



Bowls Victoria: returning to play after snap lockdown COVID guidelines for Bowls Clubs

Key introductory points:

- Information is changing rapidly, be sure to check the BV website, Facebook page and DHHS for updates.
- Check with your local council for any rules they may have.
- There can be different rules where clubs are interstate but affiliated with BV, awareness of the local rules is a must.
- At all times, keep safe and use common-sense.
- If any member is unwell, tell them to get tested and not attend the club.
- Be patient with others, particularly those who are trying to construct/interpret rules and regulations.

The following pages are designed to complement the guidelines on the BV, DHHS and SRV websites.

UPDATED: 29 September 2021

Amendments highlighted in green

Topic of advice	Metropolitan Melbourne (and Regional areas in lockdown) (as of 29 September 2021 ***INDICATIVE DATE ONLY*** - must reach 80% 16+y/o 1 st Dose***)	Regional Victoria (excluding areas in lockdown) (as of 29 September 2021 ***INDICATIVE DATE ONLY*** - must reach 80% 16+y/o 1 st Dose***)
Vaccination requirements	<p>Bowls Victoria will follow the government requirements for vaccination.</p> <p>From the current guidance, there are concessions enabling higher numbers of players where they are fully vaccinated.</p> <p>There is currently no government mandated mechanism to assess a persons' vaccination status. Until developed, clubs can choose whether to enforce vaccination requirements on their members, noting clubs must still adhere to the limits as described in "Number of Players".</p>	<p>Nil listed.</p> <p>There is currently no government mandated mechanism to assess a persons' vaccination status. Until developed, clubs can choose whether to enforce vaccination requirements on their members.</p>
Number of persons in the venue	<p>See "Number of Players" which details small groups can practice (i.e. casual roll-up) only under strict restrictions.</p> <p>All clubhouses are closed</p>	<p>In general, the limit has been set at the minimum number of people required to train.</p> <p>Food and drink facility: Open for seated service only with maximum of 30 outdoors and 10 indoors subject to density limits</p> <p>See also the guidance titled "Types of Competitions" and "Meals and Drinks"</p>
Masks	<ul style="list-style-type: none"> • must be carried at all times • must be worn indoors and outdoors by Victorians aged 12 years or over except if at home, or when visiting an intimate partner's place of residence or if an exception applies • recommend primary school age children wear masks indoors and outdoors, except at home or if an exception applies 	<p>There are some inconsistencies in the restrictions required for masks. We have done our best to summarise the key points below and how they apply to bowls:</p> <ul style="list-style-type: none"> • must be carried at all times • must be worn indoors and outdoors by Victorians aged 12 years or over except if at home, or when

	<ul style="list-style-type: none"> • exception for food and drink limited so that face coverings can only be removed to eat and to drink non-alcoholic beverages • For the sport of bowls, a mask must be worn and should only be lowered to enable a player to play their shot, communicate game play (tactics or instructions), to momentarily regain composure if a player is short of breath or any other valid safety reason. 	<p>visiting an intimate partner's place of residence or if an exception applies</p> <ul style="list-style-type: none"> • recommend primary school age children wear masks indoors and outdoors, except at home or if an exception applies • exception for food and drink limited so that face coverings can only be removed to eat and to drink non-alcoholic beverages • For the sport of bowls, a mask must be worn and should only be lowered to enable a player to play their shot, communicate game play (tactics or instructions), to momentarily regain composure if a player is short of breath or any other valid safety reason.
<p>Masks and eating, drinking or smoking</p>	<p>Can I remove my face covering to smoke or use an e-cigarette? Yes, subject to existing restrictions on smoking in public places in Victoria. A person may remove their face covering to smoke or use an e-cigarette, but must put a face covering back on as soon as they finish.</p> <p>The hand-to-mouth action of smoking and e-cigarette use means that people who smoke may be more vulnerable to coronavirus (COVID-19), as they are touching their face and mouth more often. You should wash your hands as soon as you finish and not share an individual cigarette or vaping device.</p> <p>Can I take my face covering off when eating or drinking? Yes. You can take your face covering off when eating or drinking. You should maintain physical distancing of 1.5 metres and practise good hygiene. Eating and drinking should not be used as an excuse not to wear a face</p>	<p>Can I remove my face covering to smoke or use an e-cigarette? Yes, subject to existing restrictions on smoking in public places in Victoria. A person may remove their face covering to smoke or use an e-cigarette, but must put a face covering back on as soon as they finish.</p> <p>The hand-to-mouth action of smoking and e-cigarette use means that people who smoke may be more vulnerable to coronavirus (COVID-19), as they are touching their face and mouth more often. You should wash your hands as soon as you finish and not share an individual cigarette or vaping device.</p> <p>Can I take my face covering off when eating or drinking? Yes. You can take your face covering off when eating or drinking. You should maintain physical distancing of 1.5 metres and practise good hygiene. Eating and drinking should not be used as an excuse not to wear a face</p>

