



Guidance: Checklist for Seasonal Worker Businesses

As at 24 August 2021

More information

For more information you can visit covid19.qld.gov.au.

For general information about the Queensland Government's response to COVID-19 you can call **134 COVID (13 42 68)**.

The following provides guidance for seasonal worker businesses to comply with the COVID safe checklist requirements of the *Seasonal Workers International Quarantine Plans and Checklist Direction*.

Occupant density

- Determine the total number of people allowed at indoor spaces at any given time, as per the following occupant density requirements:
 - 1 persons per 2 square metres
- Place floor or wall markings or signs to identify 1.5 metres distance between persons for queues and waiting areas.
- Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact.
- Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing between workers.
- Modify processes in staff only areas (including in break rooms) to limit workers having to be in close contact, as much as possible.
- Assign workers to specific workstations to minimise the need to go into other spaces and allocate staged break times.
- Postpone, cancel or use electronic communications such as video conferencing for non-essential face-to-face gatherings, meetings and training.
- Direct delivery drivers or other contractors visiting the premises to minimise physical interaction with staff where practical.
- Use electronic paperwork where practical. If a signature is required, discuss providing a confirmation email or SMS instead, or take a photo of the goods onsite as proof of delivery.
- Provide a drop off or collection area for deliveries such as to reception or other designated area.



Enhanced cleaning

- Frequently touched surfaces:
 - clean and disinfect (sanitise) regularly
- Infrequently touched surfaces:
 - clean at least daily
- Clean and disinfect (sanitise) at least weekly
- Disinfectant products (sanitisers) used must contain:
 - alcohol in a concentration of at least 70%,
 - chlorine bleach in a concentration of 1,000 parts per million,
 - oxygen bleach, or
 - wipes and sprays that contain quaternary ammonium compounds.

(Note: A list of appropriate disinfectants is published on the TGA website:

<https://www.tga.gov.au/disinfectants-use-against-covid-19-artg-legal-supply-australia>

- Manufacturer's directions are to be followed when using disinfectant. (See product Safety Data Sheet for more information.)
- Where disinfectant solution is being diluted on site, it should be made fresh daily. Gloves and protective eyewear should be worn when handling and preparing solutions.
- Cleaning equipment, including mop heads and cloths, should be laundered in hot water and completely dried before reuse.
- Cleaning equipment, such as buckets, should be emptied and cleaned with a new batch of cleaning and/or disinfectant solution and allowed to dry completely before reuse.

Health and Hygiene

- Place signs at entry points to instruct staff and visitors not to enter if they are unwell or have any [COVID-19 symptoms](#).

Note: Business Queensland have a list of [COVID-19 posters and signage](#) available for use.

- Direct workers to stay at home if they are sick, and to go home immediately if they become unwell at work.
- If workers have any [COVID-19 symptoms](#), no matter how mild, encourage them to [get tested](#).
- Workers should remain in isolation at home until they receive a negative test result for COVID-19. Any worker who receives a positive COVID-19 result will be managed by the local Hospital and Health Service.
- Contractors working on site should follow the same COVID-19 protocols as workers.



- All visitors and workers must be notified, either verbally or through signage that they should not enter the premises if in the previous 14 days they have:
 - o returned to Australia from overseas (other than a safe travel zone country)
 - o been in close contact with an active COVID-19 case
 - o been in a declared [COVID-19 hotspot](#), place of concern or exposure venue, as defined by the Chief Health Officer
 - o had a fever, cough, sore throat, headache, distorted sense of taste, shortness of breath, chills, vomiting or any cold/flu like symptoms in the last 72 hours.
- Up-to-date information, including symptoms, can be found in the [Communicable Diseases Network Australia's Series of National Guidelines \(SoNGs\) for Coronavirus Disease 2019 \(COVID-19\)](#).
- Hand washing facilities (clean running water, soap and paper towels or an air dryer) should be made available throughout the business for use by visitors and workers. If handwashing is not practical, an alcohol-based sanitiser is recommended.
- Hand washing facilities and alcohol-based hand sanitiser should be checked and replenished regularly, depending on demand.
- Alcohol based hand sanitisers must have greater than 60% ethanol or 70% isopropanol.
Note: further information is available on the [Safe use of alcohol-based hand sanitisers](#).
- Workers should be regularly given the opportunity to wash their hands and hand sanitiser should be made readily available.
- Hand hygiene should occur:
 - o after a worker has had contact with a visitor
 - o after cash transactions
 - o before or after touching your face
 - o before and after you eat and after going to the bathroom
 - o after coughing or sneezing.
- Limit contact with others, including through shaking hands.
- Practice good respiratory hygiene by covering your mouth while coughing or sneezing with a clean tissue or elbow and put used tissues straight into the bin.
- Limit the use of cash transactions by encouraging visitors to use tap and go, direct deposit or other contactless payment options.



