

Reopening after the COVID-19 Shutdown?

Information for Public Buildings

Meet your public safety requirements and ensure compliance with the Health (Public Buildings) Regulations 1992.

Maintenance Actions:

- ✓ Check **pest control** measures. After a period of closure it is likely a pest control contractor may be required.
- ✓ Ensure any **air-con filters** are cleaned before use.
- ✓ Ensure that all **exit ways** are clear of obstruction.
- ✓ Ensure that door **locks** are easily operated (not jammed/stiff).
- ✓ Ensure **fire extinguishers**/hoses are checked 6 monthly.
- ✓ Ensure that the **emergency lights** and **exit signs** are in working order. Exit signs must be illuminated whenever the venue is open to the public.
 - *Exit signs must be checked every six months in accordance with Australian Standard AS 2293 Part 2 (attached). An electrician must be consulted to ensure compliance.*

Operational Actions:

- ☐ Ensure **social distancing** measures for patrons be managed within your venue.
 - For movable furniture - space out chairs and tables.
 - For fixed table/seating – mark separation distances with tape or similar. Consider plastic screening/partition sheets if needed.
- ☐ Are your **staff healthy**?
It is essential that all staff understand not to work while sick. Check in with staff on a daily basis on their health. Ensure staff report feeling unwell with any flu like symptoms (sore throat, fever, cough).
- ☐ **Review shift arrangements:**
Limit contact between workers as much as possible. You may wish to roster staff shifts into groups (e.g. where group A will never overlap with group B to reduce the impact if a staff member tests positive for COVID-19). Also consider the types of work that can be conducted before and after standard operating hours to stagger shifts. Consider also **increasing time between shifts** or service periods to minimize staff interaction and allow for increased cleaning.
- ☐ Provide and promote **sanitisers** for patron use on entering your venue.
- ☐ Reinforce good hand hygiene and **ensure staff wash their hands:**
Proper hand washing is one of the most effective tools in preventing the spread of coronavirus. Handwashing should be increased under the current circumstances and should be done effectively according to guidance from the [Department of Health](#).
- ☐ **Clean and disinfect** regularly:
Cleaning removes dirt and grease, sanitising or disinfecting will kill germs. Frequently touched surfaces are a higher risk and require more cleaning and disinfecting.

More guidance on social distancing can be found on the [Australian Government Department of Health website](#). Should you have any queries in relation to the above or require further information please do not hesitate to contact Health Services on 9528 0333.

Information for Emergency Evacuation Lighting

The following is a summary of the requirements of Australian Standard 2293 Emergency Evacuation Lighting in Buildings Part 2, maintenance procedures.

6 Monthly

- Turnoff the power to simulate a power failure
- Ensure all emergency lighting and exit signs are operating
- Any defective signs or lights should be repaired
- Restore the power and check that the battery charger operation indicators function correctly.

12 Monthly

- As above for 6 months, however the simulated power failure must be for a period of 90 minutes.
- Clean all reflective surfaces and clean diffusers.

Log Book

- The maintenance log book/record must be kept on the premises at all times.

Example Template - Emergency Lighting/Exit Sign Log book

Owner/Manager: _____ Phone: _____

Address of Premises: _____

Maintenance Operator: _____ Phone: _____

LUMINAIRE DETAILS					
ID No	Location	Model	Type of fitting	Wiring Circuit No	Battery Type & Capacity

[illegible]