

WHSE ALERT - Coronavirus (COVID - 19) – Contractors Advice – Occupied Sites

You are attending an occupied site – what to do

You have been engaged to undertake a repair at an occupied site. Like yourselves we wish to ensure your workers are able to undertake the repair in a safe and efficient manner. The following are some tips that we ask you consider to assist us to complete the repair in a safe and efficient manner. By working together we can both ensure works are still completed during this time.

What you can do?

When making contact with a client to book a time or when attending a property politely ask the following:

“Is anyone in the premises in isolation due to the virus?”

If the answer is **“yes”** then:

“Is the reason for the isolation because someone is affected by the virus or has travelled overseas in the past 14 days?”

See following table:

Type of Isolation	Actions
An occupant has been diagnosed as being affected by the virus?	Works delayed until the occupant has been cleared of COVID-19 virus.
Work is indoors and an occupant is in mandatory isolation due to coming into direct contact with someone confirmed as having the COVID-19 virus	Works delayed until the occupant ceases the isolation period. Make contact after 14 days to determine if the occupant has now ceased isolation (see step one).
Work is indoors and an occupant is in mandatory isolation due to traveling overseas.	Works may be booked in for a time after the isolation period (14 days after arrival into Australia). Prior to works occurring confirm with the client if their isolation period has been extended or an occupant has now been affected by the virus (see step one)
Work is outdoors and an occupant is in mandatory isolation and not affected by COVID-19	Works are to be assessed to determine if the mandatory isolation can be maintained. Contact Bay/Linx
An occupant is in self-isolation due to casual contact, general concern, or due to being in a vulnerable grouping.	Works can be booked as usual. Advise the occupants that social isolating techniques maybe employed.
Occupant does not wish for works to occur and be delayed due fears about the virus	Assure homeowner that workers will follow health guidelines. If, unable to book works undertake follow up as per normal delayed work procedures.



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When attending a site that is occupied?

Please maintain social isolating procedures as outlined by the health authorities. There's no need to change your daily work routine, but taking these **social distancing** precautions can help protect the people in our community who are most at risk:

- Maintain good hygiene practices cleaning hands regularly.
- Keeping a distance of 1.5m from the occupant
- Stop handshaking as a greeting
- Make phone contact with the client and determine if it is possible for them to vacate the site during the works.
- Greet the occupant outside (maintaining the 1.5m distance) if a conversation needs to occur prior to works
- Promote good hand and sneeze/cough hygiene amongst all workers.
- If possible, isolate the work area from the occupant:
 - o Can the occupant remain in another room during the works?
 - o Can the occupant vacate the property during the works?
 - o Are you able to close a door to the work area?
 - o Is there a separate entrance to the work areas?
 - o Are you able to barricade the work area?
- If you do not have access to hand sanitizers politely request the occupant if you can use their facility's to wash your hands with soap (you maybe able to use an outdoor tap if the client is reluctant)

When leaving an occupants premises?

- Communicate with occupant upon completion of works:
 - o Phone
 - o Maintaining the 1.5m distance from occupant (outside if possible)

If there is a problem or you are made aware that an occupant is affected by the virus please let your Bay Representative know.

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