	<p>covering. You must use common sense and wear a face covering at all times where possible.</p> <p>Do I need to put on a new face covering if I take it off to eat or drink? If you are using a mask, it is best if you put on a new face covering to avoid the risk of contamination from touching the front of the face covering. If it is not possible, make sure to wash your hands with soap and water before you put on your face covering.</p> <p>If you are using a reusable mask you should carry a paper bag or zip lock bag with you to carry clean masks and keep them clean. If it is not possible, make sure to wash your hands with soap and water or alcohol-based hand gel before you put on your face covering.</p> <p>You should always wash your hands before and after changing your face covering.</p>	<p>covering. You must use common sense and wear a face covering at all times where possible.</p> <p>Do I need to put on a new face covering if I take it off to eat or drink? If you are using a mask, it is best if you put on a new face covering to avoid the risk of contamination from touching the front of the face covering. If it is not possible, make sure to wash your hands with soap and water before you put on your face covering.</p> <p>If you are using a reusable mask you should carry a paper bag or zip lock bag with you to carry clean masks and keep them clean. If it is not possible, make sure to wash your hands with soap and water or alcohol-based hand gel before you put on your face covering.</p> <p>You should always wash your hands before and after changing your face covering.</p>
<p>Access to the clubhouse</p>	<p>All clubhouses are closed</p>	<p>Permitted under hospitality guidelines, see the DHHS website for details and section below “Meals and Drinks”.</p> <p>In general, minimise use of communal facilities (toilet or medical use only with strict social distancing).</p> <ul style="list-style-type: none"> • Clean bathrooms more frequently than lower traffic areas, especially taps, door handles and other frequently touched points. • Take all reasonable steps to ensure that frequently touched surfaces accessible to members of the public, including tables, bars, chairs, toilets and handrails, are cleaned regularly including when visibly soiled and post events or between groups.

		<ul style="list-style-type: none">• Cleaning principles can be found via the SafeWork Australia website which should help as a reference point to what cleaning guidelines are recommended. https://www.safeworkaustralia.gov.au/sites/default/files/2020-09/cleaning-table-covid19-2september2020.pdf <p>You must ensure you're cleaning and sanitising the following, regardless of COVID-19:</p> <ul style="list-style-type: none">• all eating and drinking utensils and surfaces. <p>We advise you to review your cleaning and sanitising practices to ensure general surfaces are also cleaned frequently and effectively. These include door handles, tap handles, switches and other high-touch areas.</p> <p>Cleaning and disinfecting high touch surfaces regularly can help stop the spread of coronavirus (COVID-19).</p> <ul style="list-style-type: none">• First step is cleaning, which means wiping dirt and germs off a surface. You can use common household detergent products stocked at supermarkets for cleaning.• Second step is to disinfect the surface. Supermarkets stock common household disinfection products – it is important to use products that are labelled "disinfectant" and to follow the instructions on the label. <p>Dedicate separate bathroom facilities for each separate room/area of a venue where possible. Install signage to make people aware of which bathroom to use.</p>
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<p>Social distancing</p>	<p>All players should keep 1.5m apart at all times.</p> <ul style="list-style-type: none"> Refrain from shaking hands, high-fives or any contact with others. 	<p>All players should keep 1.5m apart at all times.</p> <ul style="list-style-type: none"> Refrain from shaking hands, high-fives or any contact with others.
<p>Number of players</p>	<p>(REMINDER: as of 29 September 2021 ***INDICATIVE DATE ONLY*** - must reach 80% 16+y/o 1st Dose***)</p> <p>Outdoor facilities open for contactless recreation, for practice only (i.e. not training or competitions)</p> <ul style="list-style-type: none"> Fully vaccinated: Outdoor practice (i.e. casual roll-up) for up to 5 people, plus coach. If not fully vaccinated: Outdoor practice for up to 2 people plus coach. We are waiting on Government to decide on whether there can be multiple groups of 5 or 2 per facility and, if so, what the minimum distance is between each group. We note there are no minimum distances listed for picnics in the park and therefore hope the same logic and common sense is applied to bowls. 	<p>Community sport: Permitted outdoor, training only, with the minimum number required to train. Spectators are prohibited except one parent permitted to supervise children</p> <p>See also “Number of Persons in the Venue”</p>
<p>Sanitising and hygiene</p>	<p>Good hygiene is critical for slowing the spread of coronavirus (COVID-19). Everyone should be taking the following hygiene actions:</p> <ul style="list-style-type: none"> Wash your hands regularly for at least 20 seconds, using soap and water or use a hand sanitiser that contains at least 70 percent alcohol. Wash your hands when you get home, arrive at other people’s homes, at venues or at work. Wash your hands after blowing your nose, coughing, sneezing, or using the toilet. <p>https://www.dhhs.vic.gov.au/staying-safe-covid-19</p>	<p>Good hygiene is critical for slowing the spread of coronavirus (COVID-19). Everyone should be taking the following hygiene actions:</p> <ul style="list-style-type: none"> Wash your hands regularly for at least 20 seconds, using soap and water or use a hand sanitiser that contains at least 70 percent alcohol. Wash your hands when you get home, arrive at other people’s homes, at venues or at work. Wash your hands after blowing your nose, coughing, sneezing, or using the toilet. <p>https://www.dhhs.vic.gov.au/staying-safe-covid-19</p>

