

COVID-Safe Workplace Blueprint



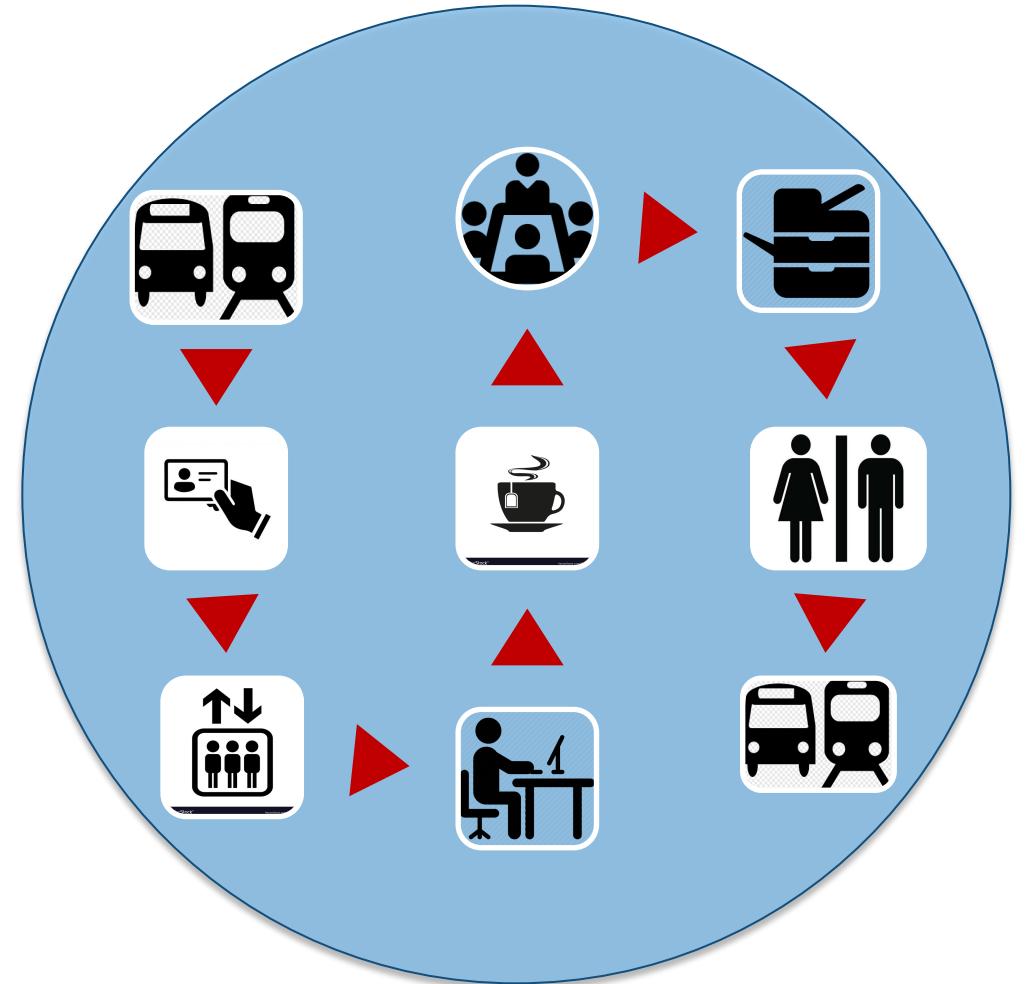
Infrastructure & Assets, Corporate Services

July 2020 version 1.0

We need to keep our spaces and our people COVID-Safe

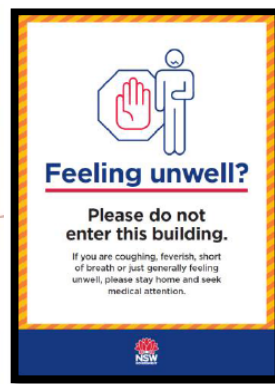
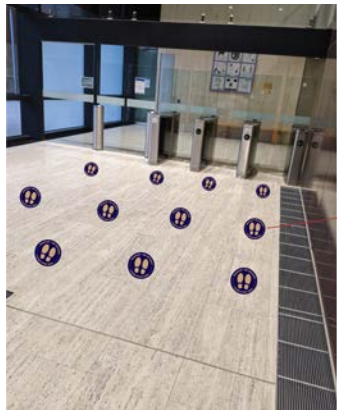
Workplace Considerations:

- Travel
- Entrance, Reception, Frontline
- Lifts & Stairs
- Bathrooms
- Kitchen
- Meeting rooms
- Workstations
- General Area
- Basement
- Fleet Vehicles



Hygiene Controls and Signage Examples

ENTRANCE



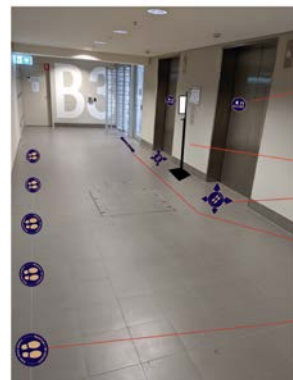
RECEPTION



SELF SERVICE AREAS



LIFTS & STAIRS



FRONTLINE

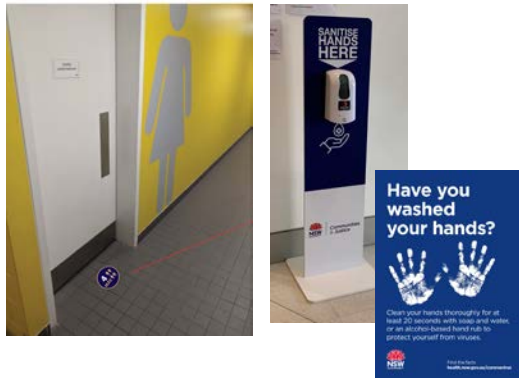


SEATING / WAITING AREA



Hygiene Controls and Signage Examples

BATHROOMS



KITCHENS



GENERAL AREA



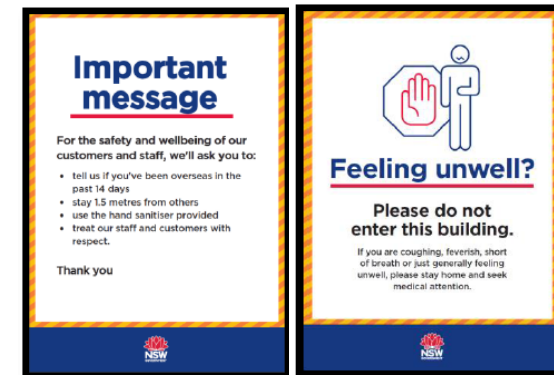
WORKSTATIONS



MEETING ROOMS



BASEMENT





1. MAIN ENTRANCE / RECEPTION AREAS

Space	Making our space COVID-Safe	Hygiene	Signage & Decals CLICK HERE TO DOWNLOAD & ORDER
Outside the main entrance	<ul style="list-style-type: none"> People should not enter the space if they feel unwell or have symptoms 1.5m physical distancing must be applied 	<ul style="list-style-type: none"> NIL 	<ul style="list-style-type: none"> Keep our space safe Keep 1.5m physical distance
Entrance / Front door	<ul style="list-style-type: none"> Provide visual guidance for 1.5m physical distancing, including posters and decals Provide sanitizer for people entering our space Where space allows, providing options for one-way travel paths for entrance (recommend use of barriers where space allows) Ensure details are recorded for anyone entering our space (Can be recorded through swipe cards, appointment records, visitor books or QR Codes (contact I&A)) To avoid congestion, consider appointment times / scheduled entry 	<ul style="list-style-type: none"> Provide hand sanitizer dispenser (fixed where possible) 	<ul style="list-style-type: none"> Floor decals 1.5m and stand here Floor decals arrows Entry signage Hygiene station Keep our space safe Tape markings to indicate 1.5m distances for queuing or waiting areas
Self service areas	<ul style="list-style-type: none"> Ensure areas with high touch are provided with materials so they can be self cleaned by users of these areas Ensure 1.5m physical distancing is possible, remove unsuitable areas from use Consider management of pens in this area, including collecting pens that have been used for sanitizing 	<ul style="list-style-type: none"> Provide hand sanitizer Provide anti bacterial wipes dispenser or cannister Provide box of tissues 	<ul style="list-style-type: none"> Floor decals 1.5m and stand here Floor decals arrows Tape markings to indicate 1.5m distance for queuing or waiting areas Sanitize pens here (insert link)
Seating / Waiting area	<ul style="list-style-type: none"> Remove seating options that do not enable 1.5m physical distancing between people Remove furniture if configuration and storage allows 	<ul style="list-style-type: none"> NIL 	<ul style="list-style-type: none"> Optional signage to apply do not sit here OR sit here decals (insert links)
Counters / reception desks	<ul style="list-style-type: none"> People should not enter the space if they feel unwell or have symptoms 1.5m physical distancing must be applied Consider management of pens in this area, including collecting pens for sanitizing Review counter size to ensure 1.5m distancing between staff and customers is maintained 	<ul style="list-style-type: none"> Provide sanitizer and tissues Sneeze guard screens for areas of high interface with members of the public and / or for vulnerable staff 	<ul style="list-style-type: none"> Keep our space safe Keep 1.5m physical distance Tape markings to indicate 1.5m distance for queuing or waiting areas Sanitize pens here
