

Supporting COVID safe workplaces

Department of Customer Service

Communication toolkit

November 2022

Purpose of this toolkit



Businesses have played a crucial role helping protect employees and the community throughout the COVID-19 pandemic. While COVID-19 restrictions are no longer in place, there has been an increase in COVID-19 cases and changes in the variants circulating in NSW, which indicates we are entering the next COVID-19 wave.

While the way we live with COVID-19 is changing, it remains important for businesses to continue to ensure workplaces are COVID safe in the same way as any health and safety hazard, especially as we enter the festive and summer season where more gatherings are likely to occur including end-of year-functions. Staying up to date on COVID-19 transmission risks as they continue to change and promoting preventative measures helps ensure a COVID safe workplace, for all staff and customers.

This information pack has been developed to help councils, peak bodies and businesses continue communicating the risk of transmission and preventative measures to be taken to reduce the spread of COVID-19 in the workplace.

This pack provides newsletter/web copy, social assets and fact sheets that can be tailored to:

- help local councils and peak bodies communicate with businesses
- help local councils and businesses communicate with their staff and customers/visitors.

The latest information can be found at nsw.gov.au.

Thank you for your ongoing support in protecting the NSW community.

COVID safe workplaces: newsletter/web copy to businesses



New COVID-19 wave: What it means for businesses

Throughout the COVID-19 pandemic, businesses and organisations have played a critical role helping make workplaces and our community COVID safe. With NSW experiencing an increase in COVID-19 cases coinciding with changes to self-isolation rules, businesses will continue to play an important part in protecting employees and the community.

The removal of restrictions means COVID-19 needs to be managed in the same way as any workplace health and safety hazard. Regularly evaluating COVID-19 risks and control measures against the level of virus transmission in the community will help ensure the safety of employees and the community. With the increasing number of cases in the community NSW Health recommends businesses:

- **Reduce the risk of transmission in the workplace.** Employers must take a risk management approach to prevent workplace transmission and should review the COVID-19 safety plan checklist. This includes ensuring teams gather outdoors or in well-ventilated indoor areas and stay a safe distance from others where possible. When cases are rising, encouraging people to wear masks indoors and on public transport can help provide extra protection from workplace transmission.
- **Instruct people to stay home if they test positive to COVID-19, have had contact with a case or are considered at higher risk of severe illness.** Self-isolation is no longer mandated for non-high-risk workplaces. However, as we head into this next wave it is important that anyone unwell/tests for COVID-19 and stays home (regardless of result) until their acute symptoms (runny nose, sore throat, cough and fever) have gone. Employers should also consider supporting people to stay or work from home if they have COVID-19, have had contact with a case, or are at higher risk of severe illness, where possible. Depending on the workplace, medical clearance may not be required to return to work.
- **Remind staff to stay up-to-date with vaccinations.** This is the best protection, including against the latest COVID-19 variants.
- **Encourage employees to understand their individual risk of getting very sick from COVID-19.** Those at higher risk of severe illness (e.g. aged over 70 years of age or have a chronic health condition) should discuss with their GP what to do if they get cold or flu symptoms (runny nose, sore throat, cough, and fever).

The latest information and guidance for businesses can be found at nsw.gov.au

COVID safe workplaces: newsletter/web copy to employees



Now is the time to ensure we all keep our workplace COVID safe

Our community is experiencing an increase in COVID-19 cases so it's important that we keep the health and safety of our workplace top of mind. Thanks to vaccination, most people with COVID-19 will have a mild illness and recover in a few days but there are still some people at higher risk of severe illness. They may be our colleagues, friends, family members, or the person you sit next to on the bus or walk past in the street on the way to work.

By taking simple steps to stay COVID safe, you'll help keep our workplace, family, friends and community safe too. This includes following NSW Health recommendations, such as:

