Accommodation and Transport Health Management Plan Template

# Accommodation and private or charter workforce transportation providers

This template is for:

* Accommodation providers who are required under the Chief Health Officer Public Health Direction *Restrictions on Businesses, Activities and Undertakings Direction (No.18)*, or its successor,to have a health management plan;
* Private or charter workforce transportation providers that provide services to certain businesses and accommodation as described under the Chief Health Officer Public Health Direction *Seasonal Workers Health Management and International Quaratine Plans Direction (No.2)*; or
* Queensland businesses wishing to assess their plans to control COVID-19 associated risks.

Text may be entered into the fields below. Complete only the relevant sections (relating to accommodation and/or transport) relevant to your activity.

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| **Company contact details** |
| **Company name:** | **ABN:** |
| **Trading name:** |
| **Address of QLD site this plan applies to (required):** |
| **Number of workers at site:** | **Date:** |
| **Key contact 1** |
| **Name:** | **Position:** |
| **Phone:** | **Email:** |
| **Key contact 2** |
| **Name:** | **Position:** |
| **Phone:**  | **Email:** |

In addition to existing Workplace Health and Safety procedures this plan:

1. Describes the health screening steps that will be implemented for guests entering accommodation (e.g. hostels, caravan parks) and seasonal workers travelling to/from their workplace; and
2. describes the steps, including maintaining health standards, that will be implemented to reduce the risk of transmission amongst guests and to the wider community; and

**The company will take all reasonable steps to ensure that a person does not enter the accommodation/transport if they are unwell and/or do not pass the health screening steps below.**

**In order to prevent spread of illness to other geographical areas, any person who presents unwell while on the premises of the accommodation provider should be managed in isolation onsite until medically assessed. If, following medical assessment, it is determined that the person has an illness which may be consistant with COVID-19, they should be managed in isolation until clinical assessment and testing excludes COVID-19 infection. This assessment may be done at a distance (eg. Virtual ward assessment via telehealth).**

**If there are concerns regarding the clinical deterioration of the person, follow current processes using existing linking with local health services or Call 13HEALTH (13 43 25 84) for advice.**

**The company may be directed by the local Public Health Unit to revise and update this plan if new advice and recommendations are made in order to prevent the spread of illness.**

## Key terms

**Social group** – groups of people that arrive together or usually interact together.

**Family group** – persons who form a familial group or groups up to a maximum of 4 persons.

A. Accommodation Health Screening Steps – completed **BEFORE** the prospective guest enters the accommodation

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| **Steps** | **Actions** | **Details of actions taken** |  |
| Prospective guests are to confirm that they have not returned to Australia from overseas in the last 14 days | Those who have returned from overseas **must** comply with the *Quarantine for International Arrivals Direction (No.6),* or its successor. |  | ù[ ]  |
| Prospective guests are to confirm they have not, in the last 14 days, been in [close contact](https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/take-action/contact-tracing) (as defined in the current CDNA guideline ([CDNA guideline](https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdna-song-novel-coronavirus.htm))) with someone who has COVID-19 | Prospective guests **must** self-quarantine if they have been in close contact with someone who has COVID-19 for 14 days after the last contact with that person. |  | [ ]  |
| Prospective guests are to confirm they have not, in the last 14 days, been in a declared COVID- 19 hotspot as defined by the Chief Health Officer and published on the Queensland Health website ([hotspots-covid-19](https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19)) | Prospective guests who have been in a declared COVID-19 hotspot in the last 14 days will not be permitted to enter Queensland, with limited exceptions. Accommodation providers are recommended to retain a copy of each new resident’s contact details (and Queensland Border Declaration Pass) for their records. |  | ú[ ]  |
| Prospective guests are to confirm they have not had a fever, cough, sore throat, headache, distorted sense of taste, shortness of breath, chills, vomiting or other cold/flu-like symptoms in the last 72 hours and are otherwise well.  | Prospective guests who are currently unwell with a fever, cough, sore throat, headache, distorted sense of taste, shortness of breath, chills, vomiting or other cold/flu-like symptoms in the last 72 hours especially with cold or flu type symptoms must be isolated immediately and not enter communal areas and should seek medical advice. |  | [ ]  |
| **FOR SEASONAL WORKERS ONLY:**Seasonal workers must provide details of locations visited and accommodation details for the 14 days prior to staying at the relevant accommodation. |  |  | [ ]  |

**If a guest is confirmed to have COVID-19, call 13HEALTH (13 43 25 84) for advice.**

B. Reducing the risk of transmission at the accommodation and during transport to and from the workplace – in addition to Workplace Health and Safety procedures to maintain health standards

