



New Entry requirements to the APY Lands

COVID-19 –Risk Management Plan

This Risk Management Plan template is for 'Organisations'.

Update

New entry requirements for the APY Lands that previously had Restricted entry to Aboriginal communities within the APY Lands under the Commonwealth Biosecurity Act 2015 has been removed.

The Australian Government had previously restricted entry to protect people in remote areas from potential exposure to COVID-19. However, despite the lifting of Commonwealth travel restrictions, people will still need a permit to enter the APY Lands and to provide declarations regarding their health, travel history and contact with people who have travelled. Entry applications to the APY Lands will be managed by the APY Permit Office.

APY require you to address each of the following THREE PARTS before considering the granting of entry permits to the APY Lands:

- **PART ONE**

COVID-19 Record of Health Status – Individual

- **PART TWO**

Employers or Individuals must have an approved Risk Management Plan & Health Assessment

- **PART THREE**

Applicants also need to fill in an APY Permit application [permit application form](#)

This includes submitting a National Police Clearance check with the APY Permit Application form

ALL PARTS ARE TO BE COMPILED AND SENT DIRECTLY TO: permits@anangu.com.au

COVID-19 Risk Management Plans for Organisations/ Employers

This Risk Management Plan Templates is available for Organisations who can develop Risk Management Plans on behalf of their employees.

In assessing your application to qualify for entry, the APY Permits will assess the risks involved and how you intend to manage or mitigate them. APY will assess the reasons for entry, the work involved, the length of stay and what organisational measures are in place to reduce the risk of introducing COVID-19 into the community. APY will need to agree, the way the activity is being engaged in will minimise the exposure to people in the designated area.

This COVID-19 Risk Management Plan template is a guide only. The intent is to assist you in developing a plan to manage risks in a way that APY will endorse. The aim of an APY COVID-19 Risk Management Plan is to identify points

of contact (risks) between your employees and the people of the APY Lands, to put in place appropriate controls to minimise such exposure.

APY ask that Organisations assess your current work practices and consider how you can adapt them to:

- Mitigate risks and put in to place controls;
- Educate your employees in safe behaviour that will reduce as much as possible the chance of being infected with COVID-19 and infecting others. (See SA Health guidelines).
- You will need to talk to your employees about the COVID-19 Risk Management Plan and how it will affect them.

Blue Text in italics is for guidance purposes only

Risk Theme	Details – Mitigation Strategy
Name of agency, business or service organisation	
Address	
Contact Phone Number	
Manager (responsible for the plan & other key contacts)	Name: Email: Phone:
Activity (Choose the core activity that best describes the work those entering the Lands will be doing?)	
Description of Activity (What does the activity involve?)	<i>Provide details of the work and what is involved in the activity. This will form the basis for your Risk Management strategies</i> <ul style="list-style-type: none"> • <i>Give background information about the organisation if this is relevant.</i> • <i>Consider if the work involves being near to, or in physical contact with other people or if workers will be in physical contact with surfaces or objects that other people will touch?</i> • <i>Include dependencies or assumptions regarding the activity. (Example –Aged care & respite facility – employ nurses & allied health professionals to provide daily care for our residents)</i>
Number of people (You must reduce the number of people involved to the smallest number possible)	<i>Reduce the number of people requiring entry to the minimum number possible.</i> <ul style="list-style-type: none"> • <i>Adjust work programmes – consider lengthening shift times to allow less workers on site (Example - 4 people working 12 hour shifts rather than 6 people working 8 hour shifts)</i> • <i>Use one worker to do two jobs?– (Example - transport equipment and do repairs)</i>
Episodes of entry; (Where possible reduce the number of times your workers will need to enter the area)	<i>Reduce the number of times the workers will need to enter</i> <ul style="list-style-type: none"> • <i>Arrange to do all jobs in the area at the same time –example – maintenance and repair- to avoid multiple entries</i> • <i>Consider roster changes so that both the time in the area and away from the area is increased (Example 4 weeks on 2 weeks off to 8 weeks on 4 weeks off)</i>
Length of stay	<i>Reduce the length of time workers are in the designated area.</i>

