

Guidance for building owners

While guidance material continues to be developed by Safe Work Australia, please see below for a summary and links to relevant guidance for building owners to consider in planning a reopening of workplaces.

Issue	Advice	Resources
Building entry	<p>Signage and communication at entry to building</p> <p>Safe Work Australia (SWA) have created a number of building sign templates for increased hygiene and changes to building operations.</p>	<p>SWA signage and posters for the workplace available here.</p>
	<p>Temperature checks</p> <p>SafeWork Australia currently notes that temperature checks can be undertaken by organisations for their workers as a preventative measure. For building owners, this does not necessarily mean it is appropriate to conduct temperature checks on the workers of your tenant businesses upon entry to a building. Administering temperature checks may be required or reasonable where, for example, workers live together in accommodation or in workplaces where vulnerable people are present, such as hospitals and aged care facilities.</p> <p>However, for many workplaces, there may be little benefit in conducting temperature checks on workers or others. This is because temperature checks will not tell you whether a person has COVID-19. It will only identify symptoms. It is possible that a person may be asymptomatic or be on medication that reduces their temperature. It is also possible that the person may have a temperature for another reason unrelated to COVID-19.</p> <p>Before administering temperature checks you should seek the advice of your public health authority on the appropriate method of temperature checks, PPE and control measures for safety. You must also consult with your workers and their health and safety representatives and take their views into account.</p>	<p>See further guidance on temperature checks at SWA</p>

	<p>Supervision of contractors by building managers required</p> <p>Non-essential visits to the workplace should be cancelled or postponed and building owners should minimise the number of workers attending to deliveries and contractors as much as possible.</p> <p>Clear instructions of your requirements should be given to delivery drivers and other contractors who need to attend the workplace to provide maintenance or repair services or perform other essential activities on site.</p> <p>Hygiene measures, contactless communication with workers and electronic paperwork are all encouraged.</p>	<p>This guidance and further detail can be found at SafeWork here</p>
<p>Lobbies and common areas within the base building</p>	<p>Lobby areas</p> <p>Ensure social distancing is observed in lobby areas including floor markings and appropriate signage.</p> <p>It's important to put processes in place to regularly monitor and review the implementation of physical distancing measures to ensure they are being followed and remain effective.</p>	<p>Guidance on physical distancing is available at Safe Work Australia</p>
	<p>Lift wells and lift operation</p> <p>The current advice from SWA is to ensure workers maintain 1.5m distance when travelling in lifts.</p> <p>Other measures such as frequent and ongoing cleaning of high-touch surfaces like lift panels and buttons is strongly encouraged, as well as floor markings, or queuing systems to ensure workers maintain an appropriate distance.</p> <p>Signage in lift wells, lobbies and inside lifts displaying healthy lift use protocols, including floor stickers to establish distancing zones and describe where and how to stand are also encouraged.</p>	<p>Guidance on lifts is now available on SafeWork Australia</p>

<p>Base building operations necessary</p>	<p>Cleaning protocols</p> <p>A documented risk assessment of high contact areas should be undertaken to ensure additional controls are in place, including a robust cleaning regime.</p> <p>Usual cleaning schedules, focusing on high contact areas such as water coolers, lift panels, lunch rooms and equipment, door handles and stair handrails will need to be increased based on infection control principles.</p> <p>Work with your cleaning contractor to ensure adequate hours and resources are allocated to meet your cleaning needs</p>	<ul style="list-style-type: none"> • See the Federal Department of Health environmental cleaning and disinfection principles for COVID-19 • See SafeWork information on cleaning of the workplace • See Cleaning Accountability Framework best practice measures for procurers of cleaning services during COVID-19
	<p>Maintaining HVAC systems</p> <p>Risk of Legionella and damage to building systems</p> <p>Cooling towers and condenser water systems can experience significant issues when shut down. These include cooling water and system surfaces that haven't been chemically treated, and dead legs in water systems, which may harbour Legionella.</p> <p>Internal air quality and mould issues</p> <p>If ventilation systems have not been operating (at least at reduced levels), occupants may face health and amenity risks when returning to the building, such as poor indoor air quality and mould. Dirty air filters may also need to be replaced before reoccupying. For more information on HVAC hygiene, refer to AIRAH's Best Practice Guideline.</p> <p>Compliance problems</p> <p>Essential safety and maintenance measures must be up to date, even if the building has not been occupied. Otherwise the statutory maintenance regime will not up to date and therefore not in compliance – and the building should not be occupied.</p> <p>AIRAH provides training on Essential Safety Measures. It has also recently published a revised edition of DA19 – HVAC&R</p>	<ul style="list-style-type: none"> • More from AIRAH • Guidance from AIRAH within the context of Covid-19. • The issue of Legionnaires disease: www.airah.org.au/legionella.

	<p>Maintenance, which covers compliance maintenance.</p> <p>If a complex air conditioning system has been shut down, experts should be consulted to explain the correct start-up procedures, to check control settings, and to compare the system's operation with commissioning baseline data</p>	
Workforce management	<p>Planning a return to work The exposure of your workers and/or customers/clients to COVID-19 is a foreseeable risk that must be assessed and managed in the context of your operating environment.</p> <p>Splitting workers' shifts to reduce the number of workers onsite at any given time. Schedule time between shifts so that there is no overlap of staff arriving at and leaving the workplace or have different entrances and exits to avoid interaction.</p>	<ul style="list-style-type: none"> • See SafeWork key considerations for undertaking a risk assessment • SafeWork workplace checklist • Template and example COVID-19 risk register
	<p>Workforce screening Your staff, as well as subcontractors on-site, need to know the symptoms of COVID-19 and the measures to control the risk of exposure you are adopting. You are encouraged to put in place a documented system for informing workers about what you are doing in response to COVID-19.</p> <p>You should prepare a documented process for what you will do in the case of a confirmed case of COVID-19 on your site. The plan should cover your immediate response and returning to normal operations</p>	<ul style="list-style-type: none"> • See Australian Government infographic COVID-19: Identifying the symptoms • SafeWork Australia advice on what to in response to suspected or confirmed cases of COVID-19 • More advice on keeping workers safe at SafeWork Australia.
	<p>Hygiene practices Provide access to hand washing and hand sanitisers, providing access to disinfectant to sanitise shared tools and hanging posters to educate everyone on good hygiene practices, for example, thorough hand washing regularly for at least 20 seconds.</p>	<ul style="list-style-type: none"> • See Government infographic on handwashing • More at SafeWork Australia

	<p>Social distancing in work areas</p> <p>You must do everything reasonably practicable to keep workers apart. Keeping staff a safe distance apart (at least 1.5m). This applies in all areas of the workplace including desk areas, meeting rooms, crib/break rooms, corridors and in vehicles. Note that legal obligations related to Right of Entry must still be complied with.</p> <p>You should consider and make adjustments to the layout of the workplace and your workflows to enable workers to keep at least 1.5 metres apart to continue performing their duties.</p> <p>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. Where not possible, reduce the amount of time workers spend in close contact.</p>	<ul style="list-style-type: none"> • SafeWork physical distancing checklist • More at SafeWork Australia
	<p>Staff who contract COVID</p> <p>Specific guidance available on dealing with workers who contract it in and out of the workplace as well as guidelines on coming back to work after healing.</p>	<ul style="list-style-type: none"> • SafeWork Australia advice on what to in response to suspected or confirmed cases of COVID-19 • See work health and safety incident notification COVID-19 • More at SafeWork Australia
<p>Further information</p>	<p>For Office For Retail For Warehousing and Logistics For Building and Construction For Aged Care</p>	