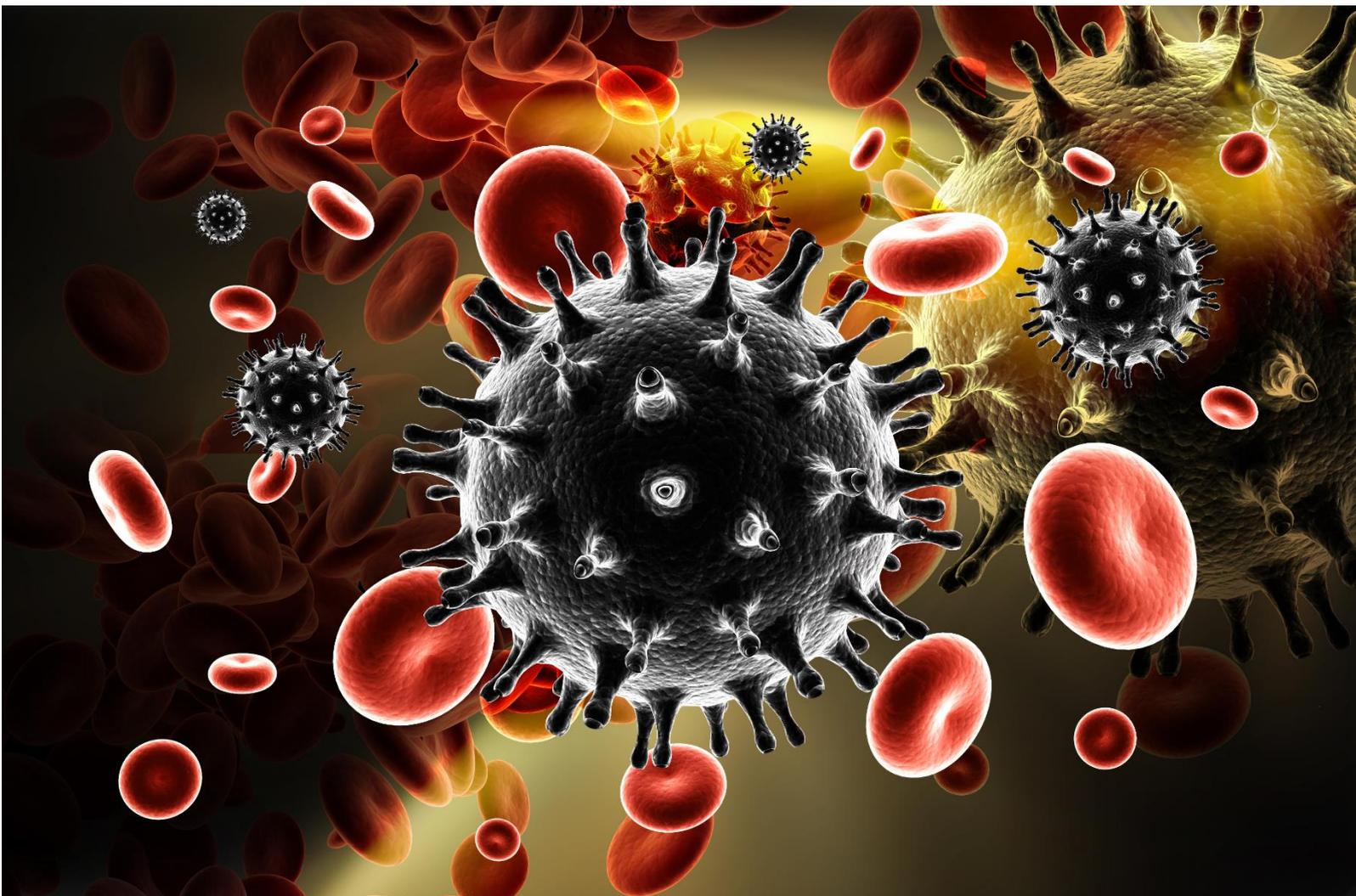


West Daly Regional Council

COVID-19 Organisational Safety Plan

Version 2.3 – November, 2021





**West Daly Regional Council
COVID-19 Organisational Safety Plan**

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Authorisation	This operational order is authorised by: <ul style="list-style-type: none">▪ Chief Executive Officer – Matthew Eastham

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INTRODUCTION

The Novel Coronavirus (COVID-19) outbreak represents a significant risk to Australia. It has the potential to cause high levels of morbidity and mortality and to disrupt our community socially and economically. The national approach to this plan has been based on the *Australian Health Management Plan for Pandemic Influenza (AHMPPI)*, noting that the response to COVID-19 is now in the suppression and vaccination stages.

