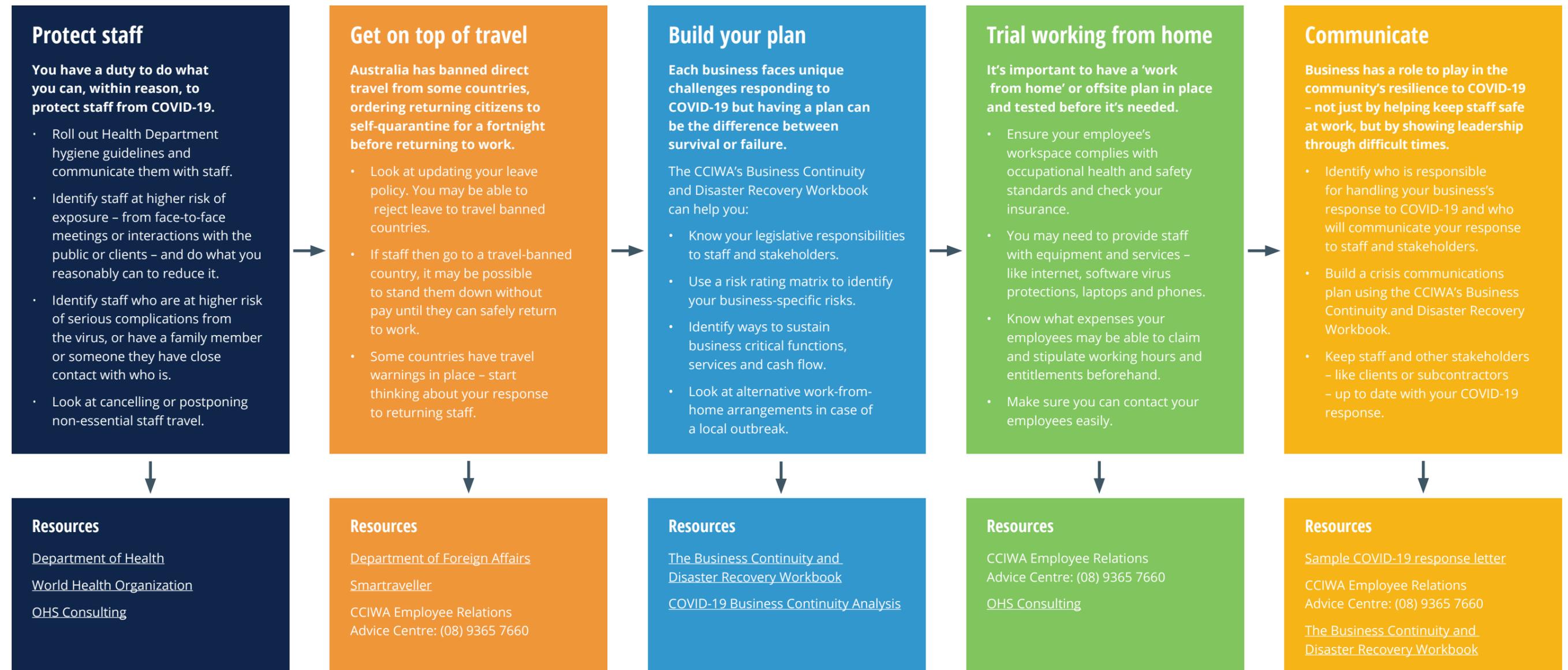


Coronavirus (COVID-19) – Key issues for Australian workplaces



The COVID-19 outbreak is evolving day by day and WA needs to be prepared for a range of outcomes. While each business faces its own challenges, some key considerations can help build your business's resilience and protect your community.



Contact CCIWA for information about Membership and our Advisory Services on 1300 422 492

Coronavirus (COVID-19) – Key issues for Australian workplaces

13 March 2020



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Protect staff

You have a duty to do what you can, within reason, to protect staff from COVID-19.

- Roll out Health Department hygiene guidelines and communicate them with staff.
- Identify staff at higher risk of exposure – from face-to-face meetings or interactions with the public or clients – and do what you reasonably can to reduce it.
- Identify staff who are at higher risk of serious complications from the virus, or have a family member or someone they have close contact with who is.
- Look at cancelling or postponing non-essential staff travel.

Build a business continuity plan

Each business faces unique challenges responding to COVID-19 but having a plan can be the difference between survival or failure.

The CCIWA's Business Continuity and Disaster Recovery Workbook can help you:

- Know your legislative responsibilities to staff and stakeholders.
- Use a risk rating matrix to identify your business-specific risks.
- Identify ways to sustain business critical functions, services and cash flow.
- Look at alternative work-from-home arrangements in case of a local outbreak.

Communicate

Business has a role to play in the community's resilience to COVID-19 – not just by helping keep staff safe at work, but by showing leadership through difficult times.

- Identify who is responsible for handling your business's response to COVID-19 and who will communicate your response to staff and stakeholders.
- Build a crisis communications plan using the CCIWA's Business Continuity and Disaster Recovery Workbook
- Keep staff and other stakeholders – like clients or subcontractors – up to date with your COVID-19 response.
- Staff may face discrimination if they contract COVID-19, or because of their race. Make sure your policies on discrimination and privacy are up to date and communicated with staff.

Get on top of travel

Australia has banned direct travel from some countries, ordering returning citizens to self-quarantine for a fortnight before returning to work.

- Look at updating your leave policy. You may be able to reject leave to travel banned countries.
- If staff then go to a travel-banned country, it may be possible to stand them down without pay until they can safely return to work.
- Some countries have travel warnings in place – start thinking about your response to returning staff.

Trial working from home

It's important to have a 'work from home' or offsite plan in place and tested before it's needed.

- Ensure your employee's workspace complies with occupational health and safety standards and check your insurance.
- You may need to provide staff with equipment and services – like internet, software virus protections, laptops and phones.
- Know what expenses your employees may be able to claim and stipulate working hours and entitlements beforehand.
- Make sure you can contact your employees easily.

Resources

[Department of Health](#)
[World Health Organization](#)
[OHS Consulting](#)
[Department of Foreign Affairs](#)
[Smartraveller](#)
[Employee Relations Advice Centre](#)
[The Business Continuity and Disaster Recovery Workbook](#)

[COVID-19 Business Continuity example](#)
[Toolbox: How to set up your staff to work from home](#)
[Sample COVID-19 response email](#)
[The Business Continuity and Disaster Recovery Workbook](#)

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