



Covid-Safe Checklist for Back to Work or Ramping Up

Now that Australia has successfully reduced new COVID-19 cases to a low level and restrictions are being eased, businesses are developing plans for a return to more normal operations.

Whether your business is reopening, you have staff returning to the office after working from home or you are continuing to work as you have done throughout the pandemic, **it is clear that all businesses need to operate in a way that minimises COVID-19 risks.** If your business has an effective COVID-safe plan in place it will help you to operate safely while reducing the risk of wider outbreaks that would lead to even greater economic damage if restrictions have to be reinstated.

Ai Group resources for getting back to work and ramping up

Ai Group's website contains [assistance, templates and checklists with WHS and related WR issues](#) specifically designed for our membership, including:

- Personal hygiene and physical distancing and infection control in factories and warehouses
- Symptom monitoring for staff, contractors, labour hire and visitors
- Cleaning industrial workplaces
- Managing goods deliveries in and out
- Managing remote workforces
- Communication and consultation with blue and white collar workforces
- Mental health support
- Dealing with a positive case and minimising the operational effects

Overall business plan for ramp up

The National COVID-19 Coordinating Commission (NCCC) has released a [Business Planning Tool](#). To assist companies to meet this obligation. Ai Group encourages members to utilise this planning tool as part of continuing, adjusting or reopening operations as restrictions ease.

The Planning Tool covers three major topics:

1. Keeping staff, visitors and customers safe;
2. Adapting your business;
3. Accessing support and assistance.

[Ai Group's website contains assistance with these issues](#) specifically designed for our membership base.

WHS plan for ramp up

The key WHS topics covered in the Business planning Tool are:

1. Undertaking a risk assessment;
2. Maintaining good hygiene and cleaning; physical distancing;
3. Getting specific WHS advice for your business or industry;
4. Responding to a COVID-19 infection.

The [Safe Work Australia online hub](#) is the definitive source of information for businesses to understand their WHS obligations. It now has large amounts of guidance material, with specific guidance for particular industries. It also has links to the various state and territory regulators where local information will also be available.

FURTHER INFORMATION

For further information or assistance, please contact the Ai Group Workplace Advice Service on 1300 55 66 77