

## APPENDIX DELTA – A.C.T

The Delta strain of COVID-19 is significantly more infectious than previous strains. This brings increased risk of persons catching COVID-19. Workplaces are identified as a significant place of community transmission of COVID-19. Appendix Delta is now going to be a live document and will be available on the [Stowe Website](#).

**Stowe Australia actively encourages all staff members to get vaccinated.**

### CLOSE AND CASUAL CONTACT NOTIFICATION

Stowe Australia (Stowe) has created a simplified form for tracking close and casual notifications. Should an employee be made aware that they are a close or casual contact, they will be required to complete the [Close/Casual Contact Notification Form](#).

### COVID-19 SAFETY PLANS

COVID-19 Safety Plans are mandatory for all construction and building sites. This also includes Service and Civil work. In the absence of a Principal Contractor or Facility/Building Manager and their respective COVID-19 Safety Plans, Stowe will be required to develop a COVID-19 Safety Plan.

The COVID-19 Safety Plans must be reviewed by site management to ensure compliance to the requirements of the ACT Government. All workers are to be inducted into the COVID-19 Safety Plan prior to commencing any work. Records of inductions are to be maintained.

### AUTHORISED WORKERS

Employees that are required to attend a worksite as part of a permitted activity, will be issued an 'Authorised Worker Permit' by Stowe.

Authorised workers are required to carry their 'Authorised Worker Permit' when working and when travelling for work and upon request, must produce it to WorkSafe ACT, ACT Health officials, Access Canberra Representatives and ACT Policing.

### CONSTRUCTION SITES

Construction projects / sites must comply with the following minimum requirements:

- **MANDATORY USE OF THE CHECK-IN CBR APP**
  - It is now mandatory under the Industry COVID-19 Requirements for employers to install and take reasonable steps to ensure anyone entering a site checks in using the Check in CBR App.
  - Many projects or sites will have various electronic sign on systems as part of their Safety Management Systems which they will continue to utilise. However, these systems cannot be used instead of the Check in CBR App. The Check in CBR App must be used on all sites, regardless of whether other electronic sign-on systems are also used.
- **SCREENING OF WORKERS COMING TO SITE**
  - To minimise the risk of transmission of coronavirus (COVID-19) on site, employers must implement a screening process.
  - Stowe requires workers to stay home if unwell and get tested if experiencing symptoms of COVID-19, no matter how mild. This applies to both staff and visitors attending the site.
  - Declarations are to be conducted by all workers (this includes any person who attends site), including current and new starters. Each worker must provide a declaration that, to the best of their knowledge, they:
    - Are free of COVID-19 symptoms;
    - Have not, in the preceding 14 days been in contact with a confirmed case of COVID-19; and