Risk Theme	Details – Mitigation Strategy
(Have workers in the area for as little time as possible)	<ul style="list-style-type: none"> • <i>Adjust work programmes – to ensure the work is carried out as efficiently as possible to avoid being in the area longer than is necessary (Example –do as much preparation work as possible before entry)</i> • <i>Do any work that is possible remotely (administration, data analysis)</i> • <i>Plan the work before entry to avoid delays and extra time in the area (Example – arrange for equipment required to be ready ahead of entry)</i> • <i>Enter to perform the work and leave as soon as these duties are complete</i>
<p>Contact with others</p> <p>(Reduce the contact workers will have with other people and surfaces they touch , this includes physical distancing</p>	<p><i>Reduce the contact your workers will have with people in the designated area. Make any appropriate changes for activity that requires close contact and provide education and training to maintain a safe work environment:</i></p> <ul style="list-style-type: none"> • <i>Provide: <u>Personal Protective Equipment (PPE)</u> for close contact work – in-line with SA Health guidelines (E.g. Nursing staff)</i> • <i>Practise <u>social distancing</u> and <u>good hygiene</u></i> • <i>Arrange increased cleaning of work spaces if this is relevant</i> • <i>Minimise any contact with community members – only contacts that are essential to complete the work should be made</i> • <i>Workers are to avoid entering households, businesses and other buildings in the designated area unless absolutely necessary</i> • <i>Limit close contact to only when necessary and the activity cannot be undertaken without (Example nursing care, teaching)</i> • <i>Replace face-to-face meetings with on-line meetings or phone calls</i> • <i>Practise ‘physical distancing’. As far as is practicable, any contacts that are made should follow the principles of:</i> <ul style="list-style-type: none"> ○ <i>Shortest duration possible;</i> ○ <i>Physically separated by at least 1.5 metres</i> ○ <i>Preferably in the open air</i>
<p>Workers do not have COVID-19 on entry</p> <p>(Minimum entry criteria – no signs or symptoms of COVID-19)</p>	<p><i>Ensure workers are aware of the mandatory requirement on the day prior to entry to declare their health status with regard to COVID-19.</i></p> <p><i>Workers will be asked screening questions to verify that as far as they know they do not have COVID-19 –</i></p> <ul style="list-style-type: none"> • <i>No fever or history of fever, no cough, shortness of breath, sore throat or fatigue and that they have not been in close contact (without PPE) with a person who has COVID-19 in the past 2 weeks.</i> • <i>Workers MUST NOT enter the APY Lands if they answered ‘yes’ to any of the questions. (See Record of Health Status Form).</i> • <i>Only the individual (not the organisation) can verify the health status</i> • <i>Compliance monitoring is recommended –keep a copy of the ‘Report on Health Status Form’</i>
<p>Before Entry exposure</p>	<p><i>Outside the APY Lands, prior to entry, workers are expected to have followed guidelines on limiting exposure to COVID-19 by:</i></p> <ul style="list-style-type: none"> • <i>Practising <u>social distancing</u></i> • <i>Maintaining <u>good hygiene</u></i> • <i>Avoiding contact with people who are unwell</i> • <i>Self-monitoring for any symptoms of COVID-19</i> • <i>Maintaining a daily record (diary) of contacts and activities the week before entry</i> • <i>Download the Covid Safe app on the phone</i>
<p>Suitable Accommodation</p>	<p><i>Accommodation must reduce the risk of exposure to others as much as possible.</i></p> <ul style="list-style-type: none"> • <i>Workers are to maintain infection control and physical distancing practices whilst in accommodation</i> • <i>If cleaning is provided by the organisation this should be in line with <u>SA Health guidelines</u></i> <p><i>Wherever possible accommodations should have:</i></p> <ul style="list-style-type: none"> • <i>Separate accommodation for each entrant;</i> • <i>Own bathroom and kitchen as far as possible;</i> • <i>be located away from community members; and</i> • <i>enough space to allow for social distancing of at least 1.5 metres</i>

