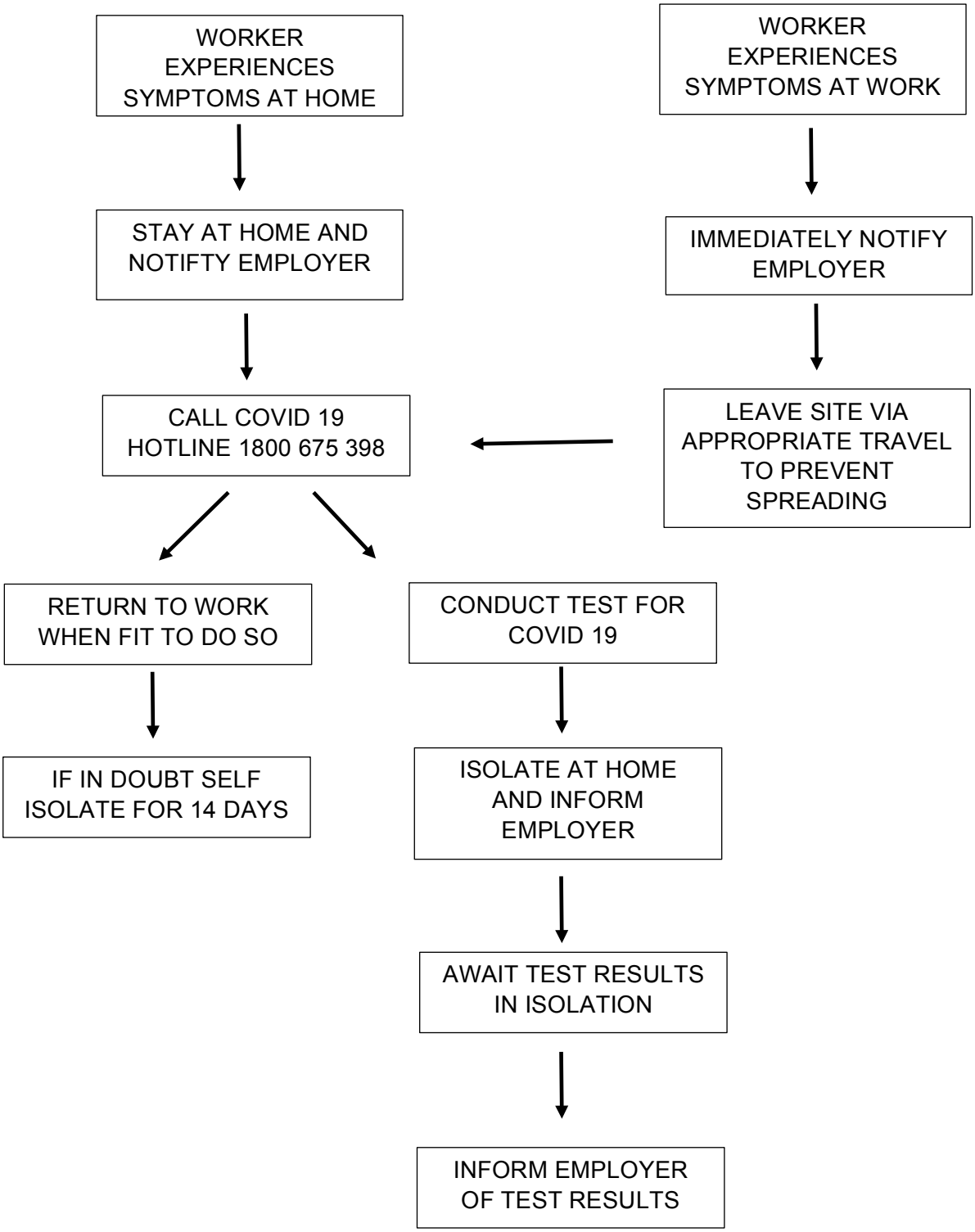
EMPLOYEE SCREENING AND SELF ISOLATION

To minimise the introduction of Coronavirus (COVID-19) on site, a screening process has been recommended for worksites to ensure all workers have declared they have not been overseas or in contact with anyone who has coronavirus (COVID-19). The below flow chart outlines questions to be asked and the process to be followed.