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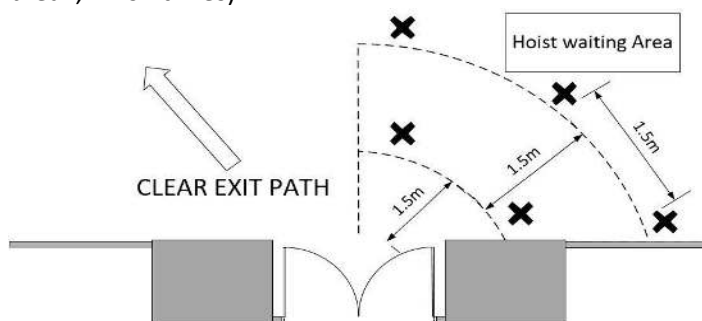
- Have not been identified as a close or casual contact, have not visited a close or casual contact site as listed on the [covid19.act.gov.au](https://www.covid19.act.gov.au) website and have not been directed to self-isolate or self-quarantine by ACT Health or any other jurisdiction.
  - If a worker declares they are a close or casual contact they must not be granted access to site and will be required to produce evidence of clearance from ACT Health to leave isolation or quarantine prior to re-commencing work.
  - If a worker has symptoms – refer to page 6.
  - In addition, if the worker has been in contact with anyone in their household who is currently being tested for coronavirus (COVID-19), or has been designated as a close or casual contact, or has symptoms consistent with COVID-19, they are required to inform site management.
  - Screening should be conducted whilst maintaining safe distances, over the phone before entering site, on a mobile app, via text message system, or other non-contact methods. It is advisable to have a system in place that limits the sharing of pens/ notebooks/ computers etc during the screening process.
- **ACCESS AND EGRESS FROM SITE**
    - Establish clear arrangements for distancing and separation at points of general access and egress including stairways, lifts, hoists, evacuation routes and muster points.
- **SITE INDUCTIONS**
    - Site inductions and SWMS reviews/toolboxes should utilise on-line and videoconferencing where possible and be conducted during paid work hours.
    - Site inductions should be regularly updated to incorporate COVID-19 management requirements and any changes to ACT Health requirements.
    - Inductions should provide information on vaccinations including how to book and where to go, and specifically encourage all workers to get vaccinated.
- **WORKPLACE MAPPING**
    - In the event of an employee being confirmed as having COVID-19, those who are potentially affected need to be quickly identified. Stowe will implement a process to record the schedule and work locations for workers that enables tracing of those who have come into contact with the confirmed case. It is to be ensured that the records are immediately available at all times and must include:
      - day and time work was undertaken
      - the person's name and contact number
      - members of teams that worked together
        - members of teams that worked together (for small sites that are less than 1,500m<sup>2</sup> or which will be three storeys or less (excluding basement) at completion, all people who were on site at any one time will be taken to have all worked together while on the site at that time).
      - specific work area on the construction site (for small sites that are less than 1,500m<sup>2</sup> or which will be three storeys or less (excluding basement) at completion, the entire site will be taken to be one work area).
      - any breaks taken, including time and location (for small sites that are less than 1,500m<sup>2</sup> or which will be three storeys or less (excluding basement) at completion, it is not necessary to record breaks taken unless those breaks were taken away from the construction site).
    - Wherever possible, workers should only work on one construction site at a time and must not attend any other worksite.
    - If a worker cannot reasonably be required to work on one site only, due to specialist and critical skills, arrangements must be made to ensure they remain isolated from other workers as far as possible.
    - Movement between sites, or areas within large sites, should be minimised as much as possible.

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- Where attending multiple sites is necessary (e.g. for Health and Safety Representatives, first aiders, emergency wardens) movement between sites should be recorded in the workplace mapping
- **PHYSICAL DISTANCING REQUIREMENTS**
  - Physical distancing of at least 1.5 metres should be implemented wherever possible. Each work task should be considered to determine whether there is a safe alternative way to undertake the work with an increased distance between workers.
  - Adopt different shift patterns.
  - Stagger start times, breaks and finishing times to avoid congestion in high traffic areas.
  - Work crews must be segregated as much as possible into identifiable groups and kept physically separate.
- **DENSITY LIMITS**
  - No more than 1 person per four square metres of usable space.
  - Note: Density limit does NOT apply when using hoists and lifts but DOES apply in the waiting areas for hoists and lifts.
- **HYGIENE MEASURES**
  - Promotion of hand and respiratory hygiene, including regular handwashing with soap for 20 seconds and covering coughs and sneezes with your elbow.
  - Access to appropriate amenities including handwashing facilities, hand sanitiser, rubbish bins with touch-free lids.
  - Wearing of face masks.
- **SHARED TOOLS, PLANT AND EQUIPMENT**
  - The shared use of tools, plant and equipment should be avoided where possible. Where it is not possible, equipment is to be cleaned between use with an alcohol spray/solution.
  - The alcohol spray/solution shall be kept with the equipment as it is moved around the site.
  - Ensure all parts of the equipment (for example handles and handrails) are wiped down before use.
  - The shared use of phones, desks, offices, computers and other devices should also be avoided. Where this is not possible, these items should be regularly disinfected.
- **CLEANING AND DISINFECTING (PARTICULARLY SHARED AREAS)**
  - Cleaning and disinfection of amenities and meal areas must occur between work group breaks.
  - Routine cleaning of 'Frequently Touched Surfaces', surfaces such as toilets, door handles, stair handrails, light switches, lift buttons, tabletops. At minimum site cleaning must occur twice daily.
  - For surfaces, either:
  - Use detergent and water for cleaning followed by disinfectant solution (2-step clean)
    - Ensure the disinfectant is applied in accordance with manufacturer's instructions and is left for the recommended contact time.
    - See the [TGA website](#) for disinfectants approved for use against [COVID-19](#)
    - OR use a combined detergent and disinfectant solution (2-in-1 clean).
- **PERSONNEL HOISTS AND LIFTS**
  - Workers using hoists and lifts may be at increased risk of exposure to coronavirus (COVID-19) because they are required to be near others and potentially contaminated surfaces so extra care needs to be taken.
  - It is a requirement that face masks MUST be worn when waiting for and whenever travelling in a hoist or lift. Under the current ACT Public Health Direction, there are no other restrictions on occupancy of hoists and lifts.
  - Additional control measures to reduce risk include:
    - Limiting worker movement between levels and floors on site, where it is possible and safe to do so.