Risk Theme	Details – Mitigation Strategy
Travel	<p><i>Workers must be instructed on safe travel to and use of vehicles in the APY Lands to minimise contact with people and surfaces during travel.</i></p> <p><u>Vehicles belonging to the organisation & private vehicles used must:</u></p> <ul style="list-style-type: none"> • <i>Be equipped with hand sanitiser (alcohol based gel), hand wipes, gloves and surgical masks</i> • <i>Be cleaned between use by different groups- advice on cleaning procedures is provided in <u>SA Health</u> and the Australian Government <u>Department of Health Fact Sheets</u> (when cleaning, pay particular attention to door handles, seat belts, steering wheel, gear shifts, indicator , window, handbrake control & control panel - radio)</i> • <i>Have windows open or vehicle air-conditioning/airflow set to fresh air rather than recirculate</i> <p><u>Persons travelling to the APY Lands must:</u></p> <ul style="list-style-type: none"> • <i>Prepare for the journey – continue measures to prevent COVID-19 when preparing for and whilst on the journey (have someone shop for supplies for you before you leave)</i> • <i>Carry adequate supplies of food, water fuel etc. to avoid stops</i> • <i>Do <u>not</u> travel if unwell with COVID-19 like symptoms – seek medical advice</i> • <i>If travelling with others, make sure that they are not unwell</i> • <i>If possible, travel in your own vehicle</i> • <i>Make sure you have sourced sufficient supplies before the journey so that visits to shops and restaurants are not required</i> • <i>Maintain <u>good hygiene</u></i> <p><u>Rest stops</u></p> <ul style="list-style-type: none"> • <i>Maintain <u>social distancing</u> during travel – (stay at least 1.5 meters away from other people; avoid physical contact)</i> • <i>Keep stops to less than 15 minutes duration to minimise any contact</i> • <i>Clean hands before eating and after using the toilet</i> • <i>Clean hands after using the petrol pump (or wear gloves if available, and wash hands after removing gloves)</i> • <i>Clean hands before re-entering the vehicle</i> • <i>Use contactless payment methods (‘tap-and-go’) rather than cash, if possible</i> <p><u>Overnight stops (if required)</u></p> <ul style="list-style-type: none"> • <i>Go directly to accommodation and avoid contact with other people</i> • <i>Eat food that you have brought with you, or if this is not possible order room service or take away food</i> • <i>Arrange payment via contactless means e.g. online or by phone, if possible</i> <p><u>Travelling by plane</u></p> <ul style="list-style-type: none"> • <i>Request to be seated away from other passengers if possible</i> • <i>Maintain social distancing as much as practicable (stay at least 1.5 meters away from other people; avoid physical contact with others)</i> • <i>Wash hands regularly, particularly before eating and after using the toilet</i> • <i>Wear a mask if one is available and close contact cannot be avoided</i> <p><u>Travelling by taxi or ride-hail services (e.g. Uber)</u></p> <ul style="list-style-type: none"> • <i>Sit in the back seat</i> • <i>Maintain social distancing as much as practicable (stay at least 1.5 meters away from other people; avoid physical contact with others)</i> • <i>Use contactless payment methods (‘tap-and-go’) rather than cash, if possible</i> • <i>Clean hands after exiting the vehicle</i>
Self-monitoring	<p><i>Educate workers on how to detect COVID-19 symptoms and where to record this information. Workers must:</i></p> <ul style="list-style-type: none"> • <i>Self-monitor daily for symptoms of COVID-19– fever >38 degrees (have access to a thermometer), cough, sore throat or fatigue,</i> • <i>Record daily temperature in diary if this is required (eg. health care provider)</i>

