1 April 2020

# COVID-19 PANDEMIC PLAN – GUIDANCE TO HELP YOU DEVELOP YOUR PLAN

To apply for an Approved Remote Essential Worker card, you (if applying as an individual) or your business (if applying on behalf your employees) must provide a Pandemic Plan. In advance of Northern Territory Government guidance on Pandemic Plan requirements, these matters for consideration have been developed to assist you in developing your Pandemic Plan.

Organisations and individuals should tailor repsonses in their Pandemic Plan to their requirements, and the requirements of the remote communities in which they are travelling to. This is intended as a guide only.

## Tips for completing your plan:

- Work through the possible actions outlined below and make note about what you are doing or will do on each action when undertaking remote essential work.
- Once you have worked out the different actions you are taking, document these into a Plan. You might like to use the headings below or other headings to make it clear what the actions in your Pandemic Plan relate to.
- Be as specific as possible – you should include any details you can about your actions. For example, include your mode of transport, details of people who may be supporting you to minimise community contact, details on PPE that will be used, copies of any additional policies or procedures you may have that support your Pandemic Plan.

## Useful resources for completing your plan:

- Department of Health COVID-19 Infection Control Training
- Northern Territory Government Coronavirus website:
    - Stay safe information
    - Business information
- Federal Department of Health website:
    - How to protect yourself and others
    - Information for employers

If you would like further assistance in developing your Pandemic Plan, Developing East Arnhem Limited (DEAL) can work with you on this. Get in touch with the DEAL office on 08 8987 0558 or email ea@developingeastarnhem.com.au.

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| COVID-19 Pandemic Plan – matters to consider | |
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| **Pre travel arrangements** | |
| Possible action | Notes about what you are doing or will do on each action |
| What procedures are in place to ensure you or your employees are compliant with current social distancing requirements prior to travel to a remote community? | |
| What steps have you or your employees taken to minimise potential exposure to coronavirus in the two weeks prior to your planned travel to a remote community? | |
| Have you or your employee travelled outside of the Northern Territory in the past 14 days? | |
| Have you or your employees completed the COVID-19 infection control training run by the federal Department of Health? See Resources above. | |
| How will you or your employees be travelling to the remote community? What steps are in place while in transit to reduce the likelihood of coming in contact with coronavirus? | |
| Do you have a plan in place if you or your employees develops symptoms after arriving at a remote community such as repatriation and self-isolation? | |
| Have you or your employees been tested to be negative of COVID-19? | |
| **Travel arrangements** | |
| Possible action | Notes about what you are doing or will do on each action |
| Where will you or your employees be staying while carrying out essential work in a remote community? | |

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| Where will you or your employees be eating while carrying out essential work in a remote community? Is delivery of meals or groceries available to reduce interaction with others? | |
| What steps are in place to minimise interaction with other members of the community? Is direct travel to and from accommodation and to and from the workplace possible? | |
| Are there steps in place to maintain an accurate list of potential contacts if you or your employees is later diagnosed with COVID-19? | |

| Workplace arrangements | |
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| **Possible action** | **Notes about what you are doing or will do on each action** |
| Have you undertaken a WHS risk assessment regarding the work activities? | |
| Have you developed a COVID-19 policy as part of your WHS policies and procedures that provide clear direction to you or your employees on how to address risks associated with coronavirus? | |
| How are you or your employees staying across changing requirements in relation to coronavirus when it comes to social gatherings, social distancing and other prevention and containment measures? | |
| Do the planned work activities require interaction with other members of the community? If so, what steps are in place to reduce the potential spread of the novel coronavirus? This may include the wearing of PPE such as a facemask, making sure soap and hand sanitiser is readily available or ensuring social distancing regulations are maintained. | |