

Site Access COVID-19 - Guide Note (for sites operating under the AGFMA)

BACKGROUND

During the COVID-19 outbreak, the continued performance of facilities management activities and building works is essential.

Preventative Maintenance services (as part of facilities management) are an essential feature of the Across Government Facilities Management Arrangements (AGFMA) and are performed to ensure that government assets and sites comply with legislative requirements, regulations and Australian Codes of Practice. These services occur at defined intervals to enable the ongoing safe and efficient operation of Government assets and sites.

All of these works are important to keep the economy moving, providing opportunities for small and medium enterprises.

Senior Management Council has been briefed on the importance of continuing facilities management activities and building works during the COVID-19 outbreak period, and determined that:

- a) a standard set of protocols for the management of site entry in the delivery of these services would be developed; and
- b) that individual agencies could develop their own additional risk-based approach to the management of these activities that takes into account specific risk-factors associated with the environment at sites.

PURPOSE

The COVID-19 outbreak has required agencies, site representatives and Facilities Management Service Providers to implement a range of strategies to minimise the risks of exposure to contractors, staff and members of the community in delivering these activities.

This document provides guidance on the management of protocols relating to site entry in the delivery of these activities during the COVID-19 outbreak and provides direction for parties to the AGFMA while minimising the spread of COVID-19.

All participants to AGFMA must consider that their approach is to be developed in accordance with the broader SA Government direction to ensure that agencies adopt measures that will:

Site Access COVID-19 - Guide Note (for sites operating under the AGFMA)

- a) Minimise the spread of COVID-19 in South Australia
- b) Ensure the continual delivery of essential services, and
- c) Keep the economy moving by providing work opportunities for industry.

DISCUSSION

To ensure that facilities management activities and building works can be undertaken in a safe manner, the following is provided as guidance:

- **Attachment 1** provides a minimum standard set of protocols that should be followed whenever a sub-contractor or representative of the Facilities Management Service Provider enters a site to perform or observe works. This attachment should be updated as the position of the State and Federal Government authorities' changes throughout the COVID-19 outbreak.
- **Attachment 2** provides a format for any agency bespoke requirements in addition to those provided in Attachment 1. These bespoke requirements should be continuously reviewed so as to take into account agency specific risk-factors associated with the environment at its sites.

ACTION

For the duration of the COVID-19 outbreak, Agencies that receive facilities management services and building works via the AGFMA implement this consistent approach for when a sub-contractor or representative of the Facilities Management Service Provider enters a site to perform or observe works.

Attachment 1 - minimum standard set of protocols (updated as at 3/4/2020) for site entry that must be followed whenever a sub-contractor or FM Service Provider representative enters a SA Government site to perform or observe works.

SITE ENTRY FORM – COVID-19

(Ad-hoc - Visitors, Contractors, Subcontractors, Suppliers, Delivery Drivers)	
Name (First and Last)	
Company	
Position	
Site Location	
Purpose of Visit	
Assessment Date	

1	Question	Yes	No
	Are you a designated essential traveller? If so do you have evidence of such?		
	If the answer is “Yes” do you have evidence of your self-managed self-isolation protocols		
	If the answer is “No” refer to Q2.		
2	Question	Yes	No
	Have you returned to Australia from overseas in the last 14 days?		
	If the answer is “yes” you should be in self-quarantine and will not be permitted on site.		
3	Question	Yes	No
	Have you travelled from interstate in the last 14 days?		
	If the answer is “yes” you should be in self-quarantine and will not be permitted on site unless you are an Essential Traveller see 1.		
4	Question	Yes	No
	Do you have any symptoms of a cold, flu or virus? e.g. Temperature, fainting, dizziness, shortness of breath?		
	If the answer is “yes” you should seek medical advice and will not be permitted on site.		
5	Question	Yes	No
	Have you come into “close contact” with anyone from a “declared area” or have displayed cold, flu or virus symptoms or has been confirmed as having Covid-19 i.e. family, household members, friends?		
	If the answer is “yes” you should seek medical advice and will not be permitted on site.’ See Q6		
6	Question	Yes	No
	If you answered ‘Yes’ to 5, do you have a Doctor’s Certificate post contact clearing you of a flu or virus?		
	If the answer is “no” you should seek medical advice and will not be permitted on site.		
7	Question	Yes	No
	Have you been briefed and do you agree to comply with the practices of good hygiene and social distancing?		
	If the answer is “no” will not be permitted on site unless you read, understand and comply with the requirements noted on the reverse of this document.		

Person Named on this form	Signature	Date

<INSTRUCTIONS SHOULD BE INSERTED SPECIFIC TO THE SITES METHOD OF TRACKING COVID-19 SITE DATA>

DOCUMENT: <<insert agency document number>>

DATE: 3/04/2020

<<insert agency logo to show ownership of this guide note>>



What is social distancing and why is it important?

Social distancing includes ways to stop or slow the spread of infectious diseases. It means less contact between you and other people.

Social distancing is important because COVID-19 is most likely to spread from person-to-person through:

- direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared
- close contact with a person with a confirmed infection who coughs or sneezes, or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

So, the more space between you and others, the harder it is for the virus to spread.

What can I do?

If you are sick, stay away from others – that is the most important thing you

can do. You should also practise good hand and sneeze/cough hygiene:

- wash your hands frequently with soap and water, before and after eating, and after going to the toilet
- cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitiser, and
- if unwell, avoid contact with others (stay more than 1.5 metres from people).

As well as these, you can start a range of social distancing and low cost hygiene actions now.

These simple, common sense actions help reduce risk to you and to others. They will help to slow the spread of disease in the community – and you can use them every day – in your home, workplace, school and while out in public.

Attachment 2 - <<Agency or site bespoke access requirements to be listed here>>

SITE ENTRY FORM – COVID-19

(Ad-hoc - Visitors, Contractors, Subcontractors, Suppliers, Delivery Drivers)	
Name (First and Last)	
Company	
Position	
Site Location	
Purpose of Visit	
Assessment Date	

	Question	Yes	No
1	<<Agency to identify specific questions in addition to those in Attachment 1 and insert as required>> Examples may be: <ul style="list-style-type: none"> • Has temperature monitoring been performed at site entry? • Has the sub-contractor entering the site had a recent influenza vaccination? 	<input type="checkbox"/>	<input type="checkbox"/>
If the answer is “yes” you should be in self-isolation and will not be permitted on site.			