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- Physical distancing of 1.5 m and hygiene systems to be followed when waiting for hoists and lifts, particularly on floors where worker volumes may increase during peak times (start, break, finish times).



**EXAMPLE OF PHYSICAL DISTANCING IN HOIST/LIFT WAITING AREAS**

- Regularly communicate and remind workers (for example, through posters, digital displays):
  - o Diagram of positioning of workers and sequence of worker entering.
  - o Not to touch walls/doors of the hoist/lift.
  - o Advise the cleaning regime in place.

**PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE MASKS**

- o Stowe shall provide information, instruction and training on the safe use, decontamination and maintenance of any PPE provided.
- o PPE provided needs to be safe and practical for the work environment (for example, allowing the necessary visibility and mobility) and properly decontaminated or disposed of at the end of every shift.
- o Stowe should monitor and encourage correct use of PPE, for example providing information on posters and digital screens about:
  - Washing or sanitising hands before putting PPE on, and putting face protection on before gloves
  - Removing gloves before face protection, washing or sanitising hands after removing PPE and decontaminating or disposing of used PPE safely.
- o The wearing of face masks is MANDATORY in the ACT. Stowe shall ensure that an adequate supply of suitable face masks is available for use and provision is made for appropriate disposal of disposable face masks. It is mandatory on construction sites unless the nature of the work being undertaken does not allow for the safe use of a face mask or an exemption according to ACT requirements applies.

MASK TYPE	USE FREQUENCY	CLEANING FREQUENCY	LIFESPAN
Cloth	Multiple	Each day	Fair wear and tear
Surgical	Single	N/A – throw out after use	Single use

**COVID SAFE USE OF COMMON OR SHARED AREAS**

- o Common areas on sites such as the amenities and frequently touched surfaces pose risks, and these are reduced by ensuring the following measures are adopted. All frequently touched surfaces and equipment on site need to be wiped down regularly with appropriate cleaning and sanitising disinfectants.
- o Sanitisers or disinfectant wipes should be readily available near frequent use appliances such as fridges, microwaves, drinking fountains, water bubblers etc.
- o Time spent in these areas must be limited.
- o Consider holding meeting and lunch breaks outside in appropriate areas which can still provide amenity to workers (ie shade, tables and chairs, access to water etc).

**INSPECTIONS**

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- Inspections of sites are likely to be conducted by WorkSafe ACT and ACT Government Compliance Teams as authorised under the Public Health Direction.

- **TRAVEL**

- Adequate arrangements are to be made by workers to ensure their travel to and from work is conducted safely in accordance with Government advice, and that adequate sanitisation facilities are in place for workers upon attending the work site and when returning to the work site during work.
- Carpooling to and from the should be discouraged for people who do not live within the same household.
- Work vehicles that are shared should be regularly cleaned to ensure adequate hygiene and protection.
- Workers who live outside the ACT and the surrounding border region covered by a standing exemption ([Standing Exemptions \(including transiting\) - COVID-19 \(act.gov.au\)](https://www.act.gov.au/act-health/act-health-directions/standing-exemptions-including-transiting-covid-19)) are not permitted to enter the ACT without an exemption if travel restrictions are in place.
- **Delivery drivers** should remain in their vehicle wherever possible. If a freight driver has been out of the ACT overnight and visited an area of concern and attended public places, contact on site should be avoided and they should remain in their vehicle.
- Where it is unavoidable for a delivery driver to remain in their vehicle, they shall always maintain a **3 metre** distance from all others on site and must be segregated from others on site to the fullest extent possible.

