



# Entry into Designated Biosecurity Areas - Essential Activities

## COVID-19 Management Plan

This template is a **guide** only. The intent is to assist agencies, businesses, and service organisations in developing their own COVID-19 risk management plans to help reduce the spread of COVID-19 when conducting essential activity within a **biosecurity area**.

This document assumes that your operations and activities fall within the relevant exemptions as listed under the Commonwealth Biosecurity (Human Biosecurity Emergency) (Human Coronavirus with Pandemic Potential) (Emergency Requirements for Remote Communities) Determination 2020 and the Western Australian Quarantine (Closing the Border) Directions.

### Guiding Principles

The document provides a list of questions your organisation should consider and address as part of your risk management approach to limit the spread of COVID-19. It is important everyone in your organisation is **informed and prepared**.

### Key risks

There are three separate risks that a COVID-19 risk management plan should address:

1. a worker who has been exposed to the virus outside the region may transmit it to people within the region;
2. a worker is exposed to the virus within the region and transmits it to other people;
3. a worker suffers from severe symptoms while in the region, with negative effects on:
  - the worker and their family;
  - the essential activity they would otherwise be performing; and/ or
  - the capacity of the region's medical care facilities.

## The risk management plan should be informed by the following health information

- Transmission by contact or proximity

The COVID-19 virus can be transmitted via droplets from sneezing, coughing or (potentially) talking. It can also be transmitted via skin, surfaces or objects – eg a person coughs near a handrail, a second person touches the handrail and then their face, thus contracting the virus.

- Symptoms

The most common symptoms of COVID-19 are fever (38°C or above) and dry cough. Other symptoms include sore throat, shortness of breath, fatigue, and headache.

- Asymptomatic carriers

A person infected with the COVID-19 virus will not show any symptoms for some days. During this period, they can infect other people without knowing it.

- Social distancing

Social distancing describes a range of behaviours intended to minimise the spread of COVID-19 (see [Australian Department of Health Guidelines](#)). Social distancing still allows people go to the shops to get necessities, whereas isolation does not.

- Isolation

Symptoms for COVID-19 generally appear within 14 days of exposure to a person carrying the virus. In these circumstances, isolation serves two separate purposes:

- If a person completes 14 days of isolation without developing symptoms, we can be quite confident they were not carrying the virus at the beginning of that period (because symptoms would have appeared if they were infected beforehand) and we can be sure that they have not been exposed to the virus during that time, because they have been isolated.
- If a person has tested positive to COVID-19 or is suspected of being positive, isolation is necessary to prevent anyone else from being infected.

Isolation means:

**Staying at the home** or other accommodation. In a private house, this can include access to a garden or courtyard. In an apartment or hotel, going to a garden/courtyard requires the person to move quickly through any common areas and avoid contact or proximity with other people.

**No visitors.** The only other people in the home or other accommodation are people who usually live there, such as family members. If a person is isolated in a hotel, they should at all times avoid contact with other guests or staff. Food and other necessities must be brought to the accommodation or hotel room.

In situations involving isolation of a person who is infected or suspected of being infected, additional separation requirements are necessary to protect others in the house.

# [Organisation] Covid-19 Risk Management Plan

## Section 1: Risk Management Questionnaire

Use the following questions to guide your organisations COVID-19 Risk Management Plan.

You should **forward this document** to a Human Biosecurity Officer once complete for review and agreement

[WABiosecurityEntryRequest@police.wa.gov.au](mailto:WABiosecurityEntryRequest@police.wa.gov.au)

Att: Dr Charles Watson.

### 1. Reducing the potential spread of COVID-19

What activities could your organisation do remotely?

What activities could be done by local people?

What activities could be postponed (for weeks or months)?

How can rostering be used to maximise isolation time or minimise risk of infection whilst not on duty?

How will you ensure all workers entering the region have no symptoms and no risky close contacts? (see *Compliance Monitoring* below)

## **2. Risks during travel and at accommodation**

How will your workers be travelling into the region?

How are your workers getting to the accommodation and to the work place?

How will you minimise contact with between your workers and other people and contact with surfaces during travel and/or airport transfer?

Where are your workers staying? Town/ remote community/ workers camp

What arrangements will be made for workers to obtain necessary food and supplies?