In response to the COVID-19 pandemic, the Northern Territory (NT) *Chief Health Officer (CHO) Direction (No. 35) 2021: Safety Measures for Places, Businesses, Activities, Services and Premises* has been enacted and requires all organisations to plan for, and prepare resources and actions to minimise the spread and risk of COVID-19.

To minimise the spread and risk of COVID-19, the West Daly Regional Council (Council) have adopted a COVID-19 Organisational Safety Plan (the Plan) for all Council employees and contractors who enter Communities and Homelands within the West Daly region. The Plan is a living document that will be revised and updated as the pandemic situation continues to evolve.

PURPOSE

The Plan provides guidance for all employees and contractors entering Council premises, and/or travelling throughout the West Daly region.

The Plan is to be actioned at any time the NT Government issues a COVID-19 Direction/s that directly affects Council employees and contractors, locations and services. The Plan will then cease to be in effect once the NT Government removes relevant COVID-19 Directions, and as confirmed by Council's Chief Executive Officer (CEO).

Only essential workers authorised, and working in conjunction with Northern Territory Land Council's (NLC) permit requirements can visit West Daly's remote communities. For current NLC permit requirements including COVID-19 safe practices, please refer to <https://www.nlc.org.au/uploads/pdfs/Covid-safe-Conditions-v2.pdf>

Please note that COVID-19 Vaccination Certificates are now required to maintain a current NLC Permit.

Who is an Essential Worker:

The NT Government states that an Essential Worker is *an employee or contractor engaged by a Territory or Local Government, and provide services which are deemed essential by the relevant Agency Chief Executive Officer (CEO) of a Council. A letter from your employer is required to prove you are an essential worker. You must also have photo identification with your current address.*

For more details Refer: <https://coronavirus.nt.gov.au/business-and-work/essential-workers>



As such Council's CEO will advise if/when work and an employee or contractor is deemed essential.

Essential Workers are categorised as follows:

- are essential for the proper functioning of the Territory; or
- needs an exemption to avoid unusual, undeserved, or disproportionate; or
- hardship; or
- are governed by a COVID-19 Management Plan, imposed by the employer of the person or class of persons, to prevent the transmission of COVID-19.

What is an Essential Council Activity:

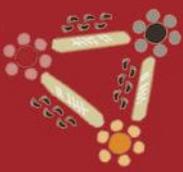
Those essential activities the Council may undertake under the under the NT Government definitions are defined as:

providing for essential, critical or urgent maintenance or repair of power, water, communications or other infrastructure critical to the Territory, or to maintain other operations deemed essential, including trade assistants, trade stores and equipment hire for;

- related emergency services;
- providing support services to the residents of the lockdown area;
- a petrol station;
- a post office;
- air transport services or an airport;
- primary industries, to the extent required to ensure adequate supply of food to and care of crops and animals;
- freight services for road, rail, sea and air, including postal and courier services;
- an accommodation provider;
- public transport, including taxis and other commercial passenger services, including transit safety officers and interchange officers;
- the Territory or Local Government services which are deemed essential by the relevant Agency Chief Executive Officer or CEO of a Council;
- the administration of justice;
- vehicle repair and mechanical services, including roadside assistance; and
- a person employed or engaged by any other business or undertaking to the extent that business or undertaking is permitted to remain operational under *COVID-19 Direction (No. 10) 2021*.

Who is an Essential Contractor:

The work of an essential contractor may be required to maintain essential infrastructure, or to ensure properties are safe, secure and habitable. Contractor travel into the Communities and Homelands of the West Daly region will be limited, and at the discretion of the CEO. Consideration of approval should take into account:



- the completion of housing;
- maintenance that is already underway; and
- immediate and urgent repair works from tenant and government housing such as:
 - burst water pipe or major leak;
 - broken or blocked toilets or drains;
 - exposed electrical wiring (or no electricity to the premises);
 - security issues; and
 - fault or damage that makes premises unsafe, insecure or is likely to cause injury.

OPERATING PROCEDURES

CHO Directions (No. 55) 2021: Mandatory vaccination of workers to attend the workplace:

Not being vaccinated for COVID-19 not only poses significant health risks to ourselves, families and the wider community of the West Daly region, but is also going to impact the ability for necessary work to be undertaken by Council. All Council employees and contractors are required to comply with Direction (No. 55).

Under the Direction, from November 13 to 24 December 2021 all employees and contractors of Council must have received their first dose of an approved COVID-19 vaccine in order to attend the workplace.

