



Guidance for preventing the spread of COVID-19 in the workplace

Each workplace is responsible for their own preparedness for COVID-19, and for implementing preventative strategies to reduce the risk of COVID-19 in the workplace.

Preventing spread of COVID-19 in the workplace

To reduce the risk of COVID-19 transmission in the workplace, employers should implement the following strategies:

- Have a [COVID Safety Plan](#)
- Promote infection prevention and control principles, including:
 - Unwell staff members must not attend work
 - [Good personal hygiene](#) and physical distancing in the workplace, including provision of alcohol-based hand rub (that contains between 60-80% alcohol) or access to soap and water for hand washing
 - [Frequent cleaning and disinfection of the environment](#) with attention to high-touch surfaces
 - Follow [advice for use of personal protective equipment \(PPE\)](#)
 - Ensure [posters and signage](#) in the workplace with infection control messaging
- Wear [face masks](#) and [follow any other advice](#) such as capacity limits as advised by the WA government at the time
- Promote [COVID-19 vaccination](#) for all eligible staff and contractors

Preparing for COVID-19 in the workplace

The following strategies will assist in reducing the impact of COVID-19 on the workplace:

- Have a business continuity plan and/or an outbreak management plan and ensure plans for workforce and supplies are in place to respond to an outbreak with limited additional support.
- Review the layout of the built environment and whether it is feasible to reduce shared break areas, avoid car-pooling, identify alternative ways to travel (avoid public transport) or modify the work environment (to maintain physical distancing if possible).
- Think about minimising the risk of exposure by adjusting rosters or zoning floors and having dedicated staff entry and exit points.
- Optimise ventilation in the workplace – see [information on COVID-19 and building ventilation and information on COVID-19 and air purifiers/cleaners](#).
- Review the need for work from home policies and limit face-to-face meetings and desk sharing.
- Where working from home arrangements are not possible, consider implementing split shifts to completely separate the workforce into two or more smaller work streams. This may reduce the number of staff who might be identified as close contacts and be required to quarantine if a person with COVID-19 attends the workplace.

- Review your [PPE stocks](#).
- Think about how workers can access testing, whether by laboratory-based PCR or rapid antigen testing (RAT).
- Be aware of available care pathways for cases and ensure information regarding registration is available for workers (see [WA COVID Care at home](#)).
- Ensure good record keeping practices to assist with contact tracing, including keeping:
 - an up-to-date register of all workers (including contractors and casual employees), including contact details and current phone numbers
 - a [contact register](#) (including use of [SafeWA](#)) for workers and visitors
 - accurate rosters and timesheets.

When a staff member develops COVID-19 symptoms

If a staff member develops [symptoms consistent with COVID-19](#) (such as fever, runny nose, cough, shortness of breath, sore throat or loss of taste and/or smell), they should:

- Get [tested for COVID-19](#), even if symptoms are mild, and isolate at home
- Follow [testing and isolation protocols](#) for a person with symptoms
- If their COVID-19 test is positive, they should inform their employer
- Employers should follow [guidance for the management of COVID-19 in the workplace](#)

Further information

- Signs and posters for the workplace:
 - [Stay safe at work posters](#)
 - [How to wash your hands](#)
 - [Protect yourselves and others](#)
 - [Stop the spread](#)
 - [COVID-19 resources for Aboriginal people](#)
 - [COVID-19 translated resources](#)
- [Advice on how to access PPE](#)
- [WA COVID Care at Home](#)
- [Guidance for the management of COVID-19 in the workplace](#)

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