

Guideline for the development of a Health Management Plan:

Accommodation and private or charter workforce transportation providers

Introduction

As seasonal and other workers move between regions in response to work availability, it is critical to minimise the potential risk of spread of COVID-19 to the communities to which they travel and in which they temporarily reside.

This guideline has been prepared to assist those accommodation and transport providers who are required to have a health management plan under a Chief Health Officer Public Health Direction, and describes the measures that can be implemented to minimise risk of COVID-19 transmission.

This guideline should be used in conjunction with Australian Government health resources (<https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources>) to develop a *Health Management Plan - Accommodation and private or charter workforce transportation providers*.

Employers, transporters and accommodation providers should, to the extent possible, develop complimentary plans.

These measures, outlined in the guideline, are intended to be applied in a complementary manner and not as stand-alone interventions. Due to the rapidly evolving situation regarding the pandemic, this guideline and the health management plan template will be reviewed on a regular basis.

Your completed plan should be sent to covid.plans@health.qld.gov.au.

Screening of incoming guests

Steps	Actions
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. https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/take-action/self-quarantine
Prospective guests are to confirm they have not, in the last 14 days, been in close contact (as defined in the current CDNA guideline https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdna-song-novel-coronavirus.htm) 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.



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.
Prospective guests are to confirm that they have not been unwell in the last 72 hours especially with cold or flu-like symptoms such as fever, cough, sore throat or shortness of breath, and are otherwise well and fit for work	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 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.

Measures to reduce the impact of COVID-19

Effective cleaning in the guest's accommodation is important for reducing the risk of transmission of many germs including COVID-19. Implementing social distancing measures is also important to reduce the risk transmission and to slow the spread of viruses, such as COVID-19. Documentation should be used to verify the implementation of these measures.

Record Keeping

Keeping accurate records of guests using your services is important to assist contact tracing efforts in the instance of a COVID-19 outbreak.

Health & Hygiene

Refer to <https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf>

Strict adherence to effective routine cleaning, with a focus on increased frequency of cleaning of high contact surfaces and communal facilities. Consideration should be given to:

1. Signage to advise guests of the requirements and process for the routine cleaning of communal areas after use e.g. bathroom facilities, kitchens.
2. More enhanced and more frequent cleaning and sanitisation
3. Ensuring sufficient supplies of liquid soap, paper towels and access to hand washing facilities and cleaning equipment in communal areas.
4. Heightened vigilance with regard to cleaning the accommodation, particularly high-contact surfaces and communal areas including kitchens and bathrooms.

5. Ensuring there is an adequate provision of hand sanitiser at entry points /on vehicles/ and other areas where there are no hand washing facilities.

Space

1. Maximise distance between guests and maintain social distancing. Where possible, guests will maintain a minimum distance of 1.5 metres from other guests.
2. It is recommended that guests are assigned to a 'household unit' of no more than 4 persons. 'Household units' should be based on work groups and will form a functional 'family'.
3. 'Household units' will work, transport and share facilities (on a roster basis with other members of the same 'household unit'. Records of the 'household units' will be maintained.
4. Only one person per 4 square metres in communal areas (kitchens, bathrooms) at all times. Communal area rosters will allocate the minimum practical number of household units to the area at any one time by roster.
5. After use of a communal area, all utensils and surfaces will be appropriately cleaned.
6. The use of communal sleeping quarters should be minimised and guests will need to maintain a minimum distance of 1.5 metres from other guest at all times. Each guest will have 4 square metres living space.
7. Only members of one 'household unit' will share a room on an 'all-in', 'all-out' basis.
8. Sleeping quarters will be appropriately cleaned between change-over of guests (see <https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf>).
9. Records of cleaning will be maintained.
10. Promotion of strictest hygiene during food preparation. At any one time, kitchens to be used by the minimum number of 'household units' by roster and cleaned thoroughly between uses. Records of rosters will be maintained.
11. Promotion of strict hygiene in bathrooms. At any one time, shower blocks to be used only by the minimum number of 'household units' by roster and showers cleaned thoroughly between uses.
12. If practical, toilets in combined toilet/shower blocks to be closed to other 'household units' during shower roster times to minimise intermingling of guests in 'household units'.

Transport

1. Where 'household unit' management is used, guests will travel in their 'household unit' and as far as practical only one 'household unit' will be transported at one time. Records of all trips will be kept.
2. If not using 'household unit' management, guests will, to the extent possible, achieve social distancing requirements by maintaining a minimum distance of 1.5 metres from other workers while commuting to and around the worksite. When commuting by bus, minibus or van, passengers will keep at least one vacant seat in all directions, separating them from other passengers.
3. Wherever possible vehicles should have as much fresh air circulation by adjusting air conditioning to external airflow mode or opening windows and allowing air circulation between trips by leaving windows down.
4. Passengers should handle their own possessions and equipment following the directions of the driver for placement unless safe loading procedures require the driver to place the equipment.
5. Passengers should clean their hands with soap and running water or alcohol-based hand sanitiser before boarding the vehicle.

6. Passengers should remain seated in the vehicle for short stoppages resulting from a breakdown or accident. If transfer to another vehicle is required, the same procedures for the original vehicle are to be applied prior to boarding the replacement vehicle.
7. Between trips, the inside of vehicles should be cleaned – paying particular attention to frequently touched surfaces. Vehicles can be cleaned with detergent/disinfectant wipes or cleaned with a (non-bleach) detergent/disinfectant solution. Note: please follow the product's usage and Personal Protective Equipment (PPE) advice, and also refer to Queensland Health's cleaning processes.

Guest Isolation

If an accommodation provider has suitable facilities for self-isolation or self-quarantine (<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/take-action/self-quarantine>) such as contained units, this accommodation would ideally be held in reserve for use if a guest is required to self-isolate/self-quarantine. Refer to: <https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-for-hotels-and-hotel-staff>

Staff should avoid close contact with self-isolating guests. If cleaning the room of a self-isolating guest, staff should wear gloves while cleaning, and wash hands with liquid soap and running water or, if unavailable, use alcohol hand rub before and after wearing gloves.

As an added precaution, cleaning staff may wish to wear a surgical mask while cleaning the room of a guest who is self-isolating. Before entering the room, cleaning staff may enquire if people are well and ask them to put on a surgical mask.

In the absence of suitable accommodation for self-isolation, accommodation providers should keep a list of alternative providers for incoming guests who may be required to self-isolate. Contact your local government or Local Hospital and Health Service for advice.

Guest Illness

Call your local health service provider or 13HEALTH (13 43 25 84) for advice.

Records

Document and retain records of all staff, guests, visitors and contractors *by date and time* on site at the accommodation and in transit. To include:

- Full name
- Date of birth
- Telephone number
- Current home address (and other if transient staff)

Document and retain records of a guest or 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.