After the 25th December 2021 all employees and contractors of Council must have received their second dose of an approved COVID-19 vaccine in order to attend the workplace.

Verification of COVID-19 vaccination status must occur and information recorded on a register. Council are not keeping/storing employee or contractor Vaccination Certificates, the document number and the dates of vaccination is the only information recorded on the register.

Employees and contractors who do not comply with the Direction are not able to continue work for Council. Full-time and part-time employees will be placed on leave or stood down until compliant, and casual employees will not be offered any work until compliant.

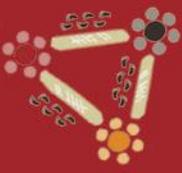
As per the Direction, the only way an employee or contractor can attend Council workplaces without a COVID-19 vaccination is with a medical certificate/exemption that complies with parts 8 & 9 (a & b) of the above Direction.

Contractors of Council have been sent correspondence requesting they provide written assurance to Council that all of their employees and sub-contractors have the required vaccination status. If they are non-compliant/do not provide a written response, they are unable to undertake work for Council.

Employees and Contractors - what to do if unwell or presenting with COVID-19 symptoms:

All employees and contractors of Council are to abide by, and follow the instructions listed below to minimise unnecessary contact with persons in the West Daly region. Council will help minimise the spread of COVID-19 by:

- Self-isolating an employee or contractor, and not allowing the employee or contractor to continue work if they are presenting with a fever, sore throat, cough, shortness of breath, and loss of taste or smell. If the



employee or contractor meets the criteria for a COVID-19 test, this needs to be arranged, and they are to not recommence work until a negative result is received;

- Instructing employees or contractors to stay home if feeling unwell prior to beginning work;
- Complying with mask mandates as directed by the CHO;
- Maintaining appropriate social distancing - being able to maintain a distance of 1.5 metres between others. If it isn't possible to keep 1.5m away from a person not known to them - keep close contact to less than 15 minutes; and
- Provision of hand hygiene products and suitable rubbish bins, with frequent cleaning (especially of high touch places) and waste disposal.

The Territory Check In App:

All Council offices have been registered for a Territory Check In App and have a QR code displayed upon entry. All visitors who enter a Council office must download the Territory Check-In App and check in. If unable to check-in electronically via app, one must sign in and out via a book and provide their contact details

For more info: <https://coronavirus.nt.gov.au/stay-safe/check-in-app#section1>

COVID-19 Safety Supervisor/s:

The role of the COVID-19 Safety Supervisor is to implement this COVID-19 Safety Plan to employees and contractors working within their Community/location.

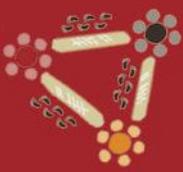
The roles of the COVID-19 Safety Supervisors are carried out by the:

- HS&R Officer in the Winnellie work site; and
- Community Services Managers at the Wadeye, Peppimenarti and Nganmariyanga work sites.

A person appointed to the role of COVID-19 Safety Supervisor should:

- Supervise and guide staff in COVID-19 safety principles;
- Assist in increasing knowledge about Council Policies and Procedures consistent with the COVID-19 safety principles;
- Remind all employees and contractors of their obligations to adhere to the COVID-19 safety principles, including hand hygiene, mask wearing (when directed) and physical distancing where possible;
- Assist in identifying and eliminating potential hazards or non-compliance within a location;
- Maintain adequate Personal Protective Equipment (PPE) stores within their location; and
- Ensure the Plan is reviewed every six months and remains fit for purpose.

COVID-19 Safety Supervisors should ensure all employees and contractors are familiar with the Council's Plan. Employees and contractors should have a clear understanding of the COVID-19 safety principles including hygiene,



cleaning and sanitising, physical distancing, and staying at home and away from work if feeling unwell and getting tested.

COVID-19 Safety Supervisors should communicate with employees and contractors about their safety responsibilities in daily Toolbox briefings, staff communication notice boards, signage, social media groups, intranet, etc. The NT WorkSafe website provides further guidance on how businesses can manage risks arising from COVID-19.

If they can, the Executive Team, employees and contractors who are able to work from home, will do so as directed by the NT CHO, and where possible these employees (contractors to provide their own) will be issued a laptop and other necessary office equipment as required to allow work to be done from home.

Council may, if needed, also make available its current unoccupied accommodation to self-isolate employees and contractors who may become ill and or develop symptoms that require testing.

RECORDS MANAGEMENT AND PRIVACY

COVID-19 Vaccination Certificates/evidence are not being stored by Council. Evidence is sighted, and the document number recorded on a register only.

