



# CSIRO COVID Safe Plan

The health, safety and wellbeing of our people, partners and the community is our top priority.

Collaboration is at the heart of everything we do at CSIRO, and we are continuing to work closely with our partners and customers through this difficult time and beyond.

We have taken a number of measures since February to keep our workplaces and work practices COVID safe.

In March, the majority of our people moved to working from home. Approximately 30 per cent of our people are on site to undertake COVID-19 related work and other important research, maintain our facilities and collections, and to undertake work that cannot be done from home. Our Return to Site plan has a coordinated and phased approach to returning to our sites, each phase is determined by the status of the COVID-19 situation.

Our COVID Safe Plan applies to all of our Australian sites and includes the following health and safety measures:

- Where possible, our people are supported to work from home
- Sites are only open to CSIRO people, contractors and visitors undertaking essential activities
- Physical distancing is practiced in the workplace and COVID Safe posters are prominently displayed
- Increased cleaning is undertaken in high traffic areas and for high touch surfaces
- Hand cleaning stations are located in every building
- Face masks are required where physical distancing is not possible and are currently compulsory in all Victorian sites
- Meetings are conducted virtually as a first preference
- Any essential face-to-face meetings are limited to 1 person per 4 square metres in meeting rooms and for up to 2 hours only
- Meetings with customers can be conducted off site with COVID safe protocols in place, except in Victoria
- Our air-conditioning meets national standards
- We have sites and facilities across Australia. The majority of our people are based on one of these sites, however, a small number work on two or three sites and their movements are planned and tracked. We use rosters on some sites for safety purposes
- We have delivery protocols to limit contact between drivers and our people
- Our COVID-19 Reporting and Response Protocol describes what we will do in the event of one of our people, contractors or visitors contracting COVID-19. We have protocols in place for communicating with the parties involved and for deep cleaning and management of the immediate workplace if the person was on site when contagious
- Research fieldwork is being undertaken subject to updated risk management assessments and safe working instructions. Fieldwork is not conducted with at-risk communities or with large groups
- Visitors and contractors attending our sites are required to register and complete a declaration on their health status and movements
- Some of our regional visitor centres reopened in July with COVID safe protocols in place and limitations on gatherings. With restrictions still applying to tours and groups, our education centres remain closed.

**Contact person:** Trevor Heldt, CSIRO Director | M: 0419 485 413 | E: Covid-19Response@csiro.au

Documents supporting this plan include: Return to Site Plan, Health Declaration by Contractors & Visitors and COVID-19 Communication Protocol.

This plan is regularly reviewed and was last updated on 06/08/2020.