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| **Steps** | **Details of actions taken** |  |
| **Accommodation** |
| Information will be provided to all guests and staff on relevant information and procedures to prevent the spread of COVID-19 |  | [ ]  |
| Signage at all entry or exit points of the accommodation provides guests and staff with relevant information and procedures to prevent the spread of COVID-19 |  | [ ]  |
| Everyone entering and exiting the accommodation must wash or sanitise their hands on entry and exit. Liquid soap\*, running water, alcohol-based hand rub, paper towels or hand dryers and cleaning supplies will be provided\*Liquid soup is not required in private handwashing facililties |  | [ ]  |
| Hand washing facilities are adequately stocked with liquid soap\* and paper towel and these are kept clean and in good working order\*Liquid soup is not required in private handwashing facililties |  | [ ]  |
| Good hygiene practices will be promoted  | Display [handwashing 12 step guide](https://www.qld.gov.au/__data/assets/pdf_file/0013/120811/qh-handwashing-12-step-guide-poster.pdf) and [environmental-cleaning](https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf) | [ ]  |
| Communal facilities will be kept clean and hygienic. Frequently touched surfaces, such as kitchens, bathrooms, door handles and light switches, will be thoroughly cleaned (in line with daily usage), in accordance with [environmental-cleaning](https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf) to reduce contamination. Records of cleaning activities e.g. sign off will be maintained. |  | [ ]  |
| Where practicable, guests will maintain a minimum distance of 1.5 metres from other guests. This includes sperating beds\* by at least 1.5 metres from other beds from all all sides.\*excludes bunk beds where the top and bottom are less than 1.5 metres apart\* exluding beds in sleeping areas utilised for a sole family group or social group.  |  | [ ]  |
| Guests may be assigned or self-assigned to a ‘social group’ or ‘family group’. A ‘social group’ or ‘family group’ will work, transport and share communal facilities (on a roster basis) with other members of the social group or family group. Records of the ‘social group’ or ‘family group’ and rosters will be maintained |  |  |
| No more than one person per 2 square metres in communal areas open to or used by guests. No more than one person per 4 square metres\* in sleeping areas.\*excludes the sole use of a ‘social group’ or ‘family group’After use of a communal area, all utensils and surfaces will be appropriately cleaned. Records of rosters will be maintained. |  | [ ]  |
| The use of communal sleeping quarters should be minimised. If utilising the ‘social group’ or ‘family group’ management method, only members of one ‘social group’ or ‘family group’ will share a room on an ‘all-in, ‘all-out’ basis.Where not utilising the ‘social group’ or ‘family group’ management method, there must be no more than one person per 4 square metres in sleeping areas. Sleeping quarters will be routinely cleaned daily and thoroughly cleaned between change-over of guests in accordance with [environmental-cleaning](https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf) and records of cleaning maintained. |  | [ ]  |
| Promotion of strict hygiene in bathrooms. If utilising the ‘social group’ or ‘family group’ management method, at any one time, shower blocks to be used only by one ‘social group’ or ‘family group’ by roster and showers cleaned thoroughly between uses. Otherwise, maintain one person per 2 square metres and clean showers hourly during peak periods. Records of roster and cleaning activities e.g. sign off will be maintained. As far as possible guests will maintain a minimum distance of 1.5 metres from other guests. If practical, toilets in combined toilet/shower blocks to be closed to other ‘social group’ or ‘family group’ during shower roster times to minimise intermingling of guests between groups. |  | [ ]  |
| Guests who become ill with respiratory symptoms will be isolated, provided meals and private bathroom facilities and will be supported in accessing medical assistance. A clinical decision will be made by the Local Public Health Unit as to where the ill person should be managed with consideration of reducing risk of geographical spread. |  | [ ]  |
| An arrangement is in place to enable guests to meet self-isolation requirements if needed (i.e. the provision of self-contained accommodation with private bathroom and kitchen facilities (or provision of meals) so that guests don’t access communal areas.).*If no facilities are available, call 13HEALTH (13 43 25 84) for advice.* |  | [ ]  |
| Regular communication with all guests to provide up to date information regarding the procedures adopted for the accommodation |  | [ ]  |
| Other additional measures being taken |  | [ ]  |
| **Transport of seasonal workers to and from the workplace** |
| Prior to first accessing the transport service, the passenger provides details of locations visited and accommodation details for the 14 days’ prior to staying at the relevant accommodation. |  | [ ]  |
| All persons entering a vehicle should wash their hands with liquid soap and running water or use alcohol-based hand rub prior to entering the vehicle before and after a shift. Vehicles should be cleaned between trips to and from the worksite to reduce risk.  |  | [ ]  |
| Ideally, multiple persons in a single vehicle should be avoided if possible. If this is not possible:* Guests will travel in their ‘social group’ or ‘family group’ as far as practicable. Where safe to do so, workers should maintain a minimum distance of 1.5 metres from other workers.
* If commuting by bus, minibus or van, passengers will keep at least one vacant seat in all directions, separating them from other passengers.
* Strategies should be implemented to reduce the risk of transmission (e.g. reduce the number of people traveling in vehicles to allow more space between passengers.).
 | The minimum number practical of ‘social group’ or ‘family group’ will be transported at one time and records kept of each trip. | [ ]  |
| Wherever possible vehicles should have as much fresh air circulation by adjusting air conditioning or opening windows and allowing air circulation between trips by leaving windows down.  |  | [ ]  |
| Between trips, the inside of vehicles should be cleaned, and surfaces disinfected – paying particular attention to frequently touched surfaces. |  | [ ]  |

C. Managing guest/passenger information

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| **Steps** | **Details of actions taken** |  |
| Document and retain records of all workplace staff, visitors and contractors on site at workplace for contact tracing purposes. Information must include:* Full name
* Telephone number
* Email address
* Date and time period that staff, visitors and contractors are on site

Retain contact information for a period of 30 to 56 days. If requested, this information must be provided to public health officers within a state time. The information should be securely stored and not used for any other purpose and deleted after 56 days.Note – If a business routinely collects contact information as part of its normal business operations, the business is not required to delete contact information after 56 days.Example – an accommodation provider that operates a booking register in the course of normal business operations. | NOTE: Availability of information in tabular form (i.e. spreadsheet[s]) is optimal. | [ ]  |
| **FOR SEASONAL WORKERS ONLY:**Document and retain records for seasonal workers of the locations visited and accommodation details for the 14 days’ prior to staying at the relevant accommodation or using the transport service for the first time. |  | [ ]  |
| Able to provide physical site plan(s) of premises layout if requested. (Accommodation only.) |  | [ ]  |
| Other additional measures being taken |  | [ ]  |

D. Sign-off

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| Signature: |
| Name: |
| Position: |
| Date: |