

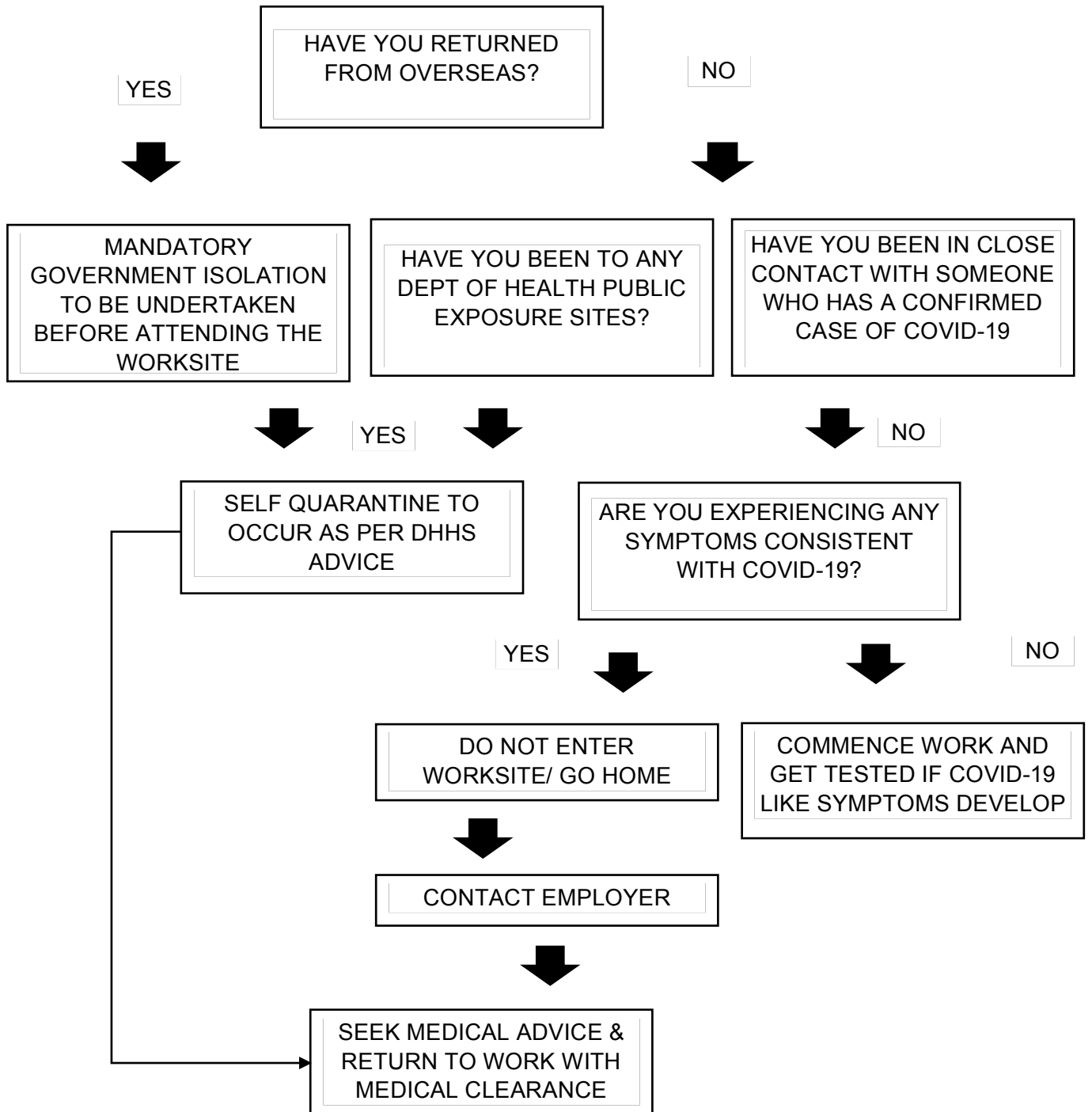
9.0 ATTACHMENTS

- 9.1 Employee screening and self-Isolation flowchart.
- 9.2 What to do if a worker is experiencing some of the COVID-19 symptoms but has not been diagnosed flowchart.
- 9.3 What to do if a worker has been identified as having had close contact with someone diagnosed with coronavirus (COVID-19) flowchart.
- 9.4 What to do if a worker has been identified as being in casual contact with someone diagnosed with coronavirus (COVID-19) flowchart.
- 9.5 DHHS Cleaning and disinfecting to reduce COVID-19 transmission Building and Construction Sites
- 9.6 COVID -19 Rapid Industry Guidance – Protocol for Temperature Screening in the Building and Construction Industry – August 2020
- 9.7 COVID -19 Rapid Industry Guidance – Advice on Airflow and Ventilation in the Building and Construction Industry – March 2021