High touch areas	<ul style="list-style-type: none"> Review areas of high traffic, high touch by multiple persons to identify options to remove, make touchless, or provide self service hygiene options(wipes, sanitizer) Where no options are available for touchless adjustments, these areas should be identified for addition to day cleaning scope of works 		
Speed stiles / Access gate	<ul style="list-style-type: none"> Where space allows, providing options for one-way travel paths for entrance and exits 	<ul style="list-style-type: none"> Provide hand sanitizer dispenser (fixed where possible) 	<ul style="list-style-type: none"> Floor decal arrows Keep our space safe Floor decals stand here & 1.5m Tape marking to indicate 1.5m distance for queuing
Exit	<ul style="list-style-type: none"> Where space allows, providing options for one-way travel paths for entrance and exit (recommend use of barriers where space allows) 		<ul style="list-style-type: none"> Floor decals arrows Exit signage



2. LIFTS & STAIRS



NOTE: For information only, these areas should be managed by building owners and appropriate guidance and signage provided. If this is not visible at your site, please contact coronavirus.questions@justice.nsw.gov.au to ensure this is quickly resolved

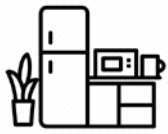
Space	Making our space COVID-Safe	Hygiene	Signage & Decals CLICK HERE TO DOWNLOAD & ORDER
Lift waiting area / exit area	<ul style="list-style-type: none"> Provide visual guidance to ensure 1.5m physical distancing, including posters Provide sanitizer for people entering this space Where space allows, providing options for one-way travel paths for entrance (recommend use of barriers where space allows) Provide visual guidance for people to self manage capacity moving in to lifts Co-ordinate staggered entry and exit times to minimize congestion 	<ul style="list-style-type: none"> Provide hand sanitizer dispenser (fixed where possible) 	<ul style="list-style-type: none"> Lift capacity signage Keep 1.5m physical distance Tape markings to indicate 1.5m distances for queuing Floor decals 1.5m and stand here Floor decals arrows
Lift	<ul style="list-style-type: none"> Provide visual guidance for people to self manage capacity to ensure 1.5m physical distancing, including posters and decals 	<ul style="list-style-type: none"> Increased day cleaning to handrails and lift buttons 	<ul style="list-style-type: none"> Floor decals stand here OR use of tape X to mark the standing spot Keep our space safe NSW Health advice
Internal stairs	<ul style="list-style-type: none"> Provide visual guidance to ensure 1.5m physical distancing on stairs Where space allows provide options for one-way travel paths 	<ul style="list-style-type: none"> Increased day cleaning to handrails Provide sanitizer dispenser for use close to stairs 	<ul style="list-style-type: none"> Floor decals 1.5m Floor decals arrows Tape markings to indicate 1.5m distance for queuing or waiting areas
Fire stairs	<ul style="list-style-type: none"> Some building managers may enable access to fire stairs to travel between floors and reduce lift congestion. If you are unsure please contact workplace services at coronavirus.questions@justice.nsw.gov.au Increased cleaning to touchpoints, handrails and fire door handles Inform staff that this area is not supervised regularly and should ensure they access with their mobile (in case of slip or fall) In case of emergency staff will need to immediately move towards emergency exit and will not be able to return to office area 	<ul style="list-style-type: none"> Increased day cleaning to handrails Provide sanitizer dispenser for use close to stairs 	<ul style="list-style-type: none"> Keep 1.5m physical distance Floor decal arrows



