



Employer Checklist

Managing coronavirus in the workplace

- Stay up to date with government advice and guidance
- Understand your obligations under the Fair Work Act and other applicable agreements, awards or contracts
- Assess and manage the risk of exposure to coronavirus in your workplace and communicate with employees about measures you are taking to ensure their health and safety
- Remind employees about appropriate hygiene practices and provide the required resources to assist (e.g. posters, PPE, sanitisers, tissues, disinfectant)
- Implement a 'managing COVID-19 in the workplace policy' across your business
- Implement (or review existing) business continuity policy or plan
- Ensure your management team are aware of new/revised policies and that they consistently apply and enforce them across your business
- Ensure your workplace is frequently cleaned in accordance with government guidelines
- Limit (or consider stopping altogether) all non-essential travel, external meetings, training and events
- Be clear on your expectations of employees - do you require them to advise you of all travel plans (even personal) so you can manage their return to the workplace and associated risks accordingly
- Consider whether employees can work from home and prepare for this with the appropriate IT infrastructure, health and safety processes and working from home policies
- Review your leave policies and remind employees of their options and entitlements