At all times an employees or contractors information regarding their personal health and wellbeing must remain private and confidential in compliance with Council's Records Management and Privacy and Confidentiality Policies.

Health or personal information:

- Should only be used for the purpose for which it was collected;
- Must not be disclosed to any other person (except with the consent of that person); and
- Must be held securely for the prescribed requisite period of time.

If a COVID-19 risk/situation occurs within Council, Council will at all times take steps to protect the privacy of individuals, and not disclose the name of an employee or contractor, only the nature of the exposure (exposure site, timeframe etc.).

USEFUL INFORMATION

Northern Territory Government – Coronavirus (COVID-19): <https://coronavirus.nt.gov.au/>

Northern Territory COVID-19 Check In App: <https://coronavirus.nt.gov.au/stay-safe/check-in-app>

Northern Territory Chief Minister – Michael Gunner Facebook Page: <https://www.facebook.com/TerritoryChief>

Australian Government – Department of Health - <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>



Safe Work Australia: <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

Centre For Disease Control: <https://www.cdc.gov/>

AUTHORISATION

This West Daly Regional Council COVID-19 Organisational Safety Plan is authorised by:

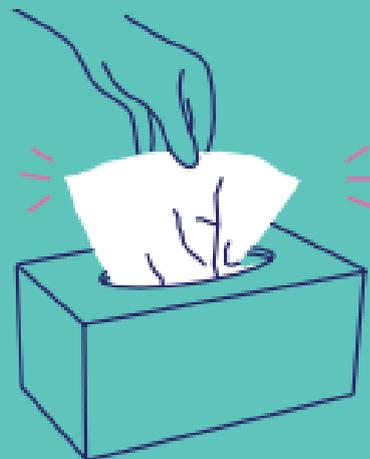
Matthew Eastham – Chief Executive Officer

SIMPLE STEPS TO HELP STOP THE SPREAD.

Cough or sneeze into your arm



Use a tissue



Bin the tissue



Wash your hands



HELP STOP THE SPREAD
AND STAY HEALTHY

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

For more information about **Coronavirus (COVID-19)** visit coronavirus.nt.gov.au

Putting on a face mask

It is important face masks are worn correctly and cover your nose to ensure the best protection



#1

Wash your hands
or use sanitiser



#2

Bring mask to face
to make sure it covers
your nose and mouth



#3

Loop the elastic
behind your ears



#4

Your mask should
fit securely around
your face



#5

Don't wear your mask
under your chin



#6

Don't touch your
mask while wearing it

It's important to wash your hands before and after putting on your mask

If you're experiencing COVID-19 symptoms,
stay home and speak to your doctor about getting tested

How to use Hand Sanitiser

Good hand hygiene protects us all from the spread of infection.



**If you have symptoms?
Get tested for COVID-19**

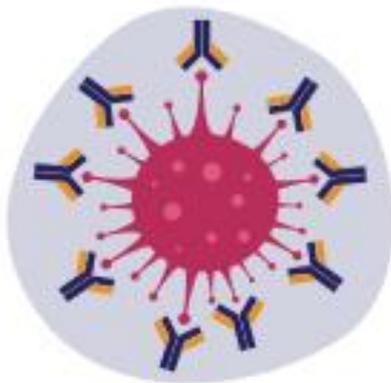
For more information visit

coronavirus.nt.gov.au  SecureNT

PROTECT YOURSELF, YOUR FAMILY AND

YOUR COMMUNITY FROM COVID-19

Information about the COVID-19 vaccine



COVID-19 vaccine

There are new vaccines that will teach your body to fight the COVID-19 sickness. The more people that have the vaccine, the safer we will be.



Tested and approved

There are different vaccines that have all been tested and approved by the Therapeutic Goods Administration. They are effective for everyone.



Protection

The vaccines will protect you, your children, your family and your community from getting COVID-19 sickness.



Pregnancy

You can get the COVID-19 vaccine if you are pregnant or breastfeeding. Ask your local health clinic if you have any questions about getting the vaccine.



Seniors

Seniors and sick people will get the vaccine first as they need the most protection.



16+ years only

People 16 years and over can have the vaccine. Children are not a high risk.

A NT COVID-19 VACCINE CLINIC OR YOUR GENERAL PRACTITIONER
WILL PROVIDE YOU WITH THE VACCINE SOON.

FOR MORE INFORMATION VISIT
[CORONAVIRUS.NT.GOV.AU](https://www.coronavirus.nt.gov.au)

SLEEVES UP