3. OFFICE AREAS



Space	Making our space COVID-Safe	Hygiene	Signage & Decals CLICK HERE TO DOWNLOAD & ORDER
Desks / Workstations	<ul style="list-style-type: none"> Review floorplans and desk configurations to identify workstations that meet 1.5m physical distancing and desks that must be removed for operations Staff must only use desks identified as 'COVID-Safe' Reconfigure desk technology (with IDS) and desk equipment to ensure all COVID-Safe desks are operational and ergonomically safe Remove personal storage (drawers and shelves) to minimize touch areas 	<ul style="list-style-type: none"> Desk areas to be clear of all personal belongings to enable thorough daily cleaning Nightly clean of all COVID-Safe desks 	<ul style="list-style-type: none"> COVID-Safe desks red/green decal Tape box around one 'example desk' to show 1.5m physical distance around desk area Fixed desk for operational reasons (insert link)
Hygiene station	<ul style="list-style-type: none"> Install fixed sanitizer dispenser with clear signage so staff can easily access sanitizer when in the workplace Install fixed wipes dispenser with clear signage so staff can easily access wipes to self clean work areas at the start and end of the working day 	<ul style="list-style-type: none"> Fixed santiser dispenser, approx 1 for maximum 40 persons Fixed wipes dispenser approx 1 for max 40 desks 	<ul style="list-style-type: none"> Hygiene station Keep our space safe NSW Health advice
Informal meeting tables	<ul style="list-style-type: none"> Review proximity of informal meeting tables to surrounding COVID-Safe desks, travel pathways which must enable 1.5m distance between staff and opportunity for physical distancing if table in use If not safe for use provide signage to identify If safe for use, provide signage to identify and provide recommended hygiene controls 	<ul style="list-style-type: none"> Sanitiser pump Wipes cannister Box of tissues 	<ul style="list-style-type: none"> COVID-Safe desks red/green decal Tape box around one 'example desk' to show 1.5m physical distance around area
Path of travel	<ul style="list-style-type: none"> Review path of travel around office to identify areas of possible congestion and apply appropriate visual guidance to remind staff of 1.5m physical distancing Where possible, identify one way or 'keep left' travel paths 		<ul style="list-style-type: none"> Floor decals arrows Entry / Exit signage Keep 1.5m physical distance
Touchless entry / exit	<ul style="list-style-type: none"> Review non-essential doors that could be kept open (consider air flow, security, confidential work areas) I&A can assist with advice as required Provide visual guidance to ensure 1.5m physical distancing, including posters Provide sanitizer for people entering this space 	<ul style="list-style-type: none"> Touchless door opener 	<ul style="list-style-type: none"> Keep our space safe Keep 1.5m physical distance Tape markings to indicate 1.5m distance for queuing or waiting areas
Wastebins	<ul style="list-style-type: none"> Remove personal wastebins from desk areas Request centralised waste management in kitchen areas from workplace services 	<ul style="list-style-type: none"> Touchless or minimum touch waste bins to be provided 	<ul style="list-style-type: none"> Waste management signage provided by Workplace Services
Team storage	<ul style="list-style-type: none"> Team records storage to be centralised and secured. If additional secure storage required please contact I&A 	<ul style="list-style-type: none"> Ensure all loose papers are safely stored 	