	<p>All attendees shall sanitise their hands upon arrival and leaving the venue.</p> <ul style="list-style-type: none"> • Leads shall also sanitise their hands after every end prior to picking up the mat and jack • All other players after every 6 ends. 	<p>All attendees shall sanitise their hands upon arrival and leaving the venue.</p> <ul style="list-style-type: none"> • Leads shall also sanitise their hands after every end prior to picking up the mat and jack • All other players after every 6 ends.
<p>Travel, Transport and Carpooling</p>	<p>The DHHS website states:</p> <p>Can I have passengers in my car? Where possible, carrying passengers in your car should be avoided, unless they live in your household or are part of your bubble. The enclosed space of a car presents a heightened risk of transmission of COVID-19.</p> <p>The DHHS website further states:</p> <p><i>Do I need to wear a face covering when I am driving?</i></p> <p><i>If you are driving alone or only travelling with people from your household, you do not need to wear a face covering. You must put your face covering on before you leave your vehicle or if you wind down the window to talk to someone, including at a drive through to collect food or goods where being served by another person.</i></p> <p><i>If you are driving with people for work or people you don't live with then you must wear a face covering unless you have a lawful excuse.</i></p> <p><i>For clarification if you don't have a licence or have a legitimate reason for not being able to drive then you are able to travel with another person. The passenger is required to travel in the rear seat diagonally across from</i></p>	<p>The DHHS website states:</p> <p>Can I have passengers in my car? Where possible, carrying passengers in your car should be avoided, unless they live in your household or are part of your bubble. The enclosed space of a car presents a heightened risk of transmission of COVID-19.</p> <p>The DHHS website further states:</p> <p><i>Do I need to wear a face covering when I am driving?</i></p> <p><i>If you are driving alone or only travelling with people from your household, you do not need to wear a face covering. You must put your face covering on before you leave your vehicle or if you wind down the window to talk to someone, including at a drive through to collect food or goods where being served by another person.</i></p> <p><i>If you are driving with people for work or people you don't live with then you must wear a face covering unless you have a lawful excuse.</i></p> <p><i>For clarification if you don't have a licence or have a legitimate reason for not being able to drive then you are able to travel with another person. The passenger is required to travel in the rear seat diagonally across from</i></p>