Risk Theme	Details – Mitigation Strategy
Monitoring & recording signs/symptoms of COVID-19)	<ul style="list-style-type: none"> • <i>Have access to on-line mental health support (COVID-19 related) and contact details provided</i> • <i>Record signs and symptoms including onset dates, testing, results etc.</i> • <i>Report any symptoms immediately to the health contact in the area (provide phone numbers & see below</i>
COVID-19 symptoms procedures (Procedures to follow if a worker becomes ill with COVID-19 symptoms while travelling (to or from) the APY Lands	<p><i>Provide written instructions and education on the procedure to follow if a worker develops COVID-19 symptoms. Ensure workers are familiar with the instruction, know where to find it (keep with daily diary) and are clear on what to do.</i></p> <p><i>Workers must:</i></p> <ul style="list-style-type: none"> • <i>Immediately stop work and remove themselves from the vicinity of other people (isolate) as quickly as possible</i> • <i>Isolate in the accommodation provided or if there is more suitable accommodation provide instructions here - Have surgical masks available if contact is necessary with others (E.g. health professional)</i> • <i>Report the illness immediately to the supervisor/organisation and the relevant health service providers – use the phone – avoid face to face contact</i> • <i>Follow the medical advice and instructions given</i> • <i>Refer to the written instructions and follow the procedure for seeking medical assessment and retrieval (medical evacuation) from the area (should it be required)</i> • <i>Be familiar with this procedure prior to entry</i>
Knowledge of COVID-19 (Understand the risk of getting COVID-19 and introducing or transmitting it to the local communities in the area)	<p><i>Provide clear, concise information for workers on what COVID-19 is, how someone can become infected, how they can spread it to others and what can be done to prevent this. Ensure workers have a good understanding of this <u>before</u> they travel:</i></p> <ul style="list-style-type: none"> • <i>Provide education and training – refer to SA Health COVID-19 website</i> • <i>Have hard copies of Fact Sheets available for workers and relevant information (social distancing & hygiene) displayed in accommodation & available in vehicles</i> • <i>Provide a diary or equivalent for each worker to record daily activities and contacts and include basic instructions on social distancing, good hygiene, isolation, symptoms of COVID-19 and procedure to follow if a worker develops symptoms of COVID-19 – do not rely on internet access for this information</i> • <i>Emphasise the importance of;</i> <ul style="list-style-type: none"> ○ <i>Frequent hand washing with soap (20 seconds) and use of alcohol based hand sanitiser</i> ○ <i>Covering coughs – cough into elbow or tissue, not hand</i> ○ <i>Put tissues straight into a bin,</i> ○ <i>Avoiding touching eyes, nose or mouth,</i> ○ <i>Cleaning of regularly used objects and surfaces (bench-tops, desks and doorknobs, as mobile phones, keys, wallets and work passes) and ventilating the home or workspace</i> ○ <i>increase the amount of fresh air available by opening windows or adjusting air conditioning</i>

Employees should be familiar with the organisation’s COVID-19 Risk Management Plan and any updates made.

- Application for entry to the APY Lands will be considered on an individual basis and the APY Permits Officer will refer to the ‘agreed’ organisation’s COVID-19 Risk Management Plan when considering the application to enter.
- Monitoring of compliance with this plan is the responsibility of the organisation. Any changes should be communicated to the APY Permit Officer to ensure agreement.
- Employees are expected to read and understand the requirements of the plan that applies to their work and should refer to it for guidance on the work practices expected when visiting the APY Lands.

I,enter into this agreement on behalf of theorganisation

Signed:**Date:**

Further information

Self-isolation and quarantine advice for COVID-19 (coronavirus)

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+topics/health+topics+a++z/covid+2019/community/self-isolation+and+quarantine+advice+for+covid-19+%28coronavirus%29>

Self-isolation (self-quarantine) for coronavirus (COVID-19)

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/self-isolation-self-quarantine-for-coronavirus-covid-19>

Good hygiene for coronavirus (COVID-19)

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/good-hygiene-for-coronavirus-covid-19>

Social distancing for coronavirus (COVID-19)

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/social-distancing-for-coronavirus-covid-19>

Environmental cleaning and disinfection principles for COVID-19

<https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf>

Cleaning and disinfection in the workplace

<https://www.sahealth.sa.gov.au/wps/wcm/connect/3abb2b62-6f07-4051-838b-b71d090df3ac/20200330+COVID-19+Fact+Sheet+-+Cleaning+and+disinfection+in+the+workplace.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE-3abb2b62-6f07-4051-838b-b71d090df3ac-n4G6H9W>

Personal Protective Equipment <https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-on-the-use-of-surgical-masks.pdf>