4. KITCHEN AREAS



Space	Making our space COVID-Safe	Hygiene	Signage & Decals CLICK HERE TO DOWNLOAD & ORDER
Sinks and surfaces	<ul style="list-style-type: none"> Remove all staff personal items from kitchen surfaces Staff responsible for washing and returning used items to storage areas daily 	<ul style="list-style-type: none"> Sanitiser pumps Wipes canisters Increased day cleaning of surfaces Hand soap available 	<ul style="list-style-type: none"> Keep 1.5m physical distance Tape markings to indicate 1.5m distance for people to wait while space in use NSW Health Advice
Fridges and microwaves	<ul style="list-style-type: none"> Staff self manage COVID-Safe practice of these high touch areas 	<ul style="list-style-type: none"> Increased day cleaning of surfaces 	<ul style="list-style-type: none"> NSW Health Advice
Seating and tables	<ul style="list-style-type: none"> Review seating configuration and remove chairs to enable 1.5m between people using this space (stack safely for storage) 	<ul style="list-style-type: none"> Sanitiser pumps Wipes canisters Increased day cleaning of surfaces Box of tissues 	<ul style="list-style-type: none"> Optional signage to apply do not sit here OR sit here decals



5. MEETING ROOMS

Considerations	Making our space COVID-Safe	Hygiene	Signage & Decals CLICK HERE TO DOWNLOAD & ORDER
Capacity	<ul style="list-style-type: none"> Removing or stacking furniture to create 1.5m between occupants Provide supplies so staff can self manage hygiene of high touch areas 	<ul style="list-style-type: none"> Sanitiser pumps Wipes canisters Box of tissues Increased day cleaning of surfaces 	<ul style="list-style-type: none"> Keep 1.5m physical distance Maximum Occupancy Signage NSW Health Advice
Audio Visual / Video Conferencing	<ul style="list-style-type: none"> Remind staff to wipe down markers and board erasers before and after use 		
Whiteboards	<ul style="list-style-type: none"> Remind staff to wipe down markers and board erasers before and after use 		



6. PRINTING & STATIONERY



Considerations	Making our space COVID-Safe	Hygiene	Signage & Decals CLICK HERE TO DOWNLOAD & ORDER
Printers	<ul style="list-style-type: none"> Tidy all print areas to eliminate loose papers Provide products so staff can self manage hygiene for high touch areas 	<ul style="list-style-type: none"> Sanitiser pumps Wipes canisters Box of tissues Increased day cleaning of surfaces 	<ul style="list-style-type: none"> Keep 1.5m physical distance Tape markings to indicate 1.5m distance for people to wait while space in use NSW Health Advice
Stationery supplies	<ul style="list-style-type: none"> Consolidate stationery collected from desks and team areas to print areas for easy storage and centralised office management 		<ul style="list-style-type: none"> Provide clear signage to indicate centralised storage



7. BATHROOMS

Considerations	Making our space COVID-Safe	Hygiene	Signage & Decals CLICK HERE TO DOWNLOAD & ORDER
Sinks and surfaces	<ul style="list-style-type: none"> Staff responsible for wiping down after themselves Staff to use hand soap and paper towels provided and place used paper towels in bins 	<ul style="list-style-type: none"> Sanitiser pumps Sanitiser dispenser outside bathroom doors Foot operated door handles where possible 	<ul style="list-style-type: none"> Keep your distance poster Wash your hands poster Protect Yourself from Viruses Poster
General Areas and Stalls		<ul style="list-style-type: none"> Increased day cleaning of surfaces 	<ul style="list-style-type: none"> Keep 1.5m physical distance Tape markings to indicate 1.5m distance for people to wait while space in use NSW Health Advice

ETIQUETTE – It's all of our responsibility



Ensure your desk is marked COVID-Safe before sitting down.