ATTACHMENT 9.1

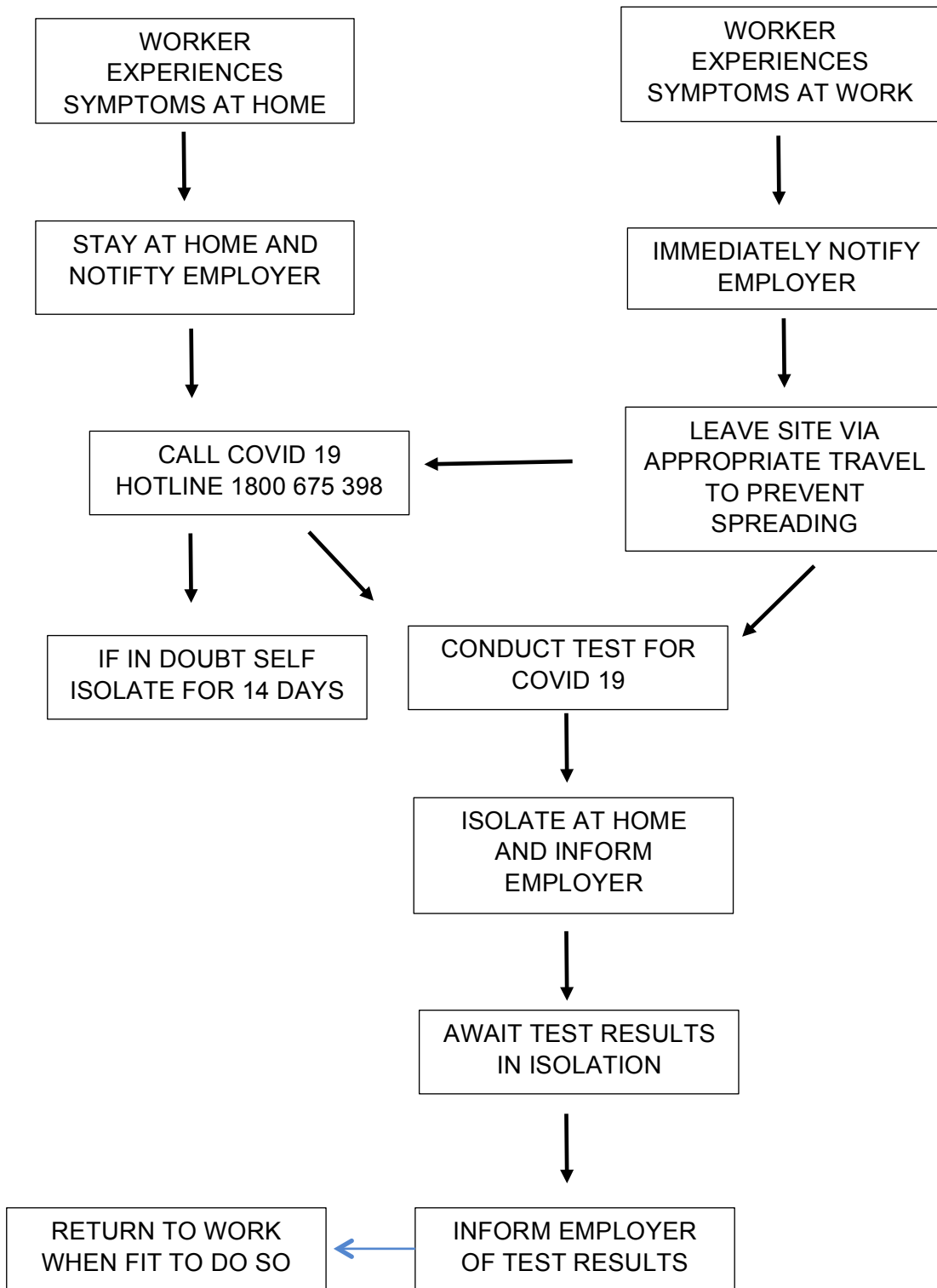
EMPLOYEE SCREENING AND SELF ISOLATION

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

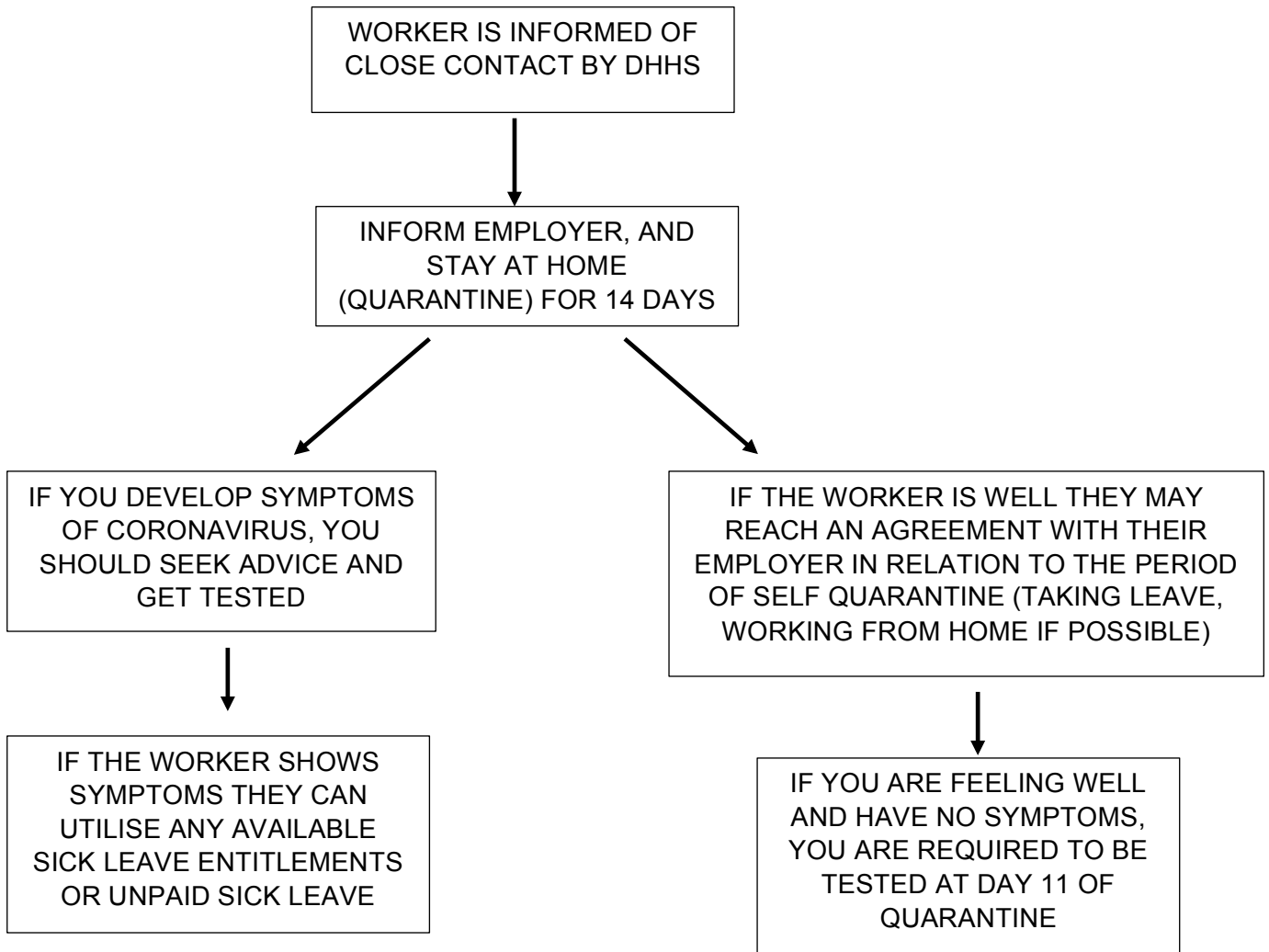
ATTACHMENT 9.2 WHAT TO DO IF A WORKER IS EXPERIENCING SOME OF THE COVID-19 SYMPTOMS BUT HAS NOT BEEN DIAGNOSED?