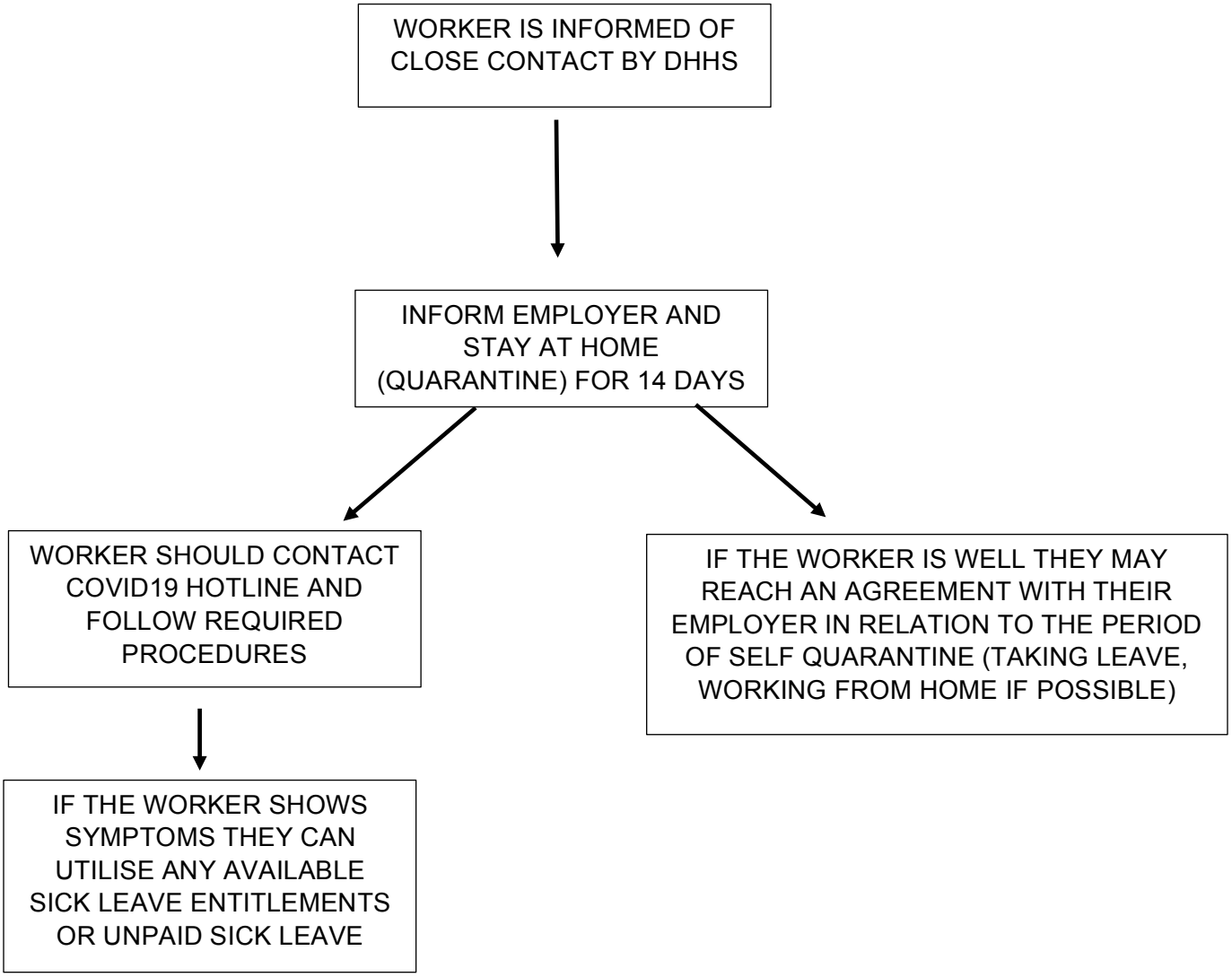
COVID-19 SYMPTOMS INCLUDE: COUGH, FEVER, TIREDNESS, SHORTNESS OF BREATH

WHAT TO DO IF A WORKER IS EXPERIENCING SOME OF THE COVID-19 SYMPTOMS BUT HAS NOT BEEN DIAGNOSED?



COVID-19 SYMPTOMS INCLUDE: COUGH, FEVER, TIREDNESS, SHORTNESS OF BREATH

WHAT TO DO IF A WORKER HAS BEEN IDENTIFIED AS HAVING HAD CLOSE CONTACT WITH SOMEONE DIAGNOSED WITH CORONAVIRUS? (COVID-19)