	<p><i>the driver to ensure 1.5m separation is achieved. Masks must be worn.</i></p> <p><i>You must wear a face covering if you are a passenger or driver in a commercial vehicle such as a taxi or Uber, unless you have a lawful excuse.</i></p>	<p><i>the driver to ensure 1.5m separation is achieved. Masks must be worn.</i></p> <p><i>You must wear a face covering if you are a passenger or driver in a commercial vehicle such as a taxi or Uber, unless you have a lawful excuse.</i></p>
Members and non-members	Members are permitted to practice – see “Number of Players”	Members are permitted to practice.
Bins	Ensure there are plenty of bins situated around the facilities and cleaned regularly.	Ensure there are plenty of bins situated around the facilities and cleaned regularly.
Shared facilities – water fountains	<p>The COVID website states:</p> <p>There is no evidence that coronavirus (COVID-19) is transmitted by drinking water (Victorian State Government, 2020). Water in Victoria is regularly tested and maintains a high standard of water quality.</p> <p>There is no evidence of coronavirus (COVID-19) transmission by water fountain/bubble tap metalware.</p> <p>While public drinking water supplies are safe to drink, the surfaces around the fountain including the spout and button/lever could be contaminated because they are used by multiple people and pose a low risk of infection transmission (Victorian State Government, 2020).</p> <p>To minimise this risk of infection transmission when using public drinking water fountains and bubblers, run the water for several seconds before drinking and avoid placing your mouth directly on the fountain or bubbler. When filling up your water bottle at a drinking fountain, ensure the mouth</p>	<p>The COVID website states:</p> <p>There is no evidence that coronavirus (COVID-19) is transmitted by drinking water (Victorian State Government, 2020). Water in Victoria is regularly tested and maintains a high standard of water quality.</p> <p>There is no evidence of coronavirus (COVID-19) transmission by water fountain/bubble tap metalware.</p> <p>While public drinking water supplies are safe to drink, the surfaces around the fountain including the spout and button/lever could be contaminated because they are used by multiple people and pose a low risk of infection transmission (Victorian State Government, 2020).</p> <p>To minimise this risk of infection transmission when using public drinking water fountains and bubblers, run the water for several seconds before drinking and avoid placing your mouth directly on the fountain or bubbler. When filling up your water bottle at a drinking fountain, ensure the mouth</p>

	<p>of your drink bottle does not touch the fountain head or bubbler.</p> <p>If the water fountain requires you to push a button or lever, clean the surface first or use your elbow or a clean tissue to operate the tap. Dispose of any tissue or other disposable item used to wipe the surface. Always wash your hands with soap and water or use an alcohol-based hand rub after touching buttons or levers with your hands.</p>	<p>of your drink bottle does not touch the fountain head or bubbler.</p> <p>If the water fountain requires you to push a button or lever, clean the surface first or use your elbow or a clean tissue to operate the tap. Dispose of any tissue or other disposable item used to wipe the surface. Always wash your hands with soap and water or use an alcohol-based hand rub after touching buttons or levers with your hands.</p>
Spectators	Spectators are prohibited except one parent permitted to supervise children	Spectators are prohibited except one parent permitted to supervise children
Types of competitions	Practice only subject to caps – see “Number of Players”	<p>Practice and Training only (noting that practice generally refers to a roll-up, and training generally refers to team training).</p> <p>Community sport: Permitted outdoor training only with the minimum number required to train. Spectators are prohibited except one parent permitted to supervise children</p>
Equipment (mats and jacks etc)	<p>All equipment must be sanitised. Spray chalk/liquid chalk must be the only markers used.</p> <p>Players are not to touch other players bowls unless absolutely necessary. If such does occur, hand and equipment sanitising is required immediately. Under no circumstances can bowls be shared.</p> <p>The handling of the mat and kitty is to be limited to one person per rink.</p>	<p>All equipment must be sanitised. Spray chalk/liquid chalk must be the only markers used.</p> <p>Players are not to touch other players bowls unless absolutely necessary. If such does occur, hand and equipment sanitising is required immediately. Under no circumstances can bowls be shared.</p> <p>The handling of the mat and kitty is to be limited as much as possible to the leads.</p>

	<p>The person handling the jack or mat should use hand sanitiser prior to picking up the jack and the mat to commence each end. Once the jack is rolled the Skip at the other end is to straighten it with his or her foot. Should the jack go into the ditch or out of bounds such should be collected with a lifter and returned as necessary. Prior to further delivery the lead bowler will need to sanitise their hands.</p>	<p>Leads should use hand sanitiser prior to picking up the jack and the mat to commence the next end. Once the jack is rolled the Skip at the other end is to straighten it with his or her foot. Should the jack go into the ditch or out of bounds such should be collected with a lifter and returned as necessary. Prior to further delivery the lead bowler will need to sanitise their hands.</p>
<p>QR Codes and/or Contract tracing register</p>	<p>To support contact tracing, Clubs must ensure that each person who attends scans in using the Government's Service App (QR code), or only as a last resort record the details manually:</p> <ul style="list-style-type: none"> • First name and Last name • Phone number <p>Records can be kept electronically or in hard copy. Records should be kept for 28 days.</p> <p>Records should be destroyed after 28 days. Pens used to record details should be wiped with an alcohol wipe between users.</p>	<p>To support contact tracing, Clubs must ensure that each person who attends scans in using the Government's Service App (QR code) or, only as a last resort record the details manually:</p> <ul style="list-style-type: none"> • First name and Last name • Phone number <p>Records can be kept electronically or in hard copy. Records should be kept for 28 days.</p> <p>Records should be destroyed after 28 days. Pens used to record details should be wiped with an alcohol wipe between users.</p>
<p>Green and surrounds Maintenance</p>	<p>Green and surrounds maintenance is possible and BV recommends all employees/volunteers adhere to the strictest of safety standards including social distancing and sanitising etc.</p> <p>Further information on keeping safe can be found via the following 3 sites. https://www.coronavirus.vic.gov.au/creating-a-covidsafe-workplace</p>	<p>Green and surrounds maintenance is possible and BV recommends all employees/volunteers adhere to the strictest of safety standards including social distancing and sanitising etc.</p> <p>Further information on keeping safe can be found via the following 3 sites. https://www.coronavirus.vic.gov.au/creating-a-covidsafe-workplace</p>