- **COMMUNICATIONS AND STAFF MESSAGING**

- Stowe shall provide regular, well-informed training, advice and resources to all workers in relation to personal hygiene, increased risk in indoor environments, updated infection control practices and the adherence to COVID-19 controls.
- Toolbox talks should be regularly conducted, and workers are to be encouraged to put forward practical ideas for changing work practices to avoid the spread of coronavirus (COVID-19). Toolbox talks should also provide clarity to workers on leave arrangements for those that cannot work and to encourage self-reporting and minimise the spread of risk.

- **VACCINATIONS**

- Stowe Australia actively encourages all workers to get vaccinated as soon as possible and will provide information on how to book and where vaccinations are available. High rates of vaccination will help reduce public health risks associated with construction activities.
- Workers will be supported to get vaccinated by allowing flexible work arrangements, allowing paid leave or paid time off work to get vaccinated, and use of personal leave if suffering side-effects.

- **COVID MARSHAL**

- A COVID Marshal must be appointed for each construction site. The contact details of this person should be displayed and clearly visible at the site entrance or property boundary. The COVID Marshal is the lead point of contact for contact management and will be contacted by ACT Health in the event contact tracing is required on the building and construction site.
- The COVID Marshal is responsible for implementing COVID Safety measures and supporting site compliance with the Public Health Direction, along with providing advice to employers and workers on the following measures:
  - Ensuring workers practice appropriate physical distancing measures
  - Ensuring workers practice minimum level hygiene measures (as per Infection Control Awareness training)
  - Ensuring adequate ventilation
  - Maintaining accurate and robust record keeping (subject to audit)
  - Informing required updates
  - Ensuring all attending the site have checked in using the Check in CBR App

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- Ensuring workers do not attend the site if they are unwell.

**The COVID Marshal will be a member of the Principal Contractor's workforce. In the absence of a Principal Contractor, a Stowe employee shall assume the position of COVID Marshal.**

## MANAGING POSITIVE CASES AND CLOSE CONTACTS

If a staff member is a confirmed case and attended the workplace while infectious, ACT Health will contact you to determine the appropriate next steps to minimise the risk of virus transmission within your workplace.

Employers are advised to contact WorkSafe ACT immediately and complete a [Notifiable Incident form](#) upon being informed of a positive case of a worker on a project or site in the building and construction industry. Guidance on the process can be found at:

[https://www.act.gov.au/\\_data/assets/pdf\\_file/0007/1823335/PICC0362-FS-Guidance-for-businesses-and-workplaces-Covid-case\\_AW.1.pdf](https://www.act.gov.au/_data/assets/pdf_file/0007/1823335/PICC0362-FS-Guidance-for-businesses-and-workplaces-Covid-case_AW.1.pdf)

Stowe shall immediately notify the client or principal contractor if an employee returns a positive diagnosis and has worked at a location under their control.

Stowe shall accept any advice and direction from ACT Health regarding any actions required to minimise the risk of transmission at their work locations.

If a worker identifies that they have been at a close or casual contact exposure location, they must:

- complete the [ACT Contact Declaration Form](#).
- Immediately quarantine.
- Get tested for COVID-19 as advised by ACT Health:
  - **Casual contact** - The number of tests needed depends on how many days ago you were at the exposure location. The day you were at the exposure location counts as day zero. Get tested again for COVID-19 if you experience any symptoms, no matter how mild.
  - **Close contact** - remain in quarantine until advised further by ACT Health, even if you get a negative test result.

## COVID-19 SAFETY PLANS FOR CONSTRUCTION SITES

Key measures for **Stowe** Employees.