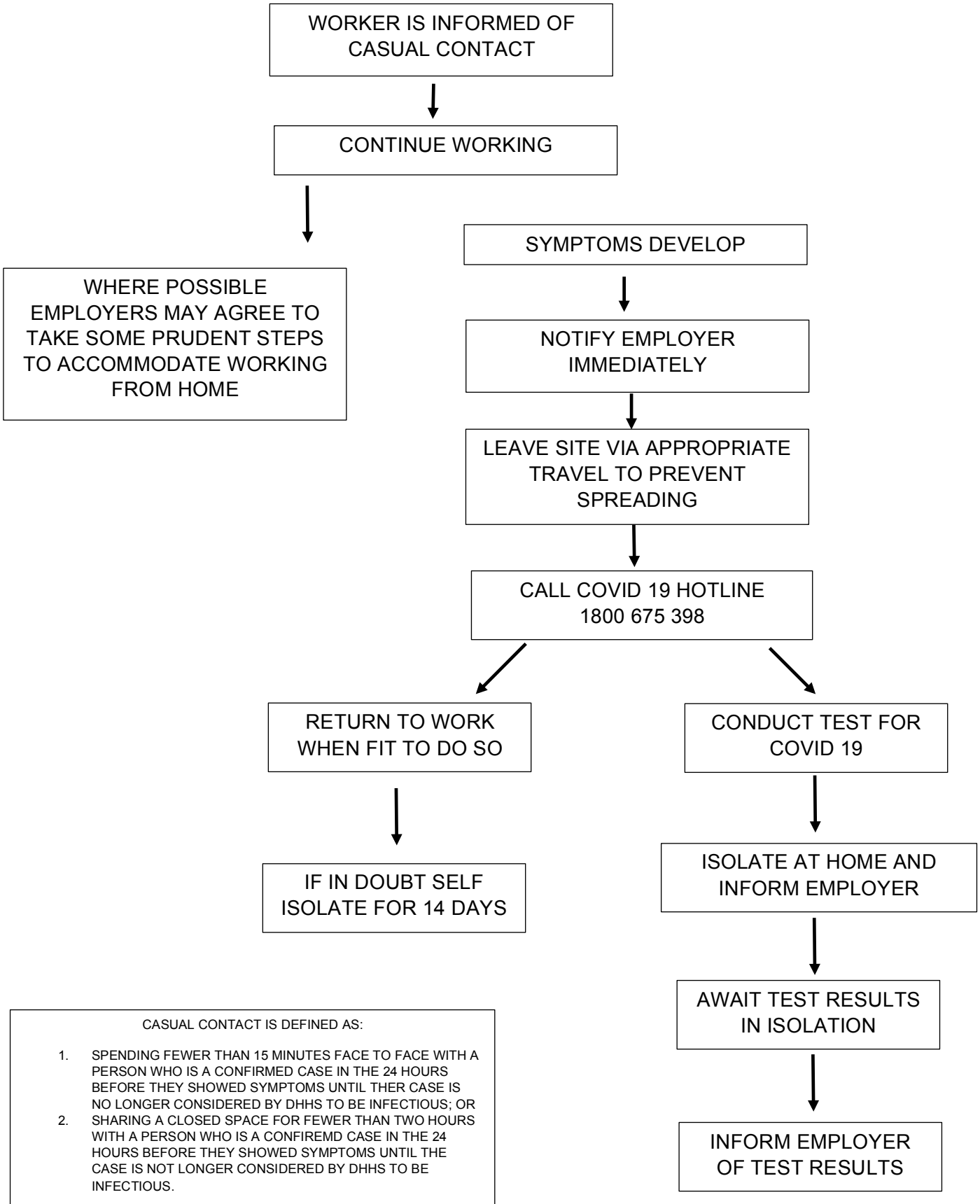


WHERE A WORKER IS EXPERIENCING HARDSHIP AND THEY RECEIVE INCOLINK OR PROTECT REDUNDANCY CONTRIBUTIONS, THEY MAY BE ABLE TO ACCESS INCOLINK/PROTECT BENEFITS.

CLOSE CONTACT IS DEFINED AS:

1. SPENDING MORE THAN 15 MINUTES FACE TO FACE WITH A PERSON WHO IS A CONFIRMED CASE IN THE 48 HOURS BEFORE THEY SHOWED SYMPTOMS UNTIL THE CASE IS NO LONGER CONSIDERED BY DHHS TO BE INFECTIOUS; OR
2. SHARING A CLOSED SPACE FOR MORE THAN TWO HOURS WITH A PERSON WHO IS A CONFIRMED CASE IN THE 24 HOURS BEFORE THEY SHOWED SYMPTOMS UNTIL THE CASE IS NO LONGER CONSIDERED BY DHHS TO BE INFECTIOUS

WHAT TO DO IF A WORKER HAS BEEN IDENTIFIED AS BEING IN CASUAL CONTACT WITH SOMEONE DIAGNOSED WITH CORONAVIRUS? (COVID-19)



CASUAL CONTACT IS DEFINED AS:

1. SPENDING FEWER THAN 15 MINUTES FACE TO FACE WITH A PERSON WHO IS A CONFIRMED CASE IN THE 24 HOURS BEFORE THEY SHOWED SYMPTOMS UNTIL THER CASE IS NO LONGER CONSIDERED BY DHHS TO BE INFECTIOUS; OR
2. SHARING A CLOSED SPACE FOR FEWER THAN TWO HOURS WITH A PERSON WHO IS A CONFIREMD CASE IN THE 24 HOURS BEFORE THEY SHOWED SYMPTOMS UNTIL THE CASE IS NOT LONGER CONSIDERED BY DHHS TO BE INFECTIOUS.

MANAGING COVID-19 ON SITE

SUMMARY GUIDELINES FOR THE BUILDING AND CONSTRUCTION INDUSTRY

This is a summary of the best practices guidelines designed to ensure that our industry can remain safe and open.

PHYSICAL DISTANCING

- Maintain physical distancing of 1.5 metres between workers
- Where not possible, limit the amount of time workers are in close proximity and use PPE equipment such as gloves and face masks where workers are required to be in close proximity for prolonged periods
- Apply the 1 person per 4 square metre rule for work indoors or in enclosed spaces
- Maintain the 1 person per 4 square metre rule in site offices and amenities, allocate specific areas to each work group to eat at every day, have alternate breaks or breaks outside if possible
- Spread out furniture, limit time spent in common areas and mark safe distances in work, transit and break areas (eg on floors and walls)
- Stagger start times, breaks and finish times to avoid congestion in high traffic areas
- For travelling in vehicles ensure that there is only the driver and 1 passenger (suitably distanced) for a single cab vehicle. For dual cab vehicles only the driver, 1 passenger in the front and 1 passenger in the back (suitably distanced)
- Where practical, reasonable action should be taken to minimize vulnerable workers (older workers and those with compromised immune systems) from conducting higher risk roles
- Movement between sites, or areas within large sites, should be minimised as much as possible

PERSONNEL HOISTS

- Implement control measures to reduce the risk in personnel hoists, including systems of work, physical distancing, personal hygiene, PPE and cleaning
- Limit worker movement between levels and floors on site, where it is possible and safe to do so
- Mark out hoist floor and waiting area and develop a schedule for use of the hoist
- Where possible, change hoist operator every two hours and provide PPE and hand sanitiser
- Determine how many workers can use a hoist at any time (including hoist operator) taking into consideration the limited duration and additional control measures in the Guidelines

SCREENING WORKERS COMING TO SITE

- Implement a two phase screening process, the first phase to screen workers and visitors before they enter the site to obtain their declaration they have not been diagnosed with COVID-19 or been in close contact with anyone with COVID-19 and the second phase to implement ongoing daily screening of workers prior to starting their shift to continually monitor their potential exposure
- Ensure the 14-day quarantine rule is applied for anyone who returns from overseas travel
- Ensure anyone with flu like symptoms does not attend work until cleared by a medical practitioner
- Apply the 14-day self-quarantine rule for anyone who has had close contact with someone who has been diagnosed with COVID-19

