

# COVID-19: Best Practice Guidance

JULY 2022

Master Builders supports industry best practice principles and offers the following tools for guidance...

## COVIDSafe Plan

- Have, maintain and update in consultation with workers a [COVIDSafe plan](#) for the workplace.

## Face coverings

- Promote the use of face coverings where social distancing cannot be maintained, or work is indoors

## Employee attendance

- Assess workplace and staff requirements, whether employees can work from home or alternative staffing arrangements are possible
- Reassure employees that they should not attend the workplace if they are unwell or have COVID-like symptoms
- Promote reduced density limits indoors where possible
- Where possible consider scheduling to limit worker interaction

## Engagement

- Have regular meetings promoting a COVIDSafe culture
- Continue to identify areas for improvement
- Support the use of a COVIDSafe plan

## Train staff

- On hand and cough hygiene
- How to wash and sanitise their hands correctly
- Reinforce the importance of not attending work if unwell or have COVID-like symptoms
- Use of face coverings
- Social distancing

## Enhance airflow

- [Improve ventilation](#) by making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift

For more information, contact the MBV Advisory team on **(03) 9411 4555**

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## Signage

- [Display signage](#) for COVIDSafe practices

## Provide and promote hand sanitiser and paper towels are available for staff

- Location of hand sanitiser stations throughout the worksite
- Ensuring rubbish bins are available to dispose of paper towels
- Ensuring staff have signage or information on how to wash and sanitise their hands correctly

## High-touch communal areas

- Use single-serve sachets (i.e. Coffee, tea, sugar, etc)
- Install no-touch amenities such as contactless taps, rubbish bins and soap dispensers
- Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment

## Cleaning

- Identify high-touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment)
- Provide information about workplace cleaning schedule and how to use cleaning products
- Identify which products are required for thorough cleaning
- Monitor supplies of cleaning products and regularly restock