COVID-19 SYMPTOMS INCLUDE: COUGH, FEVER, TIREDNESS, SHORTNESS OF BREATH, LOSS OF TASTE AND SMELL

ATTACHMENT 9.3

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

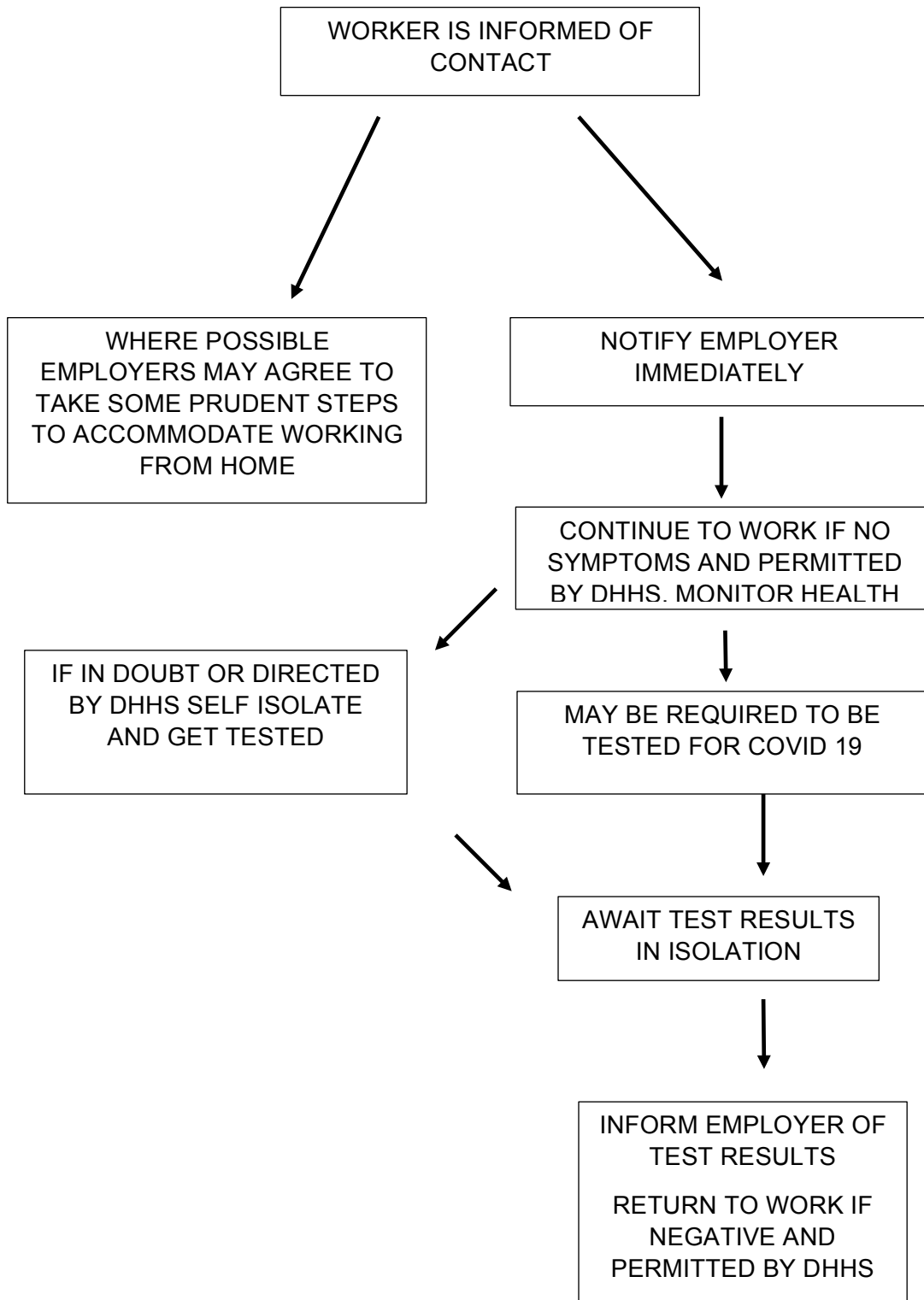


WHERE A WORKER IS EXPERIENCING HARDSHIP AND THEY RECEIVE INCOLINK OR PROTECT REDUNDANCY CONTRIBUTIONS, THEY MAY BE ABLE TO ACCESS INCOLINK/PROTECT BENEFITS.

CLOSE CONTACT IS DEFINED AS:

- 1. PRIMARY CLOSE CONTACTS** – someone who has had face to face contact or spent time in a closed space with someone who has coronavirus (COVID-19) or someone who has been in an outbreak or other setting where there is a higher risk of transmission of coronavirus (COVID-19)
- 2. SECONDARY CLOSE CONTACTS** – someone who has had face to face contact with a primary close contact at least 24 hours after them being exposed to coronavirus (COVID-19)

ATTACHMENT 9.4 WHAT TO DO IF A WORKER HAS BEEN IDENTIFIED AS BEING IN CONTACT WITH SOMEONE DIAGNOSED WITH CORONAVIRUS? (COVID-19)



How to clean and disinfect after a COVID-19 case in non-healthcare settings

Information for cleaners, business owners, managers and individuals

19 September 2020

Introduction

This guide provides advice on cleaning and disinfecting for facilities or workplaces after an employee, resident or visitor* has been diagnosed with COVID-19. While this advice is primarily for facilities and workplaces, the same principles apply for schools, childcare centres, factories, accommodation facilities# and private homes.