PROMOTE EFFECTIVE HYGIENE PRACTICES AMONGST WORKERS

- Washing of hands regularly for 20 seconds
- Use of hand sanitiser where washing of hands is not possible
- Etiquette of sneezing or coughing into your arm or tissues
- Use of bins for used tissues and cigarettes
- Practice of not touching eyes, nose and mouth
- Use of any PPE provided, such as gloves and face masks

MANAGING COVID-19 ON SITE

PROVIDE A SAFE, CLEAN AND HEALTHY SITE

- Employers should implement processes to record the schedule and work locations to enable tracing of those who have come into contact with a confirmed case of COVID-19
- Avoid the use of shared tools where possible and provide cleaning products to wipe down tools, plant and equipment before and after use
- Provide hand washing facilities with soap and/or hand sanitiser in all site entrances and exits, hoists, amenities and all levels of the site
- Clean and disinfect common areas, hoists and amenities and meal areas between work group breaks and shifts
- Increase frequency of industrial grade cleaning/disinfecting on sites, particularly in common areas
- Implement twice daily cleaning to 'frequently touched surfaces' such as door handles, fridges, taps, microwave handles
- Provide rubbish bins for tissues and discarded PPE equipment that are regularly removed off-site
- Regularly clean vehicles that are shared to ensure adequate hygiene and protection

KEEP COMMUNICATION REGULAR, OPEN AND UP-TO-DATE

- Use toolbox meetings to reinforce the severity of the pandemic, the importance of the on-site controls and self-reporting, to minimise the risk of infection
- Display health and physical distancing information in prominent locations on site and in common areas
- Display signs regarding requirement for screening before entering sites
- Establish an effective employer and union communication and consultation structure
- Modify site inductions to identify potential risks, such as recent travel or health issues, and to educate new starters on-site controls and practices

STEPS TO TAKE IF A WORKER IS DIAGNOSED WITH COVID-19 OR EXPERIENCING SYMPTOMS

- Where a worker experiences any flu like symptoms, they must leave work immediately, call the COVID-19 hotline on 1800 675 398, seek medical assistance and not attend work until medically cleared to return
- Where a worker becomes a confirmed case of COVID-19 they must not attend work until medically cleared
- The employer will be notified by DHHS where a worker becomes a confirmed case and has been deemed to be infectious while on-site
- The employer will be required to follow DHHS required actions, such as partial or complete closure of the site for cleaning and disinfection and any contact tracing activities
- The employer must immediately implement an appropriate cleaning and disinfection regime and make a record of the cleaning undertaken available to workers and their representatives
- Unions and other workers are to be notified ensuring appropriate privacy considerations are complied with
- Anyone who had close contact with a confirmed case of COVID-19 must also self-quarantine at home for 14 days
- Anyone who only had casual contact with a confirmed case of COVID-19 can continue to work providing they have no symptoms

Please note that this is only a summary of the Guidelines. The comprehensive Guidelines for the Building and Construction Industry can be found on the various participants web sites or you can contact your union or association listed in section 7.0 of the Guidelines.

Cleaning and disinfecting to reduce COVID-19 transmission

Building and construction sites
4 April 2020

Purpose

The current outbreak of coronavirus (COVID-19) has been declared a pandemic. The Victorian government is working with health services, agencies and businesses to keep the Victorian community safe.

As more people are diagnosed with coronavirus (COVID-19), practicing good personal hygiene will be critical to help prevent the spread of this disease. It will also be important to clean and disinfect premises, including non-healthcare settings, where cases worked or studied.

This guide aims to provide advice on cleaning and disinfecting to reduce the risk of coronavirus (COVID-19) transmission in building and construction sites. Note that this advice applies to all non-healthcare settings in Victoria. The principles in this guide apply equally to domestic settings, office buildings, small retail businesses, social venues and all other non-healthcare settings.

How coronavirus (COVID-19) is transmitted

Coronavirus (COVID-19) spreads through close contact with an infected person and is typically transmitted via respiratory droplets (produced when an infected person coughs or sneezes). It may also be possible for a person to acquire the disease by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes, but this is not thought to be the main way that the virus is spreading in this pandemic.

Current evidence suggests the virus causing coronavirus (COVID-19) may remain viable on surfaces for many hours and potentially for some days. The length of time that coronavirus (COVID-19) survives on inanimate surfaces will vary depending on factors such as the amount of contaminated body fluid (e.g. respiratory droplets) present, and environmental temperature and humidity. In general, coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out.

Cleaning and disinfection

Cleaning means physically removing germs, dirt and organic matter from surfaces. Cleaning alone does not kill germs, but by reducing the numbers of germs on surfaces, cleaning helps to reduce the risk of spreading infection.

Disinfection means using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs that remain on surfaces after cleaning, disinfection further reduces the risk of spreading infection. Cleaning before disinfection is very important as organic matter and dirt can reduce the ability of disinfectants to kill germs.

Transmission or spread of coronavirus occurs much more commonly through direct contact with respiratory droplets than through contaminated objects and surfaces. The risk of catching coronavirus when cleaning is substantially lower than any risk from being face-to-face without appropriate personal protective equipment with a confirmed case of coronavirus (COVID-19) who may be coughing or sneezing.

Importance of cleaning your hands regularly

Soap and water should be used for hand hygiene when hands are visibly soiled. Use an alcohol-based hand rub at other times (for example, when hands have been contaminated from contact with environmental surfaces).

Cleaning hands also helps to reduce contamination of surfaces and objects that may be touched by other people.

Avoid touching your face, especially their mouth, nose, and eyes when cleaning.

Always wash your hands with soap and water or use alcohol-based hand rub before putting on and after removing gloves used for cleaning.

