

Accommodation and Transport Health Management Plan Template

Accommodation and private or charter workforce transportation providers

This template is for:

- Accommodation providers who are required under the Chief Health Officer Public Health Direction *Non-essential Business, Activity and Undertaking Closure Direction* to have a health management plan
- Private or charter workforce transportation providers the provides services to certain businesses and accommodation as described under the Chief Health Officer Public Health Direction *Seasonal Workers Health Management Plans Direction*
- Queensland businesses wishing to assess their plans to control COVID-19 associated risks.

Text may be entered into the fields below. Complete only the relevant sections (relating to accommodation and/or transport) relevant to your activity.

Company contact details	
Company name	ABN
Address of QLD site this plan applies to	
Number of workers at site	Date
Key contact 1	
Name	Position
Phone	Email
Key contact 2	
Name	Position
Phone	Email

In addition to existing Workplace Health and Safety procedures this plan:

- Describes the health screening steps that will be implemented for guests entering accommodation (e.g. hostels, caravan parks) and seasonal workers travelling to/from their workplace; and
- describes the steps, including maintaining health standards, that will be implemented to reduce the risk of transmission amongst guests and to the wider community; and
- has been submitted to a Queensland Health Public Health Unit via: covid.plans@health.qld.gov.au.

The company will take all reasonable steps to ensure that a person does not enter the accommodation/transport if they are unwell and/or do not pass the health screening steps below.

In order to prevent spread of illness to other geographical areas, any person who presents unwell while on the premises of the accommodation provider should be managed in isolation onsite until medically assessed. If, following medical assessment, it is determined that the person has an illness which is infectious (including possible COVID-19) but does not require hospitalisation, they should continue to be managed in isolation onsite until they are clinically assessed as non-infectious. This assessment may be done at a distance (eg. Virtual ward assessment via telehealth).

If there are concerns regarding the clinical deterioration of the person, follow current processes using existing linking with local health services or Call 13HEALTH (13 43 25 84) for advice.

The company may be directed by the local Public Health Unit to revise and update this plan if new advice and recommendations are made in order to prevent the spread of illness.

A. Accommodation Health Screening Steps – completed **BEFORE** the prospective guest enters the accommodation

Steps	Actions	Details of actions taken	
Prospective guests are to confirm that they have not returned to Australia from overseas in the last 14 days	Those who have returned from overseas must self-quarantine for 14 days after entering Australia Self-quarantine		<input type="checkbox"/>
Prospective guests are to confirm they have not, in the last 14 days, been in close contact (as defined in the current CDNA guideline (CDNA guideline)) with someone who has COVID-19	Prospective guests must self-quarantine if they have been in close contact with someone who has COVID-19 for 14 days after the last contact with that person.		<input type="checkbox"/>
Prospective guests are to confirm they have not, in the last 14 days, been in a COVID-19 hotspot as defined by the Chief Health Officer and published on the Queensland Health website (hotspots-covid-19)	Prospective guests must self-quarantine if they have been in a COVID-19 hotspot in the last 14 days for 14 days after leaving the designated hotspot. Accommodation providers are recommended to retain a copy of each new resident's contact details (and Queensland border pass where applicable) for their records		<input type="checkbox"/>
Prospective guests are to confirm they have not had a fever, cough, sore throat, shortness of breath or other cold/flu-like symptoms in the last 72 hours and are otherwise well.	Prospective guests who are currently unwell with a fever, cough, sore throat or shortness of breath, or other cold/flu-like symptoms, or report having been unwell in the last 72 hours especially with cold or flu type symptoms must be isolated		<input type="checkbox"/>

	immediately and not enter communal areas and should seek medical advice.		
Guest should be asked if they have previously been diagnosed with COVID-19.	If a guest indicates they have had COVID-19 they must confirm: at least 10 days have passed since onset of symptoms; and they have been free of all symptoms for at least 72 hours; and provide evidence of completion of isolation.		<input type="checkbox"/>
Prospective guest provides details of locations visited and accommodation details for the 14 days' prior to staying at the relevant accommodation.			

If a guest is confirmed to have COVID-19, call 13HEALTH (13 43 25 84) for advice.

B. Reducing the risk of transmission at the accommodation and during transport to and from the workplace – in addition to Workplace Health and Safety procedures to maintain health standards

Steps	Details of actions taken	
Accommodation		
Information will be provided to all guests and staff on relevant information and procedures to prevent the spread of COVID-19		<input type="checkbox"/>
Signage at all entry or exit points of the accommodation provides guests and staff with relevant information and procedures to prevent the spread of COVID-19		<input type="checkbox"/>
Everyone entering and exiting the accommodation must wash or sanitise their hands on entry and exit. Liquid soap, running water, alcohol-based hand rub, paper towels and cleaning supplies will be provided		<input type="checkbox"/>
Hand washing facilities are adequately stocked with liquid soap and paper towel and these are kept clean and in good working order		<input type="checkbox"/>