Wipe down your desk before and after your use it. Wipes are also available in meeting rooms, colab spaces and kitchens.



Avoid physical contact with colleagues, clients and people in our care where possible.



Regularly wash your hands and use PPE where appropriate.



Plan your meetings via Teams or Webex to reduce face to face contact where possible.



If any IT screens, PC's or docking stations are not working, log a ticket.



You are responsible for cleaning up after yourself in the kitchen. Wipes and hand wash is available.



Keep personal items, keyboard and mouse etc. in lockers or storage units to keep desks clear.

MANAGING OFFICE CAPACITY WITH BOOKING TOOL

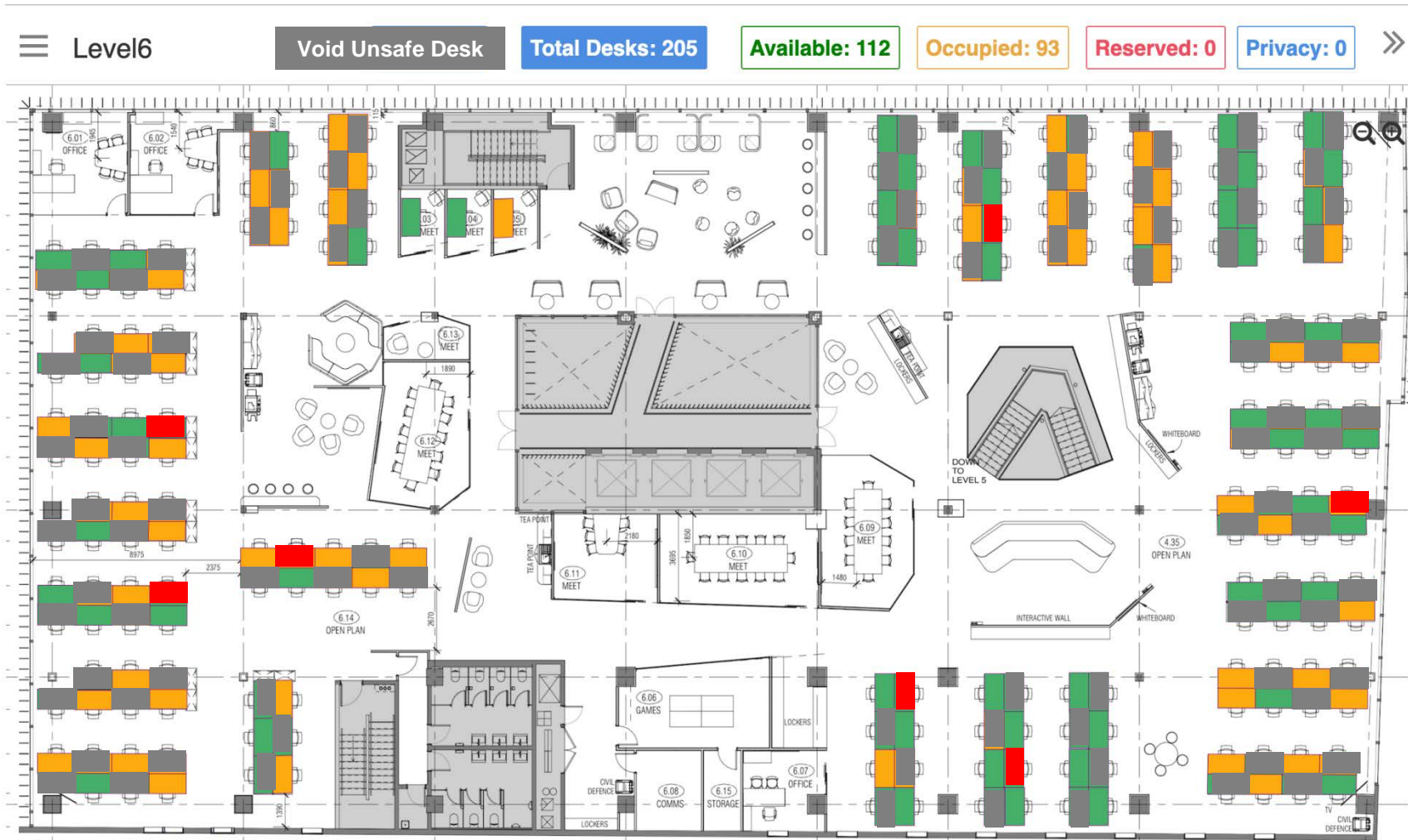


- What?**
- A real time space booking tool that can be used by managers and staff to book desk ahead of time.
-
- Why?**
- Allow teams to manage capacity on their floor.
 - You can schedule desk bookings or book an available desk adhoc
 - Keeps a record of who has interacted with a desk on what day to allow for a streamlined contact tracing to complement the existing Positive Case protocol.
 - Long term intention allows for anyone to book a desk at any site (where possible) allowing them to work closer to home.
-
- When?**
- A pilot of the tool will be rolled out at PJP in July.
 - Late July through August there will be a post-pilot review and feedback survey to understand pro's and con's and user experience
-
- How?**
- Floorplans are marked with COVID-Safe desks available for use, and blocked out unsafe desks.
 - Access the booking tool from your computer or the App on your mobile phone > select their office location (PJP for pilot) > select to book an available desk.
 - On arrival at work, staff will see a QR code on the desk that they have booked, and will 'check in' using the App to take this desk offline.
 - This process can also be used to manage and record visitors to site