Cleaning and disinfection

Routine cleaning and disinfection

Workplaces should routinely (at least daily) clean frequently touched surfaces (for example, tabletops, door handles, light switches, desks, toilets, taps, TV remotes, kitchen surfaces, cupboard handles and other equipment and materials relevant to construction and building sites). Also, clean surfaces and fittings when visibly soiled and immediately after any spillage. Where available, a disinfectant may be used following thorough cleaning. See below for choice, preparation and use of disinfectants.

What to clean and disinfect and when

Clean and disinfect all areas (for example, offices, bathrooms and common areas) that were used by the suspected or confirmed case of coronavirus (COVID-19). Close off the affected area before cleaning and disinfection. Open outside doors and windows to increase air circulation and then commence cleaning and disinfection.

The department will notify employers when a worker has been diagnosed with coronavirus (COVID-19) and has been infectious while on a building and construction site. The department will advise if cleaning and disinfection is required. It is the responsibility of employers to apply the principles in this document to conduct relevant cleaning and disinfection.

How to clean and disinfect

Wear gloves when cleaning and disinfecting. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for coronavirus (COVID-19) related cleaning and disinfection and should not be used for other purposes. Wash reusable gloves with soap and water after use and leave to dry. Clean hands immediately after removing gloves.

Thoroughly clean surfaces using detergent (soap) and water.

Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.

Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

A one-step detergent/disinfectant product may be used as long as the manufacturer's instructions are followed regarding dilution, use and contact times for disinfection (that is, how long the product must remain on the surface to ensure disinfection takes place).

Cleaning and disinfection of items that cannot withstand bleach

Soft furnishings or fabric covered items (for example, fabric covered chairs or car seats) that cannot withstand the use of bleach or other disinfectants or be washed in a washing machine, should be cleaned with warm water and detergent to remove any soil or dirt then steam cleaned. Use steam cleaners that release steam under pressure to ensure appropriate disinfection.

Use of personal protective equipment (PPE) when cleaning

Gloves are recommended when cleaning and disinfecting. Use of eye protection, masks and gowns is not required when undertaking routine cleaning.

Always follow the manufacturer's advice regarding use of PPE when using disinfectants.

For cleaning and disinfection for suspected and confirmed cases, when available, a surgical mask and eye protection may provide a barrier against inadvertently touching your face with contaminated hands and fingers, whether gloved or not.

For cleaning and disinfection for suspected and confirmed cases, wear a full-length disposable gown in addition to the surgical mask, eye protection and gloves if there is visible contamination with respiratory secretions or other body fluid. Get advice from your work health and safety consultants on correct procedures for wearing PPE.

Choice, preparation and use of disinfectants

Where possible, use a disinfectant for which the manufacturer claims antiviral activity (meaning it can kill viruses). Chlorine-based (bleach) disinfectants are one product that is commonly used. Other options include common household disinfectants or alcohol solutions with at least 70% alcohol (for example, methylated spirits).

Follow the manufacturer's instructions for appropriate dilution and use. Table 1 below provides dilution instructions when using bleach solutions.

Chlorine dilutions calculator

Household bleach comes in a variety of strengths. The concentration of active ingredient — hypochlorous acid — can be found on the product label.

Table 1. Recipes to achieve a 1000 ppm (0.1%) bleach solution

Original strength of bleach		Disinfectant recipe		Volume in standard 10L bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1000 mL
2	20,000	1	19	500 mL
3	30,000	1	29	333 mL
4	40,000	1	39	250 mL
5	50,000	1	49	200 mL

For other concentrations of chlorine-based sanitisers not listed in the table above, a dilutions calculator can be found on the department's website <https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines/chlorine-dilutions-calculator>.

Management of linen, crockery and cutlery

If items can be laundered, lauder them in accordance with the manufacturer's instructions using the warmest setting possible. Dry items completely. Do not shake dirty laundry as this may disperse the virus through the air.

Wash crockery and cutlery in a dishwasher on the highest setting possible. If a dishwasher is not available, hand wash in hot soapy water.

Reducing the risk of transmission in social contact settings

Social contact settings or environments include (but are not limited to), transport vehicles, shopping centres and private businesses.

To reduce the risk of spreading coronavirus (COVID-19) in these settings:

Promote cough etiquette and respiratory hygiene.

Routinely clean frequently touched hard surfaces with detergent/disinfectant solution/wipe.

Provide adequate alcohol-based hand rub for staff and consumers to use. Alcohol-based hand rub stations should be available, especially in areas where food is on display and frequent touching of produce occurs.

Train staff on use of alcohol-based hand rub.

Consider signs to ask shoppers to only touch what they intend to purchase.

Vehicle air-conditioning should be set to fresh air  

How do I wear a mask correctly?

Cloth mask

A cloth mask should fit securely around the face, specifically covering the nose and the mouth areas. The mask should fit snug on your face and be secured by ties at the back of your head or ear loops. If you are using a mask with ear loops, you can use a plastic clip or tie to join the ends together at the back of your head to make sure it fits snug on your face.

Make sure that your mask does not have holes or a valve. This can result in breathing out the virus if you have coronavirus (COVID-19).

Wash your hands for at least 20 seconds with soap and water, or use hand sanitiser that is made up of over 60% alcohol before putting it on and after taking it off. Avoid touching your eyes, nose, or mouth at all times and store used face masks in a plastic bag until you have an opportunity to wash them.