Measure	Responsibility
<b>Follow</b> the Site COVID-19 Construction Safety Plan and the Stowe Covid HSMP.	All Staff.
<b>Stay away</b> from work and get tested if unwell or have any symptom of COVID-19, including fever (37.5°C or higher) or history of fever (night sweats, chills), cough, sore throat, shortness of breath (difficulty breathing), runny nose, loss of taste, loss of smell.	All Staff.
<b>Get tested.</b>	All Staff.
<b>Notify</b> Stowe if you are positive or identified as a close or casual contact.	All Staff.
<b>Train and instruct</b> staff in PPE, personal hygiene and infection control. This will be done by iLearn, toolbox talks, signage and instruction.	PM's HSR's, HSEQ
<b>Wearing of facemasks</b> at work inside and outside (unless there is a WHS risk, eg Energised Testing, Hot Works)	All Staff.
<b>Physical Distancing.</b> 1 per 4m sq. everywhere including amenities, work faces, offices, lifts, site access, stairways etc. Preference is that gathering of groups such as pre-starts and toolboxes occur outdoors where possible.	All Staff.
<b>Limit sharing</b> of tools and plant or if unavoidable, ensure cleaning between uses. This includes EWP's and civil equipment.	All Staff.
<b>Reduce movement.</b> Create and follow separation of zones/working groups and sites. These work zones and groups should be maintained for the duration of work.	All Staff.
<b>QR Codes.</b> Create and use Check-In CBR QR codes for different zones/working groups and sites.	PM's, All Staff.

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<b>Contactless Deliveries.</b> Drivers are to stay within vehicles, or unload on own 3m away from others.	All staff.
<b>Covid Marshal.</b> Dedicated Stowe person to monitor and assist COVID measures, clearly identified (in the absence of the PBCU providing a marshal).	PM, Stowe Covid Marshal.
<b>Encourage Vaccinations.</b> Including allowing workers to get vaccinated during work hours.	Everyone.

## MEASURES FOR PRINCIPAL CONTRACTORS AND SITE MANAGERS.

Stowe has obligations to ensure that the PC is implementing and following the COVID 19 Safety Plan. Below is a list of requirements for PC or site manager to be implementing. Should Stowe Australia not be contracting to a PC, Stowe Australia may be required to develop a COVID-19 Safety Plan.

<b>Wellbeing of workers</b>
Perform symptom check and exposure assessment on all workers upon entry to site in a manner that avoids congregation at entrances or close contact with screeners, where practicable.
Exclude workers who are unwell from the site.
Have protocols in place to manage sites where a person becomes unwell at work and to identify contacts in the event a worker tests positive for COVID-19. Request workers notify site owner as soon as they become aware of having tested positive to COVID-19 or have been notified they are a close contact.
Provide staff with training and advice in relation to personal hygiene, updated infection control practices and adherence to COVID-19 control requirements. Display signage about COVID-19 control measures such as physical distancing, face masks and hand hygiene around the workplace where practicable.
Ensure first aid personnel are provided adequate training and access to PPE (to manage COVID-19 exposure), where practicable. Note: this may not be applicable for small sites.
Encourage workers to access COVID-19 vaccination when eligible, including by: <ul style="list-style-type: none"> <li>communicating COVID-19 vaccine eligibility criteria as outlined by the Australian Government</li> <li>informing workers about how to make a COVID-19 vaccination booking through the COVID-19 Vaccine Eligibility Checker</li> <li>sharing resources and information about COVID-19 vaccines from trusted sources (e.g. Australian Government Department of Health, ACT Health)</li> <li>identifying locations near work sites where COVID-19 vaccinations are available</li> </ul>
allowing workers to get vaccinated during working hours in a manner consistent with site arrangements and ongoing site operations.
Have at least one nominated person and/or COVID Marshal who is responsible for ensuring compliance with all COVID-19 safety measures, including site checks-ins, face masks and physical distancing. The nominated person may ensure compliance across multiple sites for smaller projects.
Ensure workers comply with mandatory surveillance COVID-19 testing requirements, where applicable.
<b>Physical distancing</b>
Communicate and promote compliance with rules relating to carpooling.
Restrict inductions to site to the minimum practicable, to reduce movement of workers between different sites.
On sites for construction: <ul style="list-style-type: none"> <li>limit the trades on-site to one at any time</li> <li>Restrict the number of sites visited by a tradesperson in any week.</li> </ul> Note: These restrictions do not apply to roles that involve inherently short and contactless visits to sites, such as supervisors, certifiers and professional services such as engineers and surveyors, delivery drivers and specialist installers working on their own.
Wherever practicable, create separation of people and teams on site: <ul style="list-style-type: none"> <li>Establish separate zones and limit movement of people and teams between zones.</li> <li>Create separated shifts or staggered shift start/finish times, as permitted by conditions of consent for working hours and related planning orders.</li> </ul> Note: this may not be applicable for small sites.
Use contactless deliveries and invoicing where practicable.

