

# COVID-19 CORPORATE OFFICES Safety Response Matrix

Corporate offices definition: all office spaces used for administrative purposes and client visits.

Note:

- The response level (0-5) will be determined by Crisis Management Team (CMT)
- Managers within the Corporate Office are required to implement the determined action level directions unless exception sought from CMT
- GM or delegate to contact CMT for escalation points
- An Outbreak is declared by the Public Health Unit (PHU)
- Any Chief Health Officer (CHO), State or Commonwealth Directive are in addition or replace these directions

Safety Response Level determined by	1	2	3	4
COVID-19 prevalence in the Local Govt area, Local Community (LGA/HHS), Hospital or Health Service as advised by QLD Health	Low Risk	Moderate Risk	High Risk	Outbreak
	No or few cases; cases only in quarantine; small numbers of linked cases	A series of unlinked cases; high number of locally-acquired cases; cases with high numbers of local	High numbers of unlinked cases; sustained community transmission	Overwhelming impact on daily operations and/or declared outbreak

## Corporate Office Response Action Plan

Safety Response Level	1	2	3	4
<b>Entry Screening</b>	Yes – temperature check on entry.	Yes – temperature check on entry.	Yes – temperature check on entry.	Yes – temperature check on entry.
<b>Contractors</b>	Allowed – social distancing and temperature check on arrival.	Allowed – limited to essential, temperature check on arrival (essential determined by CMT).	Allowed – limited to critical, temperature check on arrival (critical determined by CMT).	No contractors on site unless exemption sought from CMT.
<b>Staff and Staff Management (including working from home)</b>	<p>Reduce staff in the office by 40% so that the office remains only at 60% capacity.</p> <p>Engage 'Work from Home' practices however arrangements must be prior-approved by the employees SLT member with a record of all devices taken offsite.</p> <p>All staff must maintain a distance of one person per 2 m<sup>2</sup> in offices, meeting rooms etc. Social distancing requirements of staying 1.5m apart remain in place.</p>	<p>Reduce staff in the office by 75% so that the office remains only at 25% capacity.</p> <p>Engage 'Work from Home' practices however arrangements must be prior-approved by the employees SLT member with a record of all devices taken offsite.</p> <p>All staff must maintain 2m (4m<sup>2</sup>) social distancing from each other, including at desks.</p> <p>Start to consider and develop team (team A and team B) rotations. Minimise contact between teams (including SLT).</p> <p>Discourage congregation in tea rooms and other joint spaces.</p> <p>Discourage staff movement across levels 5, 6 and 7.</p>	<p>Reduce staff in the office by 90% so that the office remains only at 10% capacity.</p> <p>Engage 'Work from Home' practices however arrangements must be prior-approved by the employees SLT member with a record of all devices taken offsite.</p> <p>All staff must maintain 2m (4m<sup>2</sup>) social distancing from each other, including at desks.</p> <p>Enforce and implement team rotations. Minimise contact between teams (including SLT).</p> <p>Stop congregation in tea rooms and other joint spaces.</p> <p>No unnecessary staff movement across levels 5, 6, and 7.</p>	<p>No staff on site unless deemed critical by CMT. All staff to be on 'Working from Home' arrangements. If onsite then staff must maintain 2m (4m<sup>2</sup>) social distancing from each other.</p> <p>Consider relocating critical services to other available facilities (CMT, Operations Team, Payroll and Digital and Technology).</p>
<b>Training and Meetings</b>	Yes, adhering to social distancing requirements. Meetings should be virtual where possible.	<p>Yes, adhering to social distancing however virtual where possible.</p> <p>Keep meeting attendee numbers as small as possible and do not hold meetings where a 4m<sup>2</sup> space cannot be maintained.</p> <p>Do not attend business meetings at 3<sup>rd</sup> party offices unless prior written approval from your manager.</p>	<p>Yes, critical only and adhering to social distancing.</p> <p>Meetings should be limited to only those that are critical to the running of your business. Video conferences and teleconferences are preferred.</p>	Training and Meetings - to be conducted virtually.

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<b>External Visitors</b>	<p>External visitors for business purposes only.</p> <p>No children.</p> <p>Interviews can be performed on site within social distancing restrictions.</p> <p>Australia Post and Couriers are exempt.</p>	<p>No external visitors including children. Interviews to be performed virtually unless approved by GM.</p> <p>Australia Post and Couriers are exempt.</p>	<p>No external visitors including children. Interviews to be performed virtually. Australia Post and Couriers are exempt.</p>	<p>No external visitors under any circumstances.</p>
<b>Staff PPE Use</b>	<p>No requirement.</p>	<p>Masks to be worn when unable to socially distance.</p>	<p>Masks to be worn when unable to socially distance.</p>	<p>Masks to be worn at all times.</p>
<b>Cleaning</b>	<p>Routine Cleaning plus Touch point cleaning two times a day (external provider).</p>	<p>Routine Cleaning plus Touch point cleaning three times a day (external provider).</p>	<p>Routine Cleaning plus Touch point cleaning three times a day (external provider).</p>	<p>Outbreak Cleaning - Interim infection prevention and control guidelines for the management of COVID-19.</p>
<b>Common Facilities</b>	<p>Normal operations within social distancing restrictions as required by standard precautions for infection prevention.</p>	<p>Normal operations within social distancing restrictions as required by standard precautions for infection prevention.</p>	<p>Normal operations within social distancing restrictions as required by standard precautions for infection prevention.</p>	<p>No shared cutlery or glassware. Disposable cutlery and plates and single use glassware or drink bottles.</p>
<b>Personal deliveries</b>	<p>No personal deliveries.</p>	<p>No personal deliveries.</p>	<p>No personal deliveries.</p>	<p>No personal deliveries.</p>
<b>Travel</b>	<p>Interstate travel for business must be approved by GM.</p> <p>Intrastate travel for business as per business as usual approval process.</p>	<p>Interstate travel for essential business only and must be approved by GM and in accordance with Public Health Directions.</p> <p>Intrastate travel for essential business only and must be approved by Line Manager and in accordance with Public Health Directions.</p>	<p>Interstate travel for essential business only and must be approved by GE and in accordance with Public Health Directions.</p> <p>Intrastate travel for essential business must be approved by GM and in accordance with Public Health Directions.</p>	<p>No interstate travel.</p> <p>Intrastate travel for essential business only and must be approved by GE and in accordance with Public Health Directions.</p>

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Incoming and Outgoing Mail	Normal business operations.	Contactless receipt of deliveries. For example: Australia Post mail deliveries left outside door.	Contactless receipt of deliveries. For example: Australia Post mail deliveries left outside door.	Australia Post mail to be re-directed to another facility.
Volunteers	Yes – under the age of 70 with no co-morbidities with temperature check.	Not allowed on premises.	Not allowed on premises.	Not allowed on premises.