Surgical mask (single use)

- Before putting on the mask, wash your hands for at least 20 seconds with soap and water, or use a hand sanitiser that is made up of over 60% alcohol.
- Check for defects in the mask, such as tears or broken loops.
- Position the coloured side of the mask outward.
- If present, make sure the metallic strip is at the top of the mask and positioned against the bridge of your nose.
- If the mask has:
    - Ear loops: Hold the mask by both ear loops and place one loop over each ear.
    - Ties: Hold the mask by the upper strings. Tie the upper strings in a secure bow near the crown of your head. Tie the bottom strings securely in a bow near the nape of your neck.
    - Dual elastic bands: Pull the bottom band over your head and position it against the nape of your neck. Pull the top band over your head and position it against the crown of your head
- Mould the bendable metallic upper strip to the shape of your nose by pinching and pressing down on it with your fingers.
- Pull the bottom of the mask over your mouth and chin.
- Be sure the mask fits snugly.
- Don’t touch the mask once in position.

- If the mask gets soiled or damp, replace it with a new one.

How do I know my cloth face mask is working?

You know your mask is working to protect you if it is well fitted. If the ties are loose, tighten them to ensure a snug fit. The mask should fit snugly and cover your nose and mouth. Keep an eye on the integrity of the fabric as with repeated washing it may thin over time. If this happens, replace the mask.

Can I wear a scarf or bandana instead?

A scarf or bandana does not offer the same amount of protection as well fitted face masks, due to the type of fabrics they are made from. Properly constructed cloth masks are made from at least three layers of materials, including a water-resistant outer layer.

When is it safe to take my face mask off?

You can remove it outside, once you are away from others, or in your car on your way home. If it is a cloth mask, don't forget to bring your cloth mask inside to be cleaned. If you wait to take your cloth mask off until you have returned home, it may be easier to put it directly into the laundry.

What's the best way to take off a face mask?

- Wash your hands or use alcohol-based hand sanitiser containing at least 60% alcohol.
- Don't touch the front of the mask or your face.
- Carefully remove your mask by grasping the ear loops or untying the ties. For masks with a pair of ties, unfasten the bottom ones first, then the top ones.
- If your mask has filters, remove them and throw them away. Fold the mask and put it directly into the laundry or into a disposable or washable bag for laundering. Single use surgical masks should be disposed of responsibly.
- Clean your hands again.

Can I reuse my face mask?

A cloth mask can be washed and re-used. It is a good idea to have at least two, so you will always have a clean one available.

On a single trip away from home there might be times when you can't maintain 1.5 metres distance from other people and you wear a cloth mask, and time when you can maintain the distance and don't need to wear a cloth mask. For instance, you might take crowded public transport to and from work, but at work be able to maintain appropriate distancing. Don't reuse the same cloth mask that you used earlier on the same trip away from home. Put each used cloth mask into a zip lock bag to be taken home for washing. For each new situation put on a clean cloth mask.

Carry a paper bag or zip lock bag with you and place the clean masks in there when not in use, to keep them clean.

Single use masks are for single-use only and should be disposed of responsibly in the rubbish bin.

When should I wash my cloth mask?

A cloth mask should be washed each day after use. However, if during the day your mask is visibly dirty or wet, do not continue wearing your mask; the mask needs to be washed.

Re-using a cloth mask without washing is risky because it can become contaminated or may not be as effective in protecting you.

How do I wash my cloth mask?

Cloth masks can be washed in the washing machine with other clothes, or hand-washed using soap and the warmest appropriate water setting for the cloth.

Your cloth mask should be dry before re-using it. You can use the heat setting on your dryer or lay out flat to air dry. If possible, place the cloth mask in direct sunlight. Wash your hands after handling used face masks.

How do I know when it is time to get a new cloth mask?

Each cloth mask will be constructed differently, therefore there is no specific ‘shelf life’ of a cloth mask. However, the following are signs that your cloth mask may no longer be offering you the same level of protection it once was:

- your cloth mask does not fit snugly on your face (e.g. you can feel your breath coming out of the sides of the mask)
- your cloth mask keeps falling off or sliding down
- there are holes in your cloth mask
- you need to keep adjusting your cloth mask
- the material has started to fray.

Can I remove my face mask to talk with other people?

No, you should keep your face mask on while speaking with other people and maintain a physical distance of 1.5 metres. However, it is important to consider people who are deaf or hard of hearing – or those who care for or interact with a person who is hearing impaired – in these situations consider a clear face mask or use written communication, where possible.

Can I wear a face shield instead?

Face shields may be easier to wear for some individuals with limited ability to wear masks. If face shields are to be used, proper design to cover the sides of the face and below the chin needs to be ensured. Reusable face shields should be cleaned and disinfected after each use. Disposable face shields should only be worn for single use.

Refer also https://www.dhhs.vic.gov.au/cloth-masks-covid-19#what-are-the-different-types-of-face-masks-and-which-one-should-i-use

MBV CLEANING GUIDANCE NOTE:

FOLLOWING A CONFIRMED CASE OF CORONAVIRUS (COVID-19) ON SITE

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CLEANING GUIDANCE NOTE FOLLOWING A CONFIRMED CASE OF COVID-19

It is imperative that following a coronavirus (COVID 19) confirmed case on site, the employer/principal must immediately implement an appropriate cleaning and disinfection regime, which should be overseen by a competent person who can ensure that the process undertaken is in compliance with the DHHS guidance .

1.0 PURPOSE

This document provides guidance to contractors tasked with engaging and overseeing the cleaning process. It provides a checklist of things that need to be undertaken and verified.

2.0 SCOPE AND METHODOLOGY

The principal contractor and cleaning contractor should work together and consult as necessary with workers and unions regarding scope and work methodology. A sample checklist has been developed (**Appendix 1**) to assist all parties with the process.

3.0 GUIDELINES FOR CLEANING

Once the building site has invoked its response procedure to a case of coronavirus (COVID-19) on site, which must include mandatory notification to the DHHS (if not already notified), and workers have been cleared from the necessary areas, cleaning must commence promptly. Cleaning must occur before disinfecting (both are mandatory).