Good hygiene practices will be promoted	display handwashing 12 step guide and environmental-cleaning	<input type="checkbox"/>
Communal facilities will be kept clean and hygienic. Frequently touched surfaces, such as kitchens, bathrooms, door handles and light switches, will be thoroughly cleaned (at least three times a day), in accordance with environmental-cleaning to reduce contamination. Records of cleaning activities e.g. sign off will be maintained.		<input type="checkbox"/>
Where practicable, guests will maintain a minimum distance of 1.5 metres from other guests		<input type="checkbox"/>
Guests may be assigned or self-assign to a 'household unit' of no more than 4 persons. 'House hold units' form a functional 'family' and will work, transport and share communal facilities (on a roster basis) with other members of the 'household unit'. Records of the 'household units' and rosters will be maintained		<input type="checkbox"/>
Only one person per 4 square metres in communal areas (e.g. kitchens, bathrooms). Communal area rosters will allocate the minimum practical number of household units to the area at any one time by roster. After use of a communal area, all utensils and surfaces will be appropriately cleaned. Records of rosters will be maintained.		<input type="checkbox"/>
The use of communal sleeping quarters should be minimised. Guests will maintain a minimum distance of 1.5 metres from other guests at all times and beds will be occupied so that each person has 4 square metres. Only members of one 'household unit' will share a room on an 'all-in', 'all-out' basis. Sleeping quarters will be routinely cleaned daily and thoroughly cleaned between change-over of guests in accordance with environmental-cleaning and records of cleaning maintained.		<input type="checkbox"/>

<p>Promotion of strict hygiene in bathrooms. If utilising the 'household unit' management method, at any one time, shower blocks to be used only by one 'household unit' by roster and showers cleaned thoroughly between uses.</p> <p>Otherwise, maintain 1 person per 4 square metres and clean showers hourly during peak periods.</p> <p>Records of roster and cleaning activities e.g. sign off will be maintained. As far as possible guests will maintain a minimum distance of 1.5 metres from other guests.</p> <p>If practical, toilets in combined toilet/shower blocks to be closed to other 'household units' during shower roster times to minimise intermingling of guests between 'household units'.</p>		<input type="checkbox"/>
<p>Guests who become ill with respiratory symptoms will be isolated, provided meals and private bathroom facilities and will be supported in accessing medical assistance. A clinical decision will be made by the Local Public Health Unit as to where the ill person should be managed with consideration of reducing risk of geographical spread.</p>		<input type="checkbox"/>
<p>An arrangement is in place to enable guests to meet self-isolation requirements if needed (i.e. the provision of self-contained accommodation with private bathroom and kitchen facilities (or provision of meals) so that guests don't access communal areas.).</p> <p><i>If no facilities are available, call 13HEALTH (13 43 25 84) for advice.</i></p>		<input type="checkbox"/>
<p>Regular communication with all guests to provide up to date information regarding the procedures adopted for the accommodation</p>		<input type="checkbox"/>
<p>Other additional measures being taken</p>		<input type="checkbox"/>
Transport of seasonal workers to and from the workplace		
<p>Prior to first accessing the transport service, the passenger provides details of locations visited and accommodation</p>		<input type="checkbox"/>

details for the 14 days' prior to staying at the relevant accommodation.		
All persons entering a vehicle should wash their hands with liquid soap and running water or use alcohol-based hand rub prior to entering the vehicle before and after a shift. Vehicles should be cleaned between trips to and from the worksite to reduce risk.		<input type="checkbox"/>
<p>Ideally, multiple persons in a single vehicle should be avoided if possible. If this is not possible:</p> <ul style="list-style-type: none"> • Guests will travel in their 'household unit' as far as practicable. Where safe to do so, workers should maintain a minimum distance of 1.5 metres from other workers. • If commuting by bus, minibus or van, passengers will keep at least one vacant seat in all directions, separating them from other passengers. • Strategies should be implemented to reduce the risk of transmission (e.g. reduce the number of people traveling in vehicles to allow more space between passengers.). 	The minimum number practical of 'household units' will be transported at one time and records kept of each trip.	<input type="checkbox"/>
Wherever possible vehicles should have as much fresh air circulation by adjusting air conditioning or opening windows and allowing air circulation between trips by leaving windows down.		<input type="checkbox"/>
Between trips, the inside of vehicles should be cleaned, and surfaces disinfected – paying particular attention to frequently touched surfaces.		<input type="checkbox"/>

C. Managing guest/passenger information

Steps	Details of actions taken	
<p>Document and retain records of all staff, guests, visitors and contractors <i>by date and time</i> on site at the accommodation and in transit per trip. To include:</p> <ul style="list-style-type: none"> • Full name • Date of birth 	<p>NOTE: Availability of information in tabular form (i.e. spreadsheet[s]) is optimal.</p>	<input type="checkbox"/>

<ul style="list-style-type: none"> • Telephone number • Current home address (and other if transient staff) • Trip record (transport only) 		
Document and retain records of a guest/passenger's locations visited and accommodation details for the 14 days' prior to staying at the relevant accommodation or using the transport service for the first time.		<input type="checkbox"/>
Able to provide physical site plan(s) of premises layout if requested. (Accommodation only.)		<input type="checkbox"/>
Other additional measures being taken		<input type="checkbox"/>

D. Sign-off

Please sign and submit plan to this email address: covid.plans@health.qld.gov.au

Signature:
Name:
Position:
Date: