

COVID-19 Health and Safety Protocol Checklist

Curtin University Health and Safety Department

To ensure COVID-19 health and safety protocols are introduced and maintained, the following control measures should be assessed as we return to face-to-face teaching and working. In consultation with the Health and Safety Department, managers or their nominees are to complete this checklist in order to eliminate or reduce risk of COVID-19 transmission.

Building:	Room Number:	Completed By:	Date:
-----------	--------------	---------------	-------

Element	YES	NO	N/A	Actions Required
1 Primary Requirement				
If a staff member is unwell or displaying flu like symptoms they MUST NOT COME TO CAMPUS. The unwell staff member should attend a COVID-19 testing clinic or contact their doctor.				
2 General Requirements				
2.1 Personal hygiene				
Are there adequate numbers of hand sanitiser stations in the work area (lunchrooms, reception areas, at entrances to shared spaces)?				
Are bathrooms well stocked with hand wash, paper towels and/or air dryers?				
Are there hand hygiene posters in the bathrooms?				
Do all rooms and open spaces have table top cards and /or posters displaying hygiene and distancing requirements?				
Have all staff been reminded to avoid, where possible, sharing phones and other office equipment (including white board markers)?				
Have all students and staff members been advised to sanitise any shared equipment or work surfaces after use, using either wipes or mild detergent solution applied to paper towel via a spray bottle?				
2.2 Physical Distancing				
Are the maximum occupancy posters on display at the entrance to all rooms / enclosed spaces?				
Has the room been arranged to have separate entrances and exits or inflow/outflow lanes to avoid contact where possible?				
Are staff instructed to limit contact with others – no shaking hands or unnecessary touching of objects?				
Do work stations, desks and tables need to be moved further apart or display “Do not use” signage to comply with social distancing requirements?				
Depending on work area set up, have all hot desks in the area have either ‘do not use’ or ‘wipe down after use’ signs in place?				
Are meetings arranged as electronic meetings (where possible) or held in suitable spaces to ensure current physical distancing requirements are maintained?				
Have contactless delivery options or arranged delivery times been implemented where possible?				
Are there physical distancing markers on the floor in areas where staff/students line up?				

Does the layout of the workplace or nature of tasks require staff and/or others to be in close proximity to each other?				
Where staff are required to use vehicles in the course of their work, have they been instructed to ride with a maximum of two persons per vehicle, driver and the second person in the left rear passenger seat? <i>(In vehicles with no rear seat and two people are required, minimise conversation while in vehicle.)</i>				
Is access control in place where required rather than manual locks?				
2.3 Electrical Safety				
Have all staff been instructed to disconnect key boards and mice from their computer before cleaning surface with either wipes or mild detergent solution applied to paper towel via a spray bottle?				
Have all staff been advised to unplug all electrical equipment or isolate it before cleaning/disinfecting?				
For specialist equipment, have the manufacturer's manuals been reviewed before electricity is shut down and cleaning commences?				
2.4 Plan ahead				
Have COVID-19 protocols been included in your local area induction?				
Do staff in the work area know how to report a suspected or confirmed case of COVID-19 via CHARM?				
Are appropriate amounts of cleaning products available for staff to use during the day between the University's contracted cleaning programs? <i>Cleaning products include either wipes or mild detergent solution a spray bottle and paper towels.</i>				
2.5 Ongoing Monitoring Systems				
Do TV screens, lecture theatre screens and computer start-up screens display reminders on how to limit the spread of COVID-19?				
Do TV screens, lecture theatre screens and computer start-up screens display reminders to staff and students to not come to campus if they display any symptoms of COVID-19?				
Has a recommendation been made to all staff to download the Australian Government CovidSafe app? <i>Note: While not mandatory to do so, this app is an important prevention initiative for our society.</i>				
Have staff been instructed to alert their manager/supervisor if they have been in close contact with a person who has COVID-19 or have been tested for COVID-19?				

3 Special Work Environments				
3.1 Computer Laboratories				
Have users been made aware of the requirement for 1 person per work station and keyboards/mouses must be sanitised after use, using either wipes or mild detergent solution applied to paper towel via a spray bottle?				
3.2 Laboratories, Workshops and Work-sheds				
For close contact activities, has a risk assessment that considers COVID-19 protocols been completed?				
Has workplace plant and equipment been rearranged (where possible) to ensure that physical distancing measures are correctly implemented?				
Have laboratory users aware of the requirement for one person to use equipment at a time and cleaning/ disinfection of panels, switches, hand held and power tools should occur after each person has completed their task? <i>This type of cleaning should be carried out after use, using either wipes or mild detergent solution applied to paper towel via a spray bottle.</i>				
3.3 Medical Services and Health Clinics				
For close contact activities, are risk assessments conducted taking into consideration COVID-19 protocols?				
Have workspace equipment and instrumentation been rearranged to ensure that physical distancing measures are correctly implemented?				
Are plant and equipment controls/switches cleaned after use by each operator? <i>(Not required if gloves are being worn by the operator). This cleaning should be carried out after use, using either wipes or mild detergent solution applied to paper towel via a spray bottle.</i>				
Is reusable medical equipment cleaned and where necessary sterilised in between users?				
Are all staff members aware of hand hygiene /washing/wearing gloves and equipment cleaning requirements after using frequently shared equipment?				
Is signage in place to remind visitors or clinic patients that if they have any symptoms of COVID-19 to leave campus immediately and attend a COVID-19 screening clinic or their doctor?				
Are all clients screened when making their appointments to ensure that they are not displaying any symptoms of COVID-				