Every workplace should already have an established routine cleaning schedule. The routine schedule should include cleaning of [frequently touched surfaces](https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community) <https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community>. Examples of these include light switches, doorknobs, stair rails, lift buttons, phones and computers, EFTPOS machines, counters and desks.

General information for multi-dwelling properties that includes routine cleaning is available from the [department's website](https://www.dhhs.vic.gov.au/apartments-and-multi-dwelling-properties-coronavirus-covid-19) <https://www.dhhs.vic.gov.au/apartments-and-multi-dwelling-properties-coronavirus-covid-19>

More specific information is available in this document for accommodation facilities and private homes when there has been a confirmed COVID-19 case.

There is no requirement for a certificate of cleaning and disinfection to be issued in order for the premise to begin operating as before.

COVID-Safe cleaning plans for businesses

It is a requirement that every facility and workplace prepare a COVID-Safe plan. This must include an action plan and protocols^ to manage cleaning and disinfection following notification of a confirmed COVID-19 case. Specific information may be found at [Safe Work Australia](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning) <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning>.

Your plan should include the following:

- Engagement of suitably qualified cleaning personnel.
- Allocating personnel responsible for overseeing the process.
- List of cleaning agents, disinfectants, tools and equipment.
- Validated method of disinfection.
- Processes for ensuring cleaning equipment is clean.
- Storage and accessibility of cleaning equipment.
- Availability of [personal protective equipment \(PPE\)](#).
- [Education and training of cleaning personnel which should include the following:](#)
 - [knowledge of appropriate](#) cleaning products and chemicals including safe handling
 - waste and laundry management
 - hand hygiene
 - how to safely put on and remove PPE.

*Visitor, for the purposes of this guidance may include students, children, residents, clients, patients and 3rd party providers.

#Accommodation facilities may include supported residential services, high rise towers, boarding houses, boarding schools and hotels

^Every facility should have clearly written protocols to direct cleaning staff.

Basic training for cleaners

The education and training of cleaning personnel engaged to carry out decontamination cleaning should include:

- Basic infection control, hand hygiene and PPE training for [COVID-19](https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training)
<<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>>

Optional but highly recommended training:

- VET (Vocational Education & Training) training via an RTO (Registered Training Organisation):
 - The [Accredited training unit: HLTINFCOV001](https://training.gov.au/Training/Details/HLTINFCOV001)
<<https://training.gov.au/Training/Details/HLTINFCOV001>> - Comply with infection prevention and control policies and procedures.
 - [List of RTOs](https://training.gov.au/Search/SearchOrganisation?nrtCodeTitle=HLTINFCOV001) < <https://training.gov.au/Search/SearchOrganisation?nrtCodeTitle=HLTINFCOV001>> approved to offer this course

Why environmental cleaning is important

Commonly 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 can survive on surfaces, depending on the type of surface and the ambient temperature. Less likely than droplet transmission but possible, the employee may acquire the infection if they touch a contaminated object or surface, then touch their mouth, nose or eyes.

What happens when there is a confirmed case with COVID-19

DHHS will contact the facility or workplace if an employee or visitor has been diagnosed with COVID-19 and has been considered infectious while on the premises. The facility or workplace will need to be thoroughly cleaned and disinfected before it can be re-opened and staff can return to work.

A member of the DHHS outbreak team may undertake an onsite assessment or request specific information about the site layout, and, following discussions with the facility manager, establish which areas are required to be cleaned and disinfected (e.g. areas within the facility/workplace used/visited by the case, such as offices, bathrooms and common areas).

The area(s) will need to be closed to prevent ambulant traffic prior to and during cleaning and disinfection. When cleaning and disinfection begins, if possible, outside doors and windows should be opened to increase air circulation.

Information for cleaners

The importance of cleaning AND disinfection

Disinfectants may be inactivated by the presence of organic matter therefore physical cleaning must be undertaken prior to the application of a chemical disinfectant.

- **Cleaning** refers to the mechanical action, using a detergent and warm water to remove dirt.
- **Disinfection** is the use of chemicals to kill germs. It is important to remember to **clean** with detergent **before** a disinfectant is used.

Use of personal protective equipment (PPE) when cleaning

The risk of acquiring COVID-19 when cleaning is not as great as the risk when face to face with a sick person who may be coughing or sneezing.

- Avoid touching your face, especially your mouth, nose, eyes and the PPE (i.e. mask and eyewear) whilst cleaning.
- Recommended personal protective equipment (PPE):
 - Perform hand hygiene before and after removal of PPE.
 - Mask and eye protection such as protective goggles or a face-shield. These act to prevent you inadvertently touching your face with contaminated hands and fingers, whether gloved or not.
Prescription glasses are not protective.
 - Disposable gloves.
 - Plastic apron or a disposable gown should be worn to protect clothing from damage by the cleaning and disinfectant solutions.
 - Coveralls may be worn but only if training has been undertaken.
 - The Department of Education and Training has produced a [demonstration video](https://vimeo.com/420124799/030d5447f8) <https://vimeo.com/420124799/030d5447f8> of the steps to be undertaken when donning (putting on) and doffing (taking off) PPE with a gown and with coveralls.
- PPE should be removed and discarded into the appropriate waste stream before going on breaks and on completion of the cleaning job.

Preparation

Prepare your equipment

- Gather all equipment (cleaning equipment, disinfectant solution, plastic bags). You may need signage to prevent unauthorised people from entering the cleaning area.
- Before you begin, make sure your equipment is clean. For example — wipe down your mop handles, use clean mop heads and make sure your buckets do not have residual dirt.

Prepare yourself

- **Perform hand hygiene**
- **Put on your PPE**

Prepare the area

- To facilitate cleaning and disinfection of all surfaces:
 - remove clutter and discard disposable items/waste
 - items that are not used repeatedly or frequently touched, that is within the last 24 to 72 hours should be placed in a clear plastic bag and stored (for example, paper documents).
- For items that require laundering, arrange for these to be sent to a commercial laundry or washed in an on-site washing machine (if available).
- Remove crockery and cutlery. Place in an on-site dishwasher (if available) or wash in hot soapy water.
- Identify soft furnishings which need to be cleaned with the steam cleaner.