The cleaning company is to use a cleaning methodology which meets DHHS requirements (LINK). These are incorporated into the checklist below. The cleaning contractor needs to document in writing the scope and methodology.

3.1 How to clean and disinfect (DHHS specifications)

3.1.1 Gloves

Wear gloves when cleaning and disinfecting. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for coronavirus (COVID-19) related cleaning and disinfection and should not be used for other purposes. Wash reusable gloves with soap and water after use and leave to dry. Clean hands immediately after removing gloves.

3.1.2 Contact Surfaces

Thoroughly clean contact surfaces using detergent (soap) and water.

3.1.3 Disinfect Contact Surfaces

Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.

3.1.4 Additional Instructions

Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

A one-step detergent/disinfectant product may be used as long as the manufacturer's instructions are followed regarding dilution, use and contact times for disinfection (that is, how long the product must remain on the surface to ensure disinfection takes place).

3.2 Cleaning and disinfection of items that cannot withstand bleach (DHHS specifications)

Soft furnishings or fabric covered items (for example, fabric covered chairs or car seats) that cannot withstand the use of bleach or other disinfectants or be washed in a washing machine, should be cleaned with warm water and detergent to remove any soil or dirt then steam cleaned. Use steam cleaners that release steam under pressure to ensure appropriate disinfection.

3.3 Use of personal protective equipment (PPE) when cleaning (DHHS Specifications)

Gloves are recommended when cleaning and disinfecting. Use of eye protection, masks and gowns is not required when undertaking routine cleaning.

Always follow the manufacturer's advice regarding use of PPE when using disinfectants.

For cleaning and disinfection for confirmed cases, when available, a surgical mask and eye protection may provide a barrier against inadvertently touching your face with contaminated hands and fingers, whether gloved or not.

For cleaning and disinfection for confirmed cases, wear a full-length disposable gown in addition to the surgical mask, eye protection and gloves if there is visible contamination with respiratory secretions or other body fluid. Get advice from your work health and safety consultants on correct procedures for wearing PPE.

3.4 Choice, preparation and use of disinfectants (DHHS Specifications)

3.4.1 **Disinfectant**

Use a disinfectant for which the manufacturer claims antiviral activity (meaning it can kill viruses). Chlorine-based (bleach) disinfectant is one product that is commonly used. Other options include common household disinfectants or alcohol solutions with at least 70% alcohol (for example, methylated spirits).

3.4.2 **Manufacturer's Instructions**

Follow the manufacturer's instructions for appropriate dilution, **3.6 Table 1** below provides dilution instructions when using bleach solutions.

3.5 Chlorine dilutions calculator (DHHS specifications)

Household bleach comes in a variety of strengths. The concentration of active ingredient — hypochlorous acid — can be found on the product label.

3.6 Table 1. Recipes to achieve a 1000 ppm (0.1%) bleach solution

Original strength of bleach		Disinfectant recipe		Volume in standard 10L bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1000 mL
2	20,000	1	19	500 mL
3	30,000	1	29	333 mL
4	40,000	1	39	250 mL
5	50,000	1	49	200 mL

For other concentrations of chlorine-based sanitisers not listed in the table above, a dilutions calculator can be found on the department's website <https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines/chlorine-dilutions-calculator>.

4 VERIFICATION OF CLEANING AND DISINFECTION

Those responsible for undertaking and overseeing the industrial clean must verify on its completion that the agreed process was fully executed and implemented, prior to the recommencing of work. Documentation, such as the example provided for in **Appendix 2**, or similar, should be kept on file. Documentation should be readily available to workers.

4.1 Large and Complex Workplaces

Large and complex workplaces are ones which present an increased risk of coronavirus (COVID-19) transmission in the event of a confirmed case on site. They would typically involve more workers on site, high volumes of workers working in reasonably close proximity to one another or workplace which may have difficulty in confining workers and teams to specific areas of the site, site amenity and other common areas.

For these sites where the employer and unions consider it warranted, a hygienist (or other suitably competent person) may be engaged for the purpose of verifying to the parties (employer and relevant unions) that the cleaning/disinfection process was undertaken in accordance with the DHHS guidance and 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.

5.0 Appendix 1 – Sample Checklist

Site Cleaning Procedure Coronavirus (COVID-19)

Who	Site Manager, Cleaning Contractor
When	Prior to the commencement of cleaning in response to a confirmed coronavirus (COVID-19) case
How to use	Every attempt shall be made to ensure the requirements of the DHHS, the Victorian Government and the hazards and risks associated with possible pathogen/ coronavirus (COVID-19) contamination are adhered to and effectively controlled, respectively.
Where	Project Address / Name:

Items Reviewed | **Yes = Satisfactory.** | **No = Not Satisfactory, do not proceed until rectified and documented.** | **N/A = Not applicable.**	**Yes**	**No**	**N/A**
Consultation between principal contractor, cleaning contractor and workers has taken place	☐	☐	☐
Using the information regarding the confirmed case and their actual and potential whereabouts, tools, and duties develop and agree the scope of works.	☐	☐	☐
The scope of works includes as a minimum • Identifies and documents all common areas (including toilets, lunchrooms, hoists/ lifts, stairwell handrails etc.) and states that these are to be thoroughly cleaned and disinfected • Identifies and documents all work areas where the confirmed coronavirus (COVID-19) case undertook their duties and states that these are to be thoroughly cleaned and disinfected • Identifies and documents all work tools that the confirmed coronavirus (COVID-19) case did, or reasonably may have used, and states that these are to be thoroughly cleaned and disinfected • Identifies and documents all building materials that the that the confirmed coronavirus (COVID-19) case did, or reasonably may have handled are identified and is states that these are to be thoroughly cleaned and disinfected • Identifies and documents all other areas arising out of the engagement between the principal contractor and cleaning contractor (in consultation with workers), which forms part of the agreed scope of works	☐	☐	☐
Cleaning contractor has provided the principal contractor with a documented safe system of work (SOP/ SWMS or similar), confirming how cleaning tasks will be safely undertaken? • The safe system of work must encompass how the cleaners will be protected from coming into direct contact with germs or bacteria while performing their duties, electrical risks associated with cleaning, safe handling of chemicals, safe use of personal protective equipment (PPE), amongst other things.	☐	☐	☐
Cleaning contractor has provided the principal contractor with a copy of disinfectant(s) / cleaning product(s) details and proposed cleaning methodologies?	☐	☐	☐
Cleaning contractor has provided principal contractor with safety data sheets (SDSs) confirming	☐	☐	☐