Contact tracing information

- The following contact information, at minimum, must be kept for all visitors and staff for contact tracing purposes:
 - Full name
 - Phone number
 - Email address
 - Date and time of entry
- Seasonal worker businesses must electronically collect contact information about all visitors and staff at the time of entry unless otherwise specified, by either:
 - the [Check In Qld app](#), or
 - registering visitors and staff through the Business Profile mode of the **Check In Qld app**.

Example – a person may be unable to use the Check In Qld app due to language barriers - the business must register a guest through the Business Profile mode.

- If a restricted business is unable to collect contact information using the Check In Qld app due to unexpected circumstances, the business must collect and keep the contact information using another method.

Note – unexpected circumstances may include temporary issues with an internet service.

- If contact information is collected using a method other than the **Check In Qld app**, the restricted business must transfer non-electronic information to an electronic system within 24 hours of collecting the information and comply with the requirements for collection and storage (see below).
- Advise visitors and staff that it is a condition of entry to leave their contact information.
- In the event that a seasonal worker business cannot collect contact information due to unexpected circumstances and collects the contact information by another method, the following requirements apply:
 - Contact tracing information must be provided to a public health officer within a stated time if requested.
 - The information must be securely stored, not used for any other purpose, and kept for a minimum of 30 days.
 - Some businesses may also be subject to the Australian Privacy Principles under the Privacy Act 1988 (Cth). The Office of the Australian Information Commissioner provides useful resources about those obligations at: <https://www.oaic.gov.au/>.



Work Health and Safety

- Have a work health and safety plan that outlines how the risk of COVID-19 is being managed. To properly manage the exposure to risks related to COVID-19, follow a risk management framework:
 - Identify workplace hazards relating to COVID-19 (such as potential for transmission on the worksite or hazards resulting from a worker or customer who tests positive for COVID-19 infection)
 - Determine who might be harmed, and how (including workers and any other individuals in the workplace)
 - Conduct a risk assessment on the identified hazards (assessing the likelihood and consequence of COVID-19 transmission at the workplace)
 - Decide on control measures (including ways to prevent the spread of infection)
 - Put controls in place
 - Monitor and review controls regularly.

Examples of risks to consider include:

- ✓ *Psychosocial risks including customer/patron aggression*
 - ✓ *New risks that may be introduced due to changed work processes*
 - ✓ *Risk of transmission associated with deliveries, contractors and visitors attending the premises*
 - ✓ *Risk of exposure to hazardous chemicals used in workplace cleaning and disinfection processes*
- Further information about the risk management framework is outlined on in the [‘Work health and safety during COVID-19: Guide to keeping your workplace safe, clean and healthy’](#) under *‘Duties under the Work Health and Safety Act 2011 (Queensland)’*.
 - At each stage of risk management, there must be communication, consultation, instruction, training and supervision of workers, their representatives (e.g. Health and Safety Representatives, union representatives), contractors and regular visitors to site.
 - Keep a record of your risk management process. The detail and extent of recording will depend on the size of the workplace. It is useful to keep records on:
 - the identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)
 - how and when the control measures were implemented, monitored and reviewed
 - who you consulted with



- relevant training records
- any plans for changes.
- Notify [Workplace Health and Safety Queensland](#) if Queensland Health confirm a COVID-19 infection at a workplace.
- Keep a record of each notifiable incident for at least 5 years from the day that the notice of the incident is given to Workplace Health and Safety Queensland.
- Revisit existing workplace health and safety risk management processes to identify and manage any new or changed hazards that may have arisen as a result of implementing the COVID Safe Industry Plan.
- Ensure you have a copy of this signed checklist, which must be produced if requested from a relevant compliance/enforcement officer. This may include providing an electronic copy.
- Keep up to date and find additional guidance at www.covid19.qld.gov.au and www.worksafe.qld.gov.au.
- Employees with a general workplace health and safety complaint can call Workplace Health and Safety Queensland on **1300 362 128**.
- Business owners that would like to better understand their workplace health and safety duties regarding COVID-19 can call the COVID-19 Work Health and Safety Hotline 1300 005 018 or their union or industry association.
- Patrons who have concerns about whether a business is complying with this checklist can call **134 COVID (13 42 68)**.

Further information

You can find COVID-19 health advice on the [Queensland Government website](#), including the current status in Queensland and how to protect yourself and others.

If you are seeking clarification on a [public health Direction](#) or have any questions, please call 134 COVID ([134 268](#)).

Visit [Unite against COVID-19](#) for information about the Queensland Government response, including current requirements for social distancing, border closures and business restrictions.

The Department of Health has a variety of fact sheets, videos, signage and posters with detailed information to guide businesses in helping reduce the spread of COVID-19. These can be accessed at <https://www.health.gov.au/resources/collections/coronavirus-covid-19-campaign-resources>.