19, and if so no appointment is made and the client referred to a COVID-19 clinic or their doctor?				
Have waiting rooms been rearranged to ensure that the physical distancing requirements of 1.5m are met?				
3.4 Performance Spaces				
For close contact activities, are risk assessments which take into account COVID-19 protocols conducted?				
Is moveable equipment situated in such a way as to encourage a physical distancing of 1.5 metres?				
Are hand and power tools cleaned in between users or appropriate single use PPE used while operating the equipment? <i>This cleaning should be carried out after use, using either wipes or mild detergent solution applied to paper towel via a spray bottle.</i>				
Are props and costumes cleaned and where necessary disinfected between each use?				
Are costumes only used for performance not rehearsal where possible?				
Are smooth surfaces on seating cleaned after each performance? <i>This cleaning should be carried out after use, using either wipes or mild detergent solution applied to paper towel via a spray bottle.</i>				
Have the air exchanges in practice and performance spaces been increased to assist to reduce the spread of infection?				
3.5 Café's and Retail Stores				
Is PPE available for staff to use at when required?				
Has cash handling been removed where possible and replaced with electronic payment methods?				
Are surfaces cleaned and disinfected at least hourly? <i>This cleaning should be carried out using either wipes or mild detergent solution applied to paper towel via a spray bottle.</i>				
Are takeaway cups, cutlery and sealed food containers the only option for customers?				
Is all cutlery individually wrapped?				
Have all smorgasbords been replaced by pre-packaged or meals served in takeaway containers?				
Are processes in place to ensure that physical distancing requirements are met within the café?				
3.6 Libraries and Art Gallery				
Are chairs and tables/desks suitably spaced or signposted to ensure that physical distancing requirements are met?				

Are reception desks or other frequently accessed areas, computers, photocopiers, binders, book scanners, audio-visual equipment, internal to building door handles and stairway handrails cleaned and disinfected by area staff on a continual basis, in addition to the Curtin Contract cleaning processes? <i>This cleaning should be carried out using either wipes or mild detergent solution applied to paper towel via a spray bottle.</i>				
Are sleeping pods tagged out of service or cordoned off?				
Are maker spaces cordoned off to prevent use?				
Are returned items quarantined for at least 72 hours and disinfected (where necessary) before returning to the shelves?				
Are meeting rooms required to be booked for each use?				
Are meeting rooms cleaned after each use? <i>This cleaning should be carried out using either wipes or mild detergent solution applied to paper towel via a spray bottle.</i>				
3.7 Curtin Owned or Hire Vehicles				
Are alcohol hand-wash and wipes available within the vehicle for use before and after driving?				
Do first aid kits for fieldwork contain a pocket face shield for use during resuscitation as required? <i>Note: mouth to mouth resuscitation even when using a face shield could result in transmission of COVID-19. No breaths resuscitation is the preferred method. First aiders should only apply first aid if they feel safe to do so.</i>				
Where staff are required to use vehicles in the course of their work, have they been instructed to minimise number of passengers and avoid long conversations?				
3.8 Places of Worship				
Are shower & wash facilities subject to cleaning routines after each use?				
Hand washing facilities are cleaned on a regular basis in addition to the Curtin contract cleaning processes? <i>This cleaning should be carried out using either wipes or mild detergent solution applied to paper towel via a spray bottle.</i>				
Are physical distancing protocols maintained during services?				
3.9 Bike Pods and End of Trip Facilities				
Are end of trip facilities closed and not available for use where possible?				

Are handwashing / sanitising and physical distancing posters on display in the facility?				
3.10 Outside Shared Facilities				
Are all beanbags and hammocks put in storage and not available for use?				
Are staff and students reminded to thoroughly wash/sanitise their hands after using electronic teller machine and ETF machines?				
Are sea containers used for purposes other than storage removed from service?				
Have outdoor games been removed from service and placed in storage?				
3.11 Gymnasium				
Have electronic forms of payment been arranged and cash handling discouraged?				
Has all extraneous equipment been removed from service so that physical distances requirements are maintained?				
Are shared fitness class sizes posted and maintained in line with current physical distancing requirements?				
Have shower facilities been closed or are appropriate cleaning programs in place to maintain the required level of cleanliness in line with COVID-19 protocols?				
Have all circuit programs been removed to eliminate the sharing of equipment and alternative programs instigated?				
Is equipment cleaned and disinfected between users? <i>This cleaning should be carried out using either wipes or mild detergent solution applied to paper towel via a spray bottle.</i>				

CONTACT DETAILS	
Contact	Health and Safety Ph: (08) 9266 4900 healthandsafety@curtin.edu.au
Approval Authority	Director, Health and Safety

REVISION HISTORY		
Revision #	Date	Amendment Description