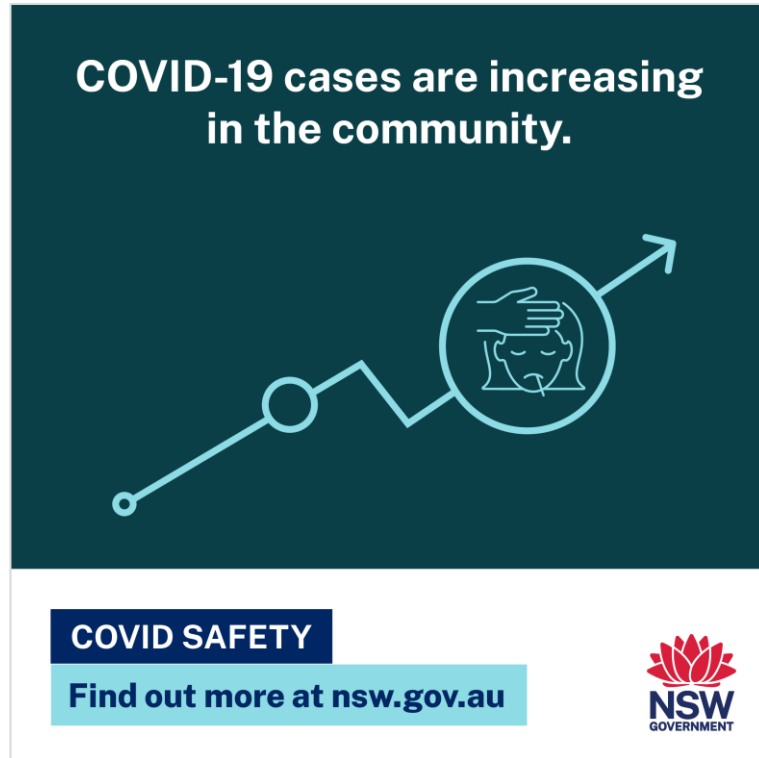
- **Staying home if you are unwell** **[If working from home is possible include: and work from home if you live or have had contact with someone who has tested positive for COVID-19]**. If you have cold or flu symptoms (runny nose, sore throat, cough, and fever), stay home and test for COVID-19. Stay at home while you have symptoms, even if you receive a negative COVID-19 test result. If you live or have had contact with someone who has tested positive, regularly test for COVID-19 and work from home where possible. Reach out to **[workplace contact]** who can provide further information and support. If you do test positive on a rapid antigen test, register your result with Service NSW. It will ensure you are connected to the right care for you.
- **Ensuring vaccinations are up to date**. This is your best protection, including against the latest COVID-19 variants.
- **Protecting those around you**. Wear a mask indoors and on public transport as it provides an extra layer of protection against COVID-19, especially during this new wave. Wearing a mask is still required in healthcare settings. Maintain a safe distance from others where possible and wipe down your workstation, common areas, surfaces and equipment between uses. Wash or sanitise your hands regularly throughout the day. Choose to meet outdoors or in well-ventilated indoor spaces and ensure you keep windows open where possible.
- **Knowing your risk of getting very sick from COVID-19** (e.g. if you are over 70 years of age or have a chronic health condition). Discuss what you should do if you get cold or flu symptoms with your GP now, including whether they recommend you have antiviral medicine, what test you should get if you get sick and if you need a pathology form for the test.

Living with this latest wave of COVID-19 in the community means continuing the everyday steps that protect ourselves and others in the workplace.

Contact **[insert workplace contact]** and visit nsw.gov.au to learn more and stay up to date with the latest information.

COVID safe workplaces: social content

[Click here to download social tile](#)



Post copy: Our community is experiencing an increase in COVID-19 cases and changes in variants, so it's important businesses keep workplace health and safety top of mind. Find out how to ensure your workplace is COVID safe at nsw.gov.au

[Click here to download social tile](#)



Post copy: NSW is experiencing an increase in COVID-19 cases and changes in variants circulating the community. Businesses continue to play an important part in protecting employees and the community by reducing the risk of transmission in the workplace. Find out more at nsw.gov.au

COVID safe workplaces: social content

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Post copy: Our community is entering a new COVID-19 wave. Now is the time to ensure workplaces are COVID safe. Without restrictions it needs to be managed in the same way as any workplace health and safety hazard. Complete your COVID-19 Safety Checklist and find out more at nsw.gov.au

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Post copy: Minimising the impact of COVID-19 on your business means managing it in the same way as any workplace health and safety hazard. Managing the risks of exposure and transmission in the workplace not only protects employees and the community, but helps reduce disruption to your workplace. Find out more at nsw.gov.au

COVID safe workplaces: social content

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Post copy: COVID-19 is still a serious illness circulating in the community and can cause a disruption to your workplace. Protect employees and help keep your business COVID safe, by completing the COVID-19 Safety Plan Checklist and find out more at nsw.gov.au