FLOORPLAN VIEW & CAPACITY EXAMPLE



Communities & Justice



VENDOR EXAMPLE ONLY

Support & Resources

We are here to help

Signage, decals and sanitiser stations can be [downloaded or ordered here](#).

Documents and factsheets for managers can be found here: [COVIDSafe – Support for Managers](#)

Helpful direct links:

[COVID-19 Workplace Safety Plan](#)

[COVID-19 Workplace Safety Plan – Quick Reference Guide](#)

[Guidelines for COVID-Safe Workplace Operations](#)

If you have any questions for Workplace Services or Infrastructure and Assets regarding building management, please contact coronavirus.questions@justice.nsw.gov.au

Please also contact the coronavirus.questions@justice.nsw.gov.au mailbox with any questions or feedback.

Support & Resources

DCJ Divisional Leads and Supporting WHS Representatives

Division	Deputy Secretary	Divisional Leads	WHS Support
Child Protection and Permanency, District and Youth Justice Services	Simone Czech	Samantha Gooch	Darren Waring – Youth Justice Leanne Gorton – District MNCN James Sheather - District MNCN Natalie Lewis – District SWS Wendy Lobley – District WSNBM Jenna Breaden – District HCC
Housing, Disability, District Services and Emergency Management	Paul Vevers	Lance Carden Wilma Falcone	Darren Waring – Youth Justice Jennifer Walker – District ISS Briony Mills – District MFWW Jo-Anna Villaroman – District SSESNS
Strategy, Policy and Commissioning	Simone Walker	Bernadette Smith	Gary Muter – Corp Services Antoinette Ricaud – Corp Services
Corrective Services	Peter Severin	Jeremy Tucker	Rob Gleeson – CSNSW
Courts, Tribunal and Service Delivery	Catherine D’Elia	Simon Matherson	Joanne O’Keefe – CATS
Law Reform and Legal Services	A/Paul McKnight	Thayalini Wigneswarren Kelly Roberts	Joanne O’Keefe – CATS
Corporate Services	John Hubby	Donna Mayo	Gary Muter – Corp Services Antoinette Ricaud – Corp Services