how the chemicals will be safely used and stored in the workplace?			
Workers involved in the cleaning have been provided with the necessary equipment and resources and training to undertake their work safely and effectively?	☐	☐	☐
Workers involved in the cleaning have been provided with information to enable them to clean in accordance with DHHS standards and safely?	☐	☐	☐
Cleaning contractor has provided adequate supervision to ensure the work is carried out safely and in accordance with DHHS requirements?	☐	☐	☐
Workers are issued with the appropriate PPE and there is a supply of PPE available in the workplace, such as: gloves, safety glasses, face masks etc.?	☐	☐	☐
Workplaces that are large and complex have planned to ensure a suitably competent person, such as an occupational hygienist, will verify standards?	☐	☐	☐
Other workplaces (not large and complex) have verified on the completion of cleaning and disinfecting that the agreed process was fully executed and implemented, prior to the recommencing of work? • This is provided for in Appendix 2.	☐	☐	☐

6.0 Appendix 2 – Verification of Decontamination

Issued for	<Insert Company Name>
Issued to	<Insert Company Representative Name>
Position	<Insert Company Representative Title>
Date	<00/00/2020>

Areas Cleaned | **Yes = Satisfactory.** | **No = Not Satisfactory, do not proceed until rectified and documented.** | **N/A = Not applicable.**	**Yes**	**No**	**N/A**
<Example 1: Lunch Room A>	☐	☐	☐
<Example 1: Lunch Room B>	☐	☐	☐
<Specify area>	☐	☐	☐
<Specify area>	☐	☐	☐
<Specify area>	☐	☐	☐
<Specify area>	☐	☐	☐
<Specify area>	☐	☐	☐
<Specify area>	☐	☐	☐

Cleaning Products and Disinfectants:
<List disinfectants and chemicals used>

Cleaning Methods Utilised:
<Provide an overview of the scope and methods of work>

Additional Comments:

Authorisation:

Name	Signature	Date
<Site Manager>		
<Cleaning Manager>		
<Hygienist (for large and complex sites)>		

COVID-19 Rapid Industry Guidance
Adopted 27 - May 2020

Protocols for Temperature Screening in the Building and Construction Industry

Note: These protocols are required to be adopted as a minimum in any documented company procedure for Temperature Screening.

1 What is the purpose of Temperature Screening?

Temperature screening is a potential identification measure to reduce the risk of workplace infections and particularly the spread of the COVID-19 virus in the building and construction industry. These protocols have been developed by the COVID-19 Rapid Industry Group for implementation as part of a suite of measures to maintain a safe working environment for our stakeholders.

Specifically, temperature screening is proposed as a pre-requisite to enter building and construction industry sites or alternatively, as an optional access requirement at certain locations or at certain times.

2 What equipment is to be used and how does it work?

A non-contact infrared thermometer will be used for the test, with an accuracy of +/- 0.2 degrees celsius.

These thermometers require no skin contact.

These units will be commercially manufactured and calibrated thermometers.

3 Who is to operate the equipment?

The thermometers will be operated by suitably trained staff, using the following PPE:

- Respiratory Mask
- Approved gloves
- Eye Protection and/or face shield

There must be provision for the regular cleaning of the thermometer and replacement and disposal of PPE at the testing location.

4 What training is required to use the equipment?

The minimum requirement is for Level 2 First Aid and the required training to use the equipment in accordance with manufacturer's specifications. Such personnel may be a

- Staff member
- Supervisor
- First Aider
- Health and Safety Representative

5 Where is the Screening Location?

The screening location should be set up an area that is clearly visible near the entrance to the site, however it must not obstruct the site entrance and must allow for the workers to maintain physical distancing requirements in the vicinity of the entrance to site. Appropriate signage and messaging should be provided to explain the process to the workforce.

6 How is the Testing Conducted?

The thermometer uses infrared light (similar to a TV remote) to read body temperature. It is not a laser and will not cause harm to the skin or eyes.

The thermometer is held near the forehead, but does not touch it and takes a reading in one second. It is cleaned before and after each reading

7 What is the expected temperature range?

There is not universal agreement on what is a 'normal' temperature, However, any temperature over 38C is abnormally high and is usually caused by an infection or illness.

8 What happens if the range is exceeded?

If the worker's temperature exceeds 38C, the worker will not be allowed to enter site. The worker will be required to rest in an agreed area and be re-tested after 30 mins. Should the

temperature remain above 38C after the second infrared test, the worker will be required to undergo a further temperature test using an ear thermometer.

9 Is there a supplementary test and how is that done?

An ear thermometer will be used to conduct a secondary temperature test for workers who remain above 38C after the second infrared test. A trained first aider will operate the ear thermometer, which is to be commercially manufactured and calibrated.

If the worker remains over 38C after the ear thermometer test, they may not enter site and should seek medical advice and clearance before they can resume work.