- How will you eliminate or reduce the need for your workers to visit shops?
- If this need cannot be eliminated, how will the risk of transmission be reduced?

How will you communicate to your workers about the need to remain at their accommodation while not at work? What arrangements will you make for physical exercise?

### 3. Risks at the workplace

Does the work normally involve being near to, or in physical contact with, other people?

Will they be in physical contact with surfaces or objects that other people will touch?

*This includes other people working at the work site, clients/customers/patients, members of the public.*

- What changes can be made to eliminate or reduce this need?
- What precautions can be taken to minimise the risk of transmission from any unavoidable contact? (e.g. personal protective equipment, hygiene)

How will symptoms be monitored?

- Is daily temperature testing possible? If not, why not and what can be done to maximise the chance of picking up fever or other symptoms as soon as they appear?

How can the following precautionary measures be introduced in this work setting?

- Social Distancing
- Hygiene – education, routines, equipment
- Cleaning – education, routines, equipment
- Education – about the key concepts at the beginning of this document

Could you separate cohorts of workers (night/day shift, FIFO/DIDO)?

### **Dealing with symptoms**

If someone has *possible* symptoms of COVID-19 (for example, they have a sore throat but no fever) can they remain isolated?

If someone is suspected positive for COVID-19 (for example, they have a fever and are coughing), they must be isolated. Is accommodation available to allow this? What contingency arrangements are in place to cover their urgent essential work? How will authorities be notified?

If someone requires medical care, what arrangements are in place?

### **Compliance monitoring**

*See attached Pre-Departure Form for recommendation questions and actions.*

It is recommended that a manager or contract manager speak on the phone to any travelling worker on the day before they travel.

What measures will be in place to ensure that the above measures are adhered to?

Are managers aware of their roles and responsibilities in monitoring and compliance?

### **Approval**

Who has approved this plan? (*Name, position, contact details*)

## Section 2: Pre-Departure Questionnaire

<b>Name:</b>	<b>Employer:</b>
<b>Accommodation while in the region/designated area – Address(es)/description(s):</b>	<b>Work location while in the region/designated area – Address(es)/description(s):</b>
<b>Telephone/mobile number:</b> <b>Email:</b>	<b>Alternative / Supervisor contact details:</b>
<b>Planned date of arrival into biosecurity area:</b>	<b>Planned date of departure from biosecurity area:</b>

1. In the last 14 days, have you been outside Australia?	YES	NO
- if yes, you are <b>not</b> allowed to enter a designated biosecurity area		
2. In the last 14 days, have you returned from interstate travel?	YES	NO
- if yes, which State(s) or Territory(ies)?		
3. To your knowledge, in the last 14 days have you been in <b>close contact</b> with any person who has been diagnosed with COVID-19, without adequate protective measures?	YES	NO
- if yes, please give details. If protective measures were inadequate, you are <b>not</b> allowed to enter a designated biosecurity area		
4. To your knowledge, in the last 14 days have you been in <b>close contact</b> with any person who has recently returned from overseas?	YES	NO
- if yes, please give details including any protective measures		
5. Do you have a fever of 38 degrees or above?	YES	NO
6. Do you have a cough, shortness of breath or other symptoms of acute respiratory infection?	YES	NO

7. Have you completed the following forms? <ul style="list-style-type: none"> <li>• Entry into WA Designated Biosecurity Areas (Kimberley, East Pilbara, Ngaanyatjarraku)</li> <li>• WA Border Arrivals Form</li> </ul>	YES	NO
8. Have you been <b>isolated</b> for the last 14 days?	YES	NO
<p><b>- if so</b></p> <ul style="list-style-type: none"> <li>• Where were you staying?</li> <li>• How did you obtain food / supplies?</li> <li>• Were there any other people staying with you?</li> </ul> <p><b>- if not</b></p> <ul style="list-style-type: none"> <li>• Which places outside your accommodation did you go?</li> </ul> <p style="text-align: center;">Did you come into contact with other people?</p>		

9. If your travel <b>urgent</b> ?	YES	NO
<p>- If yes, what negative impacts or risks would result from delay?</p>		

I declare the information above is true and accurate	<b>(Office use only)</b> These details have been confirmed
Signature and date	Name, position and date