Prepare the neutral detergent and the disinfectant solution:

- Follow manufacturer's instructions for appropriate dilution and use (see Appendix one).
- Wear gloves and eye protection when handling.
- Solutions should be made up as they are needed. Pre-diluted bleach solutions lose potency over time and on exposure to sun-light and as such need to be made up fresh daily.
- Only use bleach on non-porous surfaces as it may damage other surfaces.

Clean and disinfect

- Thoroughly clean surfaces using detergent 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 (this is known as contact time) as specified by the manufacturer. If no time is specified, leave on the surface for 10 minutes.
- Wipe disinfectant off surfaces to prevent damage.
- Remove and discard gloves. If gloves are reusable, wash with soap and water after use and leave to dry. Wash hands with soap and water or use an alcohol-based hand rub immediately after removing gloves.

2-in-1 products combine a detergent and TGA listed hospital grade disinfectant product with activity against viruses. These 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).

Swabbing surfaces for COVID-19 after cleaning, is not required. A visual inspection is sufficient.

Choice, preparation and use of disinfectants

Disinfectants containing $\geq 70\%$ alcohol, quaternary ammonium compounds such as benzalkonium chloride or diluted household bleach including products containing sodium hypochlorite are suitable.

[If purchasing any product from a supplier always ask for a material safety data sheet \(MSDS\). If the product is purchased in store, carefully read the instructions on the label, follow the application and the safety instructions.](#)

Disinfectants that may be used for COVID-19 can be found in the [Australian Register of Therapeutic Goods \(ARTG\)](https://www.tga.gov.au/disinfectants-use-against-covid-19-artg-legal-supply-australia) <<https://www.tga.gov.au/disinfectants-use-against-covid-19-artg-legal-supply-australia>>.

A household or commercial grade virucidal disinfectant is suitable to use in non-healthcare workplaces. It must be one that can kill viruses. This should be written on the label as virucidal or anti-viral.

- The most readily available disinfectants are chlorine-based products (household bleach). To achieve the correct dilution, follow the manufacturer's instructions or use the chlorine dilutions calculator to achieve a 1000 parts per million (ppm) dilution.
- For the chlorine dilutions calculator refer to [Appendix 1](#).
- Once diluted, bleach solutions lose potency over time and on exposure to sun-light and so must be made up prior to use.

Cleaning and disinfection of carpets and soft furnishings

Soft furnishings or fabric covered items (for example, fabric covered chairs or car seats) that cannot be wiped clean or washed in a washing machine should be steam cleaned.

Use hot water extraction* cleaning equipment that releases at a minimum of 70 degrees Celsius under pressure must be used to ensure appropriate disinfection. Allow to dry thoroughly before re-use.

**Hot water extraction is a method of carpet cleaning that involves a combination of cleaning agents and water being injected into the carpet at high pressure and soil being removed by a vacuum. It is sometimes inaccurately called steam cleaning because steam escapes incidentally from the hot water.*

Management of linen, reusable cleaning equipment, crockery and cutlery

If there are items that can be laundered, such as towels, linen, mop heads, reusable cleaning cloths and toys launder them in accordance with the manufacturer's instructions using the hottest setting possible. Do not shake dirty laundry as this may disperse the virus through the air. Dry items completely.

Contain all linen and reusable cleaning equipment (that is, mop heads & cleaning cloths) before removal from the area in a plastic bag. Transport promptly for immediate washing.

Wash crockery and cutlery in a dishwasher on the hottest setting possible. If a dishwasher is not available, hand wash with hot soapy water and allow to air dry.

Cleaning of electronic equipment

Electronic equipment includes the following: printers, mobile phones, tablets, touch-screens, remote controls, mouse and keyboards.

For electronic equipment follow the manufacturer's instructions for cleaning and disinfection products.

If no manufacturer guidance is available, consider the use of disinfectant wipes or alcohol-based wipes containing at least 70% alcohol.

- Information for Apple devices may be found [here](https://support.apple.com/en-us/HT204172) <<https://support.apple.com/en-us/HT204172>>
- Information for Microsoft devices may be found [here](https://support.microsoft.com/en-us/help/4023504/surface-clean-and-care-for-your-surface) <<https://support.microsoft.com/en-us/help/4023504/surface-clean-and-care-for-your-surface>>
- Information for Hewlett Packard may be found [here](https://support.hp.com/us-en/product/samsung-xpress-sl-c480-color-laser-multifunction-printer-series/16462546/document/c00292159) <<https://support.hp.com/us-en/product/samsung-xpress-sl-c480-color-laser-multifunction-printer-series/16462546/document/c00292159>>

Cleaning Screens

Always refer to the manufacturer's guidelines as the types of screens vary. It will depend on whether or not the screen has a glass covering over an LCD screen. LCD screens should not be cleaned and/or disinfected with a disinfectant wipe, alcohol based wipe, or glass cleaner as this may leave a glare causing film.

LCD screens should only be cleaned with a microfibre cloth dampened with water. A mild soap may be used but check with the manufacturer guidelines.

Cleaning tips

- Turn the power off and unplug device.
- Use lint free or micro fibre cloths.
 - Avoid abrasive cloths, towels, paper towels or similar items
- When using a disinfectant it is important to follow the contact time on the label.
- Start by cleaning the screen. Wipe carefully in one direction, move from the top of the screen to the bottom, then commence on the hard, porous surfaces and finish with the power cords and other cables.
 - Avoid excessive wiping or rubbing.
 - Don't let liquids/moisture into any openings. Do not submerge the item into a cleaning solution.
 - Don't use aerosol sprays, bleaches or abrasive cleaners.
 - Spray solutions should only be used when sprayed into a lint free cloth.
- Ensure all surfaces have completely air-dried before turning the device on after cleaning.
 - Allow laptops to fully dry before closing.
- Keyboards
 - Remove debris with a small vacuum cleaner fitting.
 - Use a moist cloth with recommended solution or disinfectant wipe to clean/disinfect.