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Post copy: Managing the risks of exposure and transmission in the workplace protects employees and the community and reduces disruption in the workplace. Use the COVID-19 Safety Plan Checklist to help keep your workplace safe and healthy. Find out more at nsw.gov.au

COVID safe workplaces: social content

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Post copy: If you have cold or flu symptoms (runny nose, sore throat, cough, fever), get tested for COVID-19. Stay home while you have symptoms, even if you get a negative COVID-19 test, so you don't infect other people. We all have a role to play to protect those who might be at higher risk of serious illness. Find out more at nsw.gov.au

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Post copy: COVID-19 is a serious illness that is still circulating in our community. We can protect our friends, family, colleagues and the community by staying home when we are unwell or test positive. Know your role and protect those who might be at higher risk of serious illness. Find out more at nsw.gov.au

COVID safe workplaces: social content

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Post copy: Wearing a mask indoors and on public transport is a simple thing we can all do to reduce the spread of COVID-19 during this new wave. Now is the time to protect yourself and those around you, especially those at higher risk. Find out more at nsw.gov.au

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Post copy: If you have had contact with someone who has tested positive to COVID-19, test regularly. If you can, work from home and wear a mask when you leave home. Find out more at nsw.gov.au

COVID safe workplaces: social content

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Post copy: Some people are at higher risk of serious illness from COVID-19 including those aged 70 or over, pregnant, not vaccinated, living with a chronic illness or Aboriginal, Torres Strait Islander or Pacific Islander people. Talk to your GP today and find out more at nsw.gov.au

[Click here to download social tile](#)



Post copy: If you are aged 70 or over, you are at higher risk of getting very sick from COVID-19. Talk to your GP and make a plan about what to do if you get sick. Find out more at nsw.gov.au

COVID safe workplaces: social content

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Post copy: COVID-19 vaccinations not only protect you from serious illness, they protect our friends, family, community and health system. Make sure you are up to date with your vaccinations, including boosters. Find out more at nsw.gov.au

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Post copy: Everyone can reduce their risk of getting very sick from COVID-19 by ensuring their vaccinations are up to date. By taking simple steps to stay COVID safe, you'll help keep your workplace, family, friends and community safe too. Find out more at nsw.gov.au

COVID safe workplaces: posters for employees

[Click here to download the poster](#)

[Click here to download the poster](#)

Feeling unwell?

Test and stay home to limit the spread of COVID-19 to protect those around you.



COVID SAFETY

Find out more at nsw.gov.au



Stay at home if you test positive for COVID-19.

Let your manager know so they can support you.



COVID SAFETY

Find out more at nsw.gov.au



COVID safe workplaces: posters for employees

[Click here to download the poster](#)

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At higher risk of serious illness from COVID-19?

Talk to your GP today so you know what to do if you get sick.



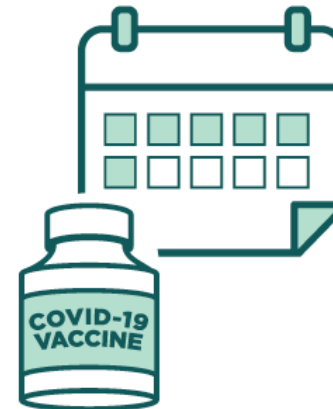
COVID SAFETY

Find out more at nsw.gov.au



Vaccinations up to date?

Ensure you have the best protection from COVID-19.



COVID SAFETY

Find out more at nsw.gov.au



COVID safe workplaces: posters for employees

[Click here to download the poster](#)

[Click here to download the poster](#)

Share ideas not COVID-19.

If you can't meet outdoors
or in well ventilated
spaces wear a mask.



COVID SAFETY

Find out more at nsw.gov.au



Protect yourself and those around you. Please wear a mask indoors.



COVID SAFETY

Find out more at nsw.gov.au



COVID safe workplaces: posters for customers

[Click here to download the poster](#)

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**Staying at home if you
feel unwell protects our
staff and customers.**

Thanks for helping us stay
COVID safe.



COVID SAFETY

Find out more at nsw.gov.au



**Thank you for
wearing a mask
when visiting us.**



COVID SAFETY

Find out more at nsw.gov.au



