



COVID-19 Response Checklist *Mining and Offshore Facilities*

This checklist has been developed to support mining and offshore facilities to respond to COVID-19 cases.

Facility operators must take all possible steps to prepare for and [manage COVID-19 in the workplace](#). Facilities should follow advice and actions below in response to being notified of a COVID-19 positive person in their workplace. Translated resources should be utilised where indicated and are available at [HealthyWA](#).

1. Inform and activate plans

- Report positive case to WA Health by emailing ncovcontact@health.wa.gov.au Include name and location of facility, number of staff, type of facility and number of staff affected.
- Ensure any positive Rapid Antigen Testing (RAT) results are reported to [WA Health online](#) (in addition to reporting to WA Health as above by email). An SMS survey will be sent after registration, which should be completed indicating the case works in a [mine site, offshore platform or ship](#).
- Activate facility outbreak management and business continuity plans, including workforce contingency and any communications plans.
- Inform the relevant regulatory and safety authorities and industry representatives (e.g. DMIRS, NOPSEMA).
- Remind employees to monitor for COVID-19 [symptoms](#) and [facilitate testing if symptoms develop](#).

2. Isolate and support cases

- Cases must isolate – see guidance at [HealthyWA](#) and section 4 below.
- Provide case with the [What to do when you test positive for COVID-19](#) factsheet and advise them to follow the [I have tested positive for COVID-19 protocol](#), isolating for a minimum of seven full days.
- People with COVID-19 should have access to a General Practitioner (telehealth appointments can be arranged). People with risk factors can register for the [WA COVID care at home](#) program.

3. Identify and manage close contacts

- Determine the case's infectious period, which is taken from 48 hours before the onset of symptoms (or 48 hours before the positive test if the person has no symptoms) until the end of isolation.
- Identify workplace close contacts. Shared housing and social contact in a residential setting with other employees should be considered when identifying workplace close contacts. See [HealthyWA](#) for the current close contact definition.
- Notify workplace close contacts that they may must follow the appropriate isolation protocols ([I am a close contact and have no symptoms](#) or [I am a close contact with symptoms](#)). See [COVID-19 close contacts](#) for further information.

4. Safe isolation of cases and close contacts

- If an employee resides in shared accommodation provided by the employer (or other workforce management company) the company should facilitate access to suitable premises for isolation.
- [Guidance for safe isolation for cases and close contacts in congregate living facilities and large households](#) and a [congregate living facilities](#) checklist is available to guide management of this shared accommodation.
 - Consider cohorting (grouping and separating employees in teams) to reduce the risk of COVID-19 transmission.

- Organise transport if relocating employees offsite or a location (usual place of residence or alternative accommodation) in line with the current [COVID Transition \(Testing and Isolation\) Directions](#).
- Establish pathways to maintain contact with employees who are isolating.
- Provide or arrange essential services to employees remaining onsite (food or medication delivery, laundry services, waste management).
- Organise testing for employees as required (when symptoms develop or as per testing protocols for close contacts).
- Implement strategies to support employee health and wellbeing while in isolation/quarantine onsite (physical activity breaks etc).
- If required, enact evacuation plans to transport employees to health or hospital facilities via ambulance or RFDS.
- Provide medical review as required (through onsite healthcare provider or a medical deputising services/telehealth where this arrangement is not in place).

5. Implement additional controls in the workplace

- **Physical distancing:** maintain at least 1.5m between people wherever possible, including on the worksite, at entry and exit points, in bathrooms and change rooms, in break/dining and smoking areas, and in meetings. This may include using partitions, splitting shifts, staggering shifts and breaks, and modifying workstations so employees do not face each other.
- **Infection prevention and control:** ensure thorough cleaning and disinfection of the workplace in keeping with [infection prevention and control guidance](#); ensure alcohol-based hand rub or hand-washing facilities with soap and water are available.
- **PPE use:** including face masks (subject to Occupational Health and Safety obligations).
- **Ventilation:** review [building ventilation](#) if not previously considered.
- Send [clear communications](#) to employees, which are [translated into languages other than English](#) where indicated. This should include advice for employees to get tested and stay home if symptomatic. See resources at [HealthyWA](#) (if translation of resources for a specific language group is required, contact ncovcontact@health.wa.gov.au).

6. Workforce capacity and operations

- Ensure [adequate supplies](#) of PPE and RAT kits are available.
- Advise Public Health Operations if workforce is likely to be impacted such that operations will be reduced or the facility will be closed (for advice on when cases and close contacts can return to work), or if there are other urgent concerns (email ncovcontact@health.wa.gov.au or call 13 26843).
- Ensure Employee Assistance Program (EAP) information is readily available and employees are aware of their leave entitlements and other [financial supports](#).

7. Ongoing management and escalation

- Identify a person responsible for being the primary contact between the facility and WA Health's Public Health Operations team (ncovcontact@health.wa.gov.au) if assistance with outbreak management is required.

8. Return to work

- Employees who have tested positive for COVID-19 can return to work when they have completed their [required isolation period](#) and symptoms have resolved. A negative test or clearance from WA Health is not required.
- Employees who are close contacts must follow the appropriate isolation protocols ([I am a close contact and have no symptoms](#) or [I am a close contact with symptoms](#)). See [COVID-19 close contacts](#) for further information.

- Employees who are **close contacts and have no symptoms** may leave their place of isolation and attend work if they take a negative RAT each day before leaving home, wear a mask and avoid high-risk settings (including aged care facilities, disability care residential facilities, mental health residential facilities, health care settings and correctional facilities).
- Employees who are **close contacts and have symptoms** must not attend work (see [I am a close contact with symptoms](#)).
- Employers should support employees returning to work and ensure workplace discrimination does not occur (see [Social stigma and COVID-19](#) at HealthyWA for ways to address social stigma).

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