Private accommodation facilities

General information

Private accommodation facilities, such as private homes, multi-dwelling properties, student accommodation and boarding houses should have in place a routine cleaning and disinfection plan for frequently touched areas.

If a resident is a confirmed COVID-19 case they should be isolated from the other residents. Specific information on quarantine and isolation is available on the [department's site](https://www.dhhs.vic.gov.au/self-quarantine-coronavirus-covid-19) <<https://www.dhhs.vic.gov.au/self-quarantine-coronavirus-covid-19>>.

[Choice and preparation of disinfectants](#) has been described in this document.

Cleaning a private residence when a COVID-19 case remains on the premises

When a resident is sick and isolated within a home, the cleaning and disinfection of frequently touched (non-isolation) areas should continue daily by the other residents. The living space designated for the COVID-19 case should not be cleaned by other house members while the resident remains infectious. The other residents will be deemed close contacts by the DHHS and will be in quarantine.

Residents may provide cleaning equipment to the confirmed case if appropriate (that is if the confirmed case is well enough to clean their own environment). If a bathroom area needs to be shared between a confirmed case and other residents, the confirmed case should clean and disinfect after each use. If the cleaning cannot be undertaken by the confirmed case, a fellow resident, wearing a mask and gloves should wait as long as possible before cleaning and disinfecting and prior to being used by other residents.

Clothing and bedding, if soiled, may be laundered in a domestic washing machine using the hottest possible setting (as previously described) and then dried in a tumble dryer. The confirmed case should clean and disinfect all areas that they were in contact with whilst undertaking laundering.

There may be some occasions when the confirmed case needs to leave the isolation area. This may be to use the bathroom facilities or launder clothing and bedding. If this is essential, they should inform the fellow residents so they have time to apply a mask, they should also wear a mask, perform hand hygiene prior to leaving and ensure physical distancing of 1.5 metres is maintained.

Cleaning a multi-dwelling property or boarding house when a COVID-19 case remains on the premises

The site or property manager should maintain the environmental cleaning and disinfection schedule as outlined in the [guideline for multi dwelling properties](#).

Cleaning when the confirmed case is no longer infectious

When the resident is no longer infectious and/or the other residents are no longer deemed close contacts the following cleaning and disinfection should be undertaken as soon as possible.

1. Using detergent and water, clean the furniture from cleanest to dirtiest (e.g. toilets are cleaned last) and high to low.
 - Walls and ceilings may not need to be cleaned unless there is evidence of gross contamination with respiratory secretions. If required, clean only to touch height and include frequently touched areas
 - Cleaning cloths may be disposable or reusable.
2. Using TGA listed/bleach disinfectant solution, clean the furniture from high to low (as above)
3. Allow for contact time of disinfectant (refer to product information)
4. Wipe off residual disinfectant.
5. Items that may be laundered such as bedding, towels, cushion covers and reusable cleaning cloths should be placed in a domestic washing machine using the hottest possible setting (as previously described) and then dried in a tumble dryer or air dried (and if possible outside on a clothes line)
6. Soft furnishings that cannot be laundered such as furniture, curtains and carpet may be spot cleaned with warm soapy water and vacuumed.
7. Carpets should be vacuumed.
8. Hard floors should be mopped with disinfectant solution.
9. When cleaning is completed
 - Clean and disinfect the reusable cleaning equipment such as mops and buckets, and vacuum cleaner by wiping down (steps 1-4).
 - Reusable cleaning cloths should be laundered.
 - If disposable cleaning equipment used, such as cloths and mop heads, discard into the general waste bin.

Outdoor areas

Public areas (playgrounds, public barbecue areas, parks)

- The risk of transmission from outdoor surfaces such as at outdoor facilities is low as the COVID-19 is unlikely to last for very long periods on outdoor surfaces, given exposure to wind, rain and sunshine (i.e. UV light). Place reminders for the public to adhere to hand and respiratory hygiene and physical distancing principles.
- Local Government Areas (councils) or property managers should have in place a program to clean and disinfect public toilets at least once per day. There should be in place processes that allow the public to report identified soiled surfaces.
- Maintain usual cleaning and disinfecting practices for public barbecues. Provide advice to users of public barbecues to clean them before and after use.

Maintain usual cleaning practices for playgrounds and other similar outdoor areas

Spraying disinfectant on pathways, poles and paths is not an efficient use of resources and has not been proven to reduce the risk of COVID-19 transmission.

Pool areas, hot tubs or spas (private and public facilities)

There is no evidence that the virus that causes COVID-19 can spread directly to humans from water in pools, hot tubs or spas, or water play areas. Proper operation, maintenance, and chemical disinfection of pools, hot tubs or spas, and water playgrounds should kill the virus that causes COVID-19.

Waste

Following a confirmed COVID-19 case at a workplace or facility, any waste generated by deep cleaning or clean up processes should be disposed as clinical waste.

Information on how to dispose of clinical waste can be found at the EPA website: Coronavirus (COVID-19): disposing clinical waste: <https://www.epa.vic.gov.au/about-epa/publications/1901-1>

Coronavirus (COVID-19): Disposing of PPE at home and in the workplace: <https://www.epa.vic.gov.au/about-epa/publications/1898>

Fogging (wet or dry)

DHHS does NOT RECOMMEND the use of dry or wet fogging for COVID-19 cleaning and disinfection.

- Dry fogging, under high pressure with a fine bore nozzle, produces uniformly fine droplets. The droplet size is less than 10 microns. This leaves surfaces dry.
- Wet fogging is a broad term and refers to systems which use significantly lower pressures and variation in the bore size of the nozzle. In some systems the droplet size is between 10-30 microns but other systems the droplet size is greater than 100 microns (misting). Surfaces are always left wet.

Fogging requires specialised training and equipment. While it may be used in some industries for routine environmental disinfection it is **not a recommended** disinfection process for COVID-19 for the following reasons:

1. Fogging alone does not achieve the mechanical action of cleaning (removing dirt and grime).
 - Physical removal of dirt is an important step prior to disinfection and should not be omitted.
2. There are potential health and safety risks associated with aerosolised chemical disinfectants including skin, eye, and respiratory irritation. This risk is increased with prolonged exposure experienced by cleaners and vulnerable occupants such as infants and asthmatics.
3. Fogging may leave high levels of toxic residues. Soft furnishings may continue to release the chemicals for a long time after treatment resulting in potential occupational exposure risks.
4. There is significant risk that fogging will not give the disinfectant sufficient contact with the surface to disinfect it effectively.