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Where practicable, delivery drivers and other occupants must remain in their vehicles if not required to unload. If they wind down their windows (e.g. to engage with people onsite) they must be wearing a face mask.
Where a driver is required to unload and it is practicable to do so, no other person should touch the vehicle and other workers should maintain at least 3 metres physical distance from the driver.
Drivers must use dedicated visitor amenities if available (not amenities used by workers). Note: this may not be applicable for small sites.
Establish physical distancing for meetings, break periods, meals site sheds, crib rooms, general access and exit including stairways, lifts, evacuation routes and muster points where practicable.
Wherever practicable, create additional meal facilities and amenities in outdoor, open fresh air environments within the confines of the site. This may include covered areas on ground level, or on floors of buildings that are structurally complete and otherwise safe, but have no facade restricting flow of fresh air.
Limit the number of people in any indoor areas, including indoor meal areas, to one person per 4 square metres of space where it is safe to do so (unless other legislated WHS requirements apply, e.g. working in confined spaces).
Limit hoist movements to teams who are working together and, where practicable, have teams work only on specified floors for their whole shift to avoid the need to move around the site.
Monitor entry and exit points to maintain physical distancing and prevent over-crowding, including but not limited to provision of supervision, line marking, clear signage, video communications/doorbell.
Conduct a task risk assessment to identify control measures necessary to mitigate the spread of COVID-19 when 1.5 metre physical distancing cannot be adhered to. For essential work activities where physical distancing is problematic, establish clearly documented processes of control and approval.
Implement a strategy suitable to the circumstances of the site to avoid crowding and contact, such as using telephone or video for essential meetings, considering what work can be done offsite (such as prefabrication or administration), holding inductions and toolbox talks in smaller groups and in open, well-ventilated spaces within the construction site and discouraging congregation outside sites before/after shifts and on meal breaks.
<b>Hygiene and cleaning</b>
Face masks must be worn by workers, unless exempt.
Have hand sanitiser or wash stations at key points around the site, such as entry and exit points and meal areas.
Bathrooms must be well stocked with hand soap and paper towels.
Clean indoor hard surface areas frequented by workers at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces, including delivery areas, turnstiles, lifts, hoists, printers, plant and machinery controls, handrails, taps and washing facilities, several times per day with a detergent or disinfectant solution or wipe, where practicable. Note: this may not be applicable for small sites.
Staff are to wear the required personal protective equipment when cleaning, including gloves, and wash hands thoroughly before and after with soap and water.
If sharing tools and equipment is unavoidable ensure cleaning with a detergent solution or disinfectant wipes in between use, where practicable.
Site vehicles and plant must be operated by a single designated operator and regularly cleaned where practicable. Where shared use is unavoidable, regularly clean the inside of vehicle cabs and between use where practicable. Note: this may not be applicable for small sites.
<b>Record keeping</b>
Use the Check-In CBR system to collect an electronic record of the name, contact number and entry time for all staff, site visitors and contractors.
Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in. QR codes should be clearly visible and accessible including at entrances to the premises.
Wherever practicable, establish unique ACT government Check-In CBR QR codes for different zones and locations on site, including meal rooms, toilet facilities and delivery points to assist ACT Health contact tracing if a positive COVID-19 case is identified. Note: this may not be applicable for small sites.
If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur via a Check-In CBR QR code, keep a record of the name, contact number and entry time for all workers and visitors for a period of at least 28 days.

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These records must be provided in an electronic format such as a spreadsheet as soon as possible, upon request from an authorised officer.
Issue ACT Government QR codes electronically to delivery drivers prior to site entry, where practicable. Note: this may not be applicable for small sites.
Cross check delivery crew induction details to ensure address details are registered and compliant with public health order restrictions.
Employers must maintain records on their staff, including but not limited to: <ul style="list-style-type: none"> <li>• records of other sites visited</li> <li>• place of residence to determine whether staff are required to undertake surveillance COVID-19 testing</li> <li>• age and vaccination status – if a person declines to provide vaccination information, it is sufficient to record that fact.</li> </ul>
Cooperate with ACT Health if contacted in relation to a positive case of COVID-19 at your workplace and notify WorkSafe ACT on 13 22 81.

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