- Factors that may inhibit adequate disinfection include the following: fogging is carried out too quickly, the mist is too fine and too close to the surface, or the air flow is too great.
5. Fogging chemicals, if allowed to go the HVAC system (heating, ventilation, air conditioning) may result in potential occupational exposures to other building users.

Alternative cleaning methods not outlined in this guideline

If an alternative option is suggested as a COVID-19 solution due diligence is required.

The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.

The DHHS does not recommend the use of sanitising tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitising tunnels could cause skin, eye, or respiratory irritation or damage.

The DHHS only recommends the use of the disinfectants against [COVID-19 that are registered](#) as previously described in this document.

References

Australian Government. Environmental cleaning and disinfection principles for health and residential care facilities, Accessed June 2020, <https://www.health.gov.au/resources/publications/coronavirus-covid-19-environmental-cleaning-and-disinfection-principles-for-health-and-residential-care-facilities>

Australian Government, Coronavirus (COVID-19) Information about routine environmental cleaning and disinfection in the community, Accessed June 2020, <https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community>

Australian Government, Therapeutic Goods Administration, Accessed June 2020, <https://www.tga.gov.au/disinfectants-use-against-covid-19-artg-legal-supply-australia>

Safework Australia, Accessed June 2020, <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning>

Health and Safety Executive, UK, Accessed July 2020, <https://www.hse.gov.uk/coronavirus/disinfecting-premises-during-coronavirus-outbreak.htm>

Centers for Disease Control & Prevention (CDC) USA, Accessed August 2020
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Example CHECKLIST for workplaces (Page 1)

Personal Protective Equipment

Mark

box with: ✓ / x/ NA

<p>10. Hand Hygiene (HH) is available</p> <ul style="list-style-type: none"> - Handwashing facilities or hand sanitiser 	
<p>11. Gloves</p> <ul style="list-style-type: none"> - (May be reusable or disposable)—must perform HH before putting on and taking off 	
<p>12. Disposable face mask</p> <ul style="list-style-type: none"> - Before removing perform HH. Do not touch the front. Use the ties or ear loops to remove. 	
<p>13. Protective eyewear or Face shield (May be reusable or disposable)</p> <ul style="list-style-type: none"> - Prescription glasses are not protective 	
<p>14. Plastic apron or full-length disposable gown. Coveralls may be used if trained in donning and doffing.</p> <ul style="list-style-type: none"> - This is precautionary to protect clothing from the chemicals used. 	

Cleaning equipment

<p>15. Large supply of disposable cleaning cloths</p> <ul style="list-style-type: none"> - Reusable cloths may be used if the site has a process for laundering them. <ul style="list-style-type: none"> o This maybe a site-based washing machine & dryer or a pre-existing contract with a commercial laundry. 	
<p>16. Mop & bucket</p> <ul style="list-style-type: none"> - Reusable mop heads may be used if the site or the cleaning contractor has a process for laundering them. - Disposable mop heads should be discarded in general waste. 	
<p>17. Extension pole for high level cleaning</p>	
<p>18. 2 Step clean</p> <p>Step 1: Neutral detergent</p> <p>Step 2: Bleach Solution or TGA approved disinfectant with virucidal activity</p> <ul style="list-style-type: none"> - Read the product label to see if it is effective against viruses - Follow the directions for preparation - Strictly follow dilution requirements - Read the label for contact time - Wipe off residual disinfectant after contact time completed. 	
OR	
<p>19. 2-in-1 clean</p> <ul style="list-style-type: none"> - Use a TGA approved 2-in-1 detergent/disinfectant product - Read the product label to see if it is effective against viruses - Follow the directions for preparation - Read the label for contact time 	
<p>20. Steam cleaner (basic requirement-- release steam at a minimum of 70°C under pressure)</p> <ul style="list-style-type: none"> - For soft furnishings or fabric items that cannot be washed in a washing machine or withstand bleach 	
<p>21. Large supply of plastic waste bags</p> <ul style="list-style-type: none"> - Check with site manager where these will go. 	

Example CHECKLIST for workplaces (Page2)

Area preparation

22. Define the area to be cleaned. <ul style="list-style-type: none"> - This will be determined in discussion with the DHHS outbreak team and the senior manager of the workplace. - They will include areas within the workplace used/visited by the COVID-19 positive case such as offices, bathrooms and common areas. 	
23. Close off area to be cleaned <ul style="list-style-type: none"> - Use signage to prevent accidental entry by others - If possible, open outside doors and windows to increase air circulation just prior to cleaning and disinfection. 	
24. Remove clutter and discard disposable items/waste into general waste bags, seal and dispose	
25. Quarantine items that need to be kept. <ul style="list-style-type: none"> - Place items in a clear plastic bag and store for 72 hours (e.g. paper documents). 	
26. Items that require laundering. <ul style="list-style-type: none"> - Do not shake laundry - Arrange for these to be sent to commercial laundry or washed in an on-site washing machine (if available). In workplaces where there are children i.e. schools or childcare centres, this may include dress up clothing. 	
27. Remove crockery and cutlery <ul style="list-style-type: none"> - Place in an on-site dishwasher (if available) or wash in warm soapy water. 	
28. Identify soft furnishings which need to be cleaned with the steam cleaner	

Cleaning and Disinfection

29. Using detergent and water, clean the furniture from cleanest to dirtiest (e.g. toilets are cleaned last) and high to low. <ul style="list-style-type: none"> - Walls and ceilings may not need to be cleaned unless there is evidence of gross contamination of respiratory secretions. Walls may only need to be cleaned to touch height and frequently touched areas. This should be discussed with the DHHS outbreak team. 	
30. Using TGA listed/bleach disinfectant solution, clean the furniture from high to low (as above)	
31. Allow for contact time of disinfectant (refer to product information)	
32. Wipe off residual disinfectant.	
33. Steam clean soft furnishings	

After

34. Clean all re-usable cleaning equipment with disinfectant solution <ul style="list-style-type: none"> - Wipe down mop handles, buckets and steam cleaner 	
35. Bag cleaning items that need to be laundered in a plastic bag and arrange to be laundered	
36. Remove all waste into general waste	
37. Site inspection with facility manager and DHHS outbreak team representative	

Appendix 1

The most readily available disinfectants are chlorine-based products (household bleach). To achieve the correct dilution, follow the manufacturer's instructions or use the chlorine dilutions calculator (see Table 1) to achieve a 1000ppm dilution. Once diluted, bleach solutions lose potency over time and on exposure to sunlight and so must be made up prior to use.

Chlorine dilutions calculator

Household bleach comes in a variety of strengths. The concentration of the 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.

- To receive this publication in an accessible format phone 1300 650 172 or email em.comms@dhhs.vic.gov.au.
- Developed by Infection Prevention and Control Advice Cell, DHHS
- Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.
- © State of Victoria, Australia, Department of Health and Human Services September 2020
- Available at <<https://www.dhhs.vic.gov.au/coronavirus>>

ATTACHMENT 9.6

COVID-19 Rapid Industry Guidance (Amended August 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 37.5C 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 37.5C, 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 37.5C 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 37.5C 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 37.5C after the ear thermometer test, they may not enter site and should seek medical advice and clearance before they can resume work

ATTACHMENT 9.7

COVID-19 Rapid Industry Guidance (March 2021)

Advice on Airflow and Ventilation in the Building and Construction Industry

This information is provided in conjunction with the Building and Construction Industry COVID-19 Guidelines. Please seek the advice from an accredited provider for the installation of any HVAC system.

“Ensuring heating, ventilation and air conditioning (HVAC) systems are well-maintained and operating properly is important for indoor workplaces to manage the risk of COVID-19 transmission. This includes any risks associated with the HVAC system being restarted after a period of shutdown.” Safe Work Australia

1 COVID-19 and Airborne Transmission

Aerosols emitted from a person with COVID-19 can pose a risk of airborne transmission. With the newer, more transmissible variants of the coronavirus now present in Australia, the role of Heating, Ventilating and Air Conditioning systems (HVAC) is even more important in reducing the risk of transmission through the air on building and construction sites.

2 What is the risk in the Building and Construction Industry?

The possible risk to workers in the building and construction industry arises when they are required to congregate in an enclosed area. This may be in any one of the following examples:

- Site offices
- Crib rooms and changing sheds
- Ablution Blocks
- During tool box or pre-start meetings
- When working in enclosed spaces with others
- When travelling in vehicles

3 What are the best precautions that can be taken?

The simplest and best precautions that can be taken wherever possible involve increasing ventilation in a given space and diluting the aerosol concentration in the air. This includes:

- Congregating outside whenever possible
- Opening doors and windows in enclosed rooms (windows in vehicles)
- Turning on air conditioners and extraction fans and
- Where adequate fresh air is available to be accessed, ensure that they are set to **Fresh** to minimise air recirculation and the units are properly maintained, filters cleaned etc.
- If you have exhaust fans in restrooms and other facilities, check they are functional and operating continuously and at full capacity when the building is occupied.
- Exhaust should be directed outdoors and away from windows and air intake systems of your building and that of any surrounding buildings.

4 What else can we do?

In circumstances where ventilation and air movement is minimal (for example in basement crib rooms and ablution facilities) the next options are to consider:

- Provide supplementary mechanical ventilation arrangements for adequate air dilution while ensuring that potentially contaminated air is not blown past multiple people and is exhausted appropriately.
-
- Room Air Purifiers. These are commercially available units that will work to scrub the air through filtration and may also include UV treatment to potentially kill viruses including SARS-CoV-2. *See below for Supplementary Note on Room Air Purifiers*)

5 Where can I get further information and seek advice?

The building and construction industry engages experts in HVAC systems including contractors associated with the Air Conditioning and Mechanical Contractors' Association. HVAC practitioners can provide guidance specific to your site situation, which will depend on a range of factors including building design, use and occupancy and effectiveness of current airflow.

6 Don't forget about the Density Quotient!

The density quotient of one person per two square metres applies where electronic contact tracing is in operation. However, this does not mean that you have to allow the maximum number of workers in an area at any one time and staggering of meal and crib breaks is a good way of achieving this.

7 Where can I get more information?

See below source material and further information.

- AMCA Position Statement
https://amca.com.au/Public/News/News_Items/202006/Ventilation-can-help-reduce-risk-of-airborne-transmission-of-COVID-19.aspx
- Key COVID-19 Building Services Advisory Notes (AG Coombs)
<https://www.agcoombs.com.au/covid-19-building-services-resources/>
- Safe Work Australia Fact Sheet -Improving Ventilation in Indoor Workplaces
<https://www.safeworkaustralia.gov.au/doc/improving-ventilation-indoor-workplaces-covid-19>

4 March 2021

Supplementary Note on Room Air Purifiers

Room Air Purifiers can be portable on casters or wall mounted. They can be placed/secured in a room and generally require a normal power outlet.

There are number of different types. For this purpose they can be categorised into:

- 1 Recirculating filter units featuring a fan, a high performance particulate filter, sometimes a carbon filter to remove odours and or sometimes a ionisation stage to assist with 'clumping' small particles together for better filtration. They will not generally remove all very small aerosols or free virus particles however can significantly **clean** the air.
- 2 Recirculating filter units which provide a high level of filtration/air cleaning as described in #1. above, and include a **disinfection** section that typically uses UV radiation to inactivate bacteria and viruses.

Unlike a room air conditioner these units require significant maintenance to retain their effectiveness. The high air flows, type of filtration and the environment they will likely work in mean that filters will load up with dust and contaminants relatively quickly and require regular replacement. Given the potential contaminated nature of the loaded filters their removal, disposal and replacement require particular attention/safe work methods.

Should you require further information and/or assistance with installation of an air purifier in your particular circumstances, please contact an authorised supplier and installation contractor.