	<p>https://www.worksafe.vic.gov.au/minimising-spread-coronavirus-covid-19-working-home</p> <p>https://www.worksafe.vic.gov.au/safety-alerts/exposure-coronavirus-workplaces</p>	<p>https://www.worksafe.vic.gov.au/minimising-spread-coronavirus-covid-19-working-home</p> <p>https://www.worksafe.vic.gov.au/safety-alerts/exposure-coronavirus-workplaces</p>
Meals and drinks	All clubhouses are closed.	<p>The rules regarding meals are constantly changing and clubs should consult the DHHS website referring to the hospitality and club guidelines.</p> <p>Food and drink facility: Open for seated service only with maximum of 30 outdoors and 10 indoors and subject to density limits.</p>
Use of club cutlery, crockery etc	All clubhouses are closed.	<p>Venues may continue to use their cutlery, crockery and beverage containers with appropriate hygiene, cleaning and sanitation processes in place</p> <p>https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-accommodation-and-food-services</p> <p>How often should surfaces be cleaned? This should be done regularly (at least twice a day) for high-touch surfaces, between users, and immediately after spills. Surfaces and fittings should also be cleaned immediately when visibly soiled. See Cleaning and disinfecting to reduce coronavirus (COVID-19) transmission - tips for business and construction sites.</p> <p>Personal items used in the workplace, such as glasses and phones, should be cleansed and disinfected frequently (e.g. by using isopropyl alcohol wipes).</p> <p>Workplace amenities, including kitchens, lunchrooms, communal areas, change rooms, toilets, drink fountains and vending machines, should also be regularly cleaned.</p>

		<p>https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-accommodation-and-food-services</p> <p>Are smoking areas allowed? Yes. However, no food or drink is permitted in these areas. These areas count towards density quotients/patron caps.</p> <p>You must also take into account the requirements of the Tobacco Act, which are set out on the BetterHealth website and COVIDSafe measures such as social distancing must be adhered to in these areas. https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-accommodation-and-food-services</p>
<p>Bringing meals from home</p>	<p>All clubhouses are closed.</p>	<p>No communal food/drinks shall be supplied by clubs. Players and officials shall either bring their own personal drinks/food or purchase at any available canteen/kiosk subject to the rules of the club.</p> <p>Any food brought to the match should be in a sealed or pre-packaged container.</p> <p>Canteens, kiosks or at-venue dining facilities may be opened in line with 'industry restart hospitality guidelines' including the 'four and two square metre rule' and density poster signage. Check with your council for assistance if required.</p> <p>Home Clubs to provide tea and coffee facilities as their facilities and restrictions permit (see Shared facilities – tea/coffee stations below). Individual players to provide their own food/water.</p> <p>Cash can still be accepted as payment, but it is strongly recommended that all clubs use contactless payments.</p>

		https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-accommodation-and-food-services
Shared facilities – tea/coffee stations	All clubhouses are closed.	Shared/Communal tea and coffee stations are not to be used until further notice. Clubs can provide tea or coffee (i.e. served by volunteers/staff and not for general member use). Members can bring their own subject to the rules of the club.
Signage requirements	Clubs should display all signage as per DHHS guidelines. Copies of a selection of posters are available for download from the following link: https://www.dhhs.vic.gov.au/promotional-material-coronavirus-covid-19	Clubs should display all signage as per DHHS guidelines. Copies of a selection of posters are available for download from the following link: https://www.dhhs.vic.gov.au/promotional-material-coronavirus-covid-19
AGMs	Online meetings can occur which your RBM can assist you to set up.	Indoor/Outdoor AGMs can occur which is an opportunity to conduct an AGM in person (subject to physical distancing of 1.5m) and hospitality guidelines. Online meetings can also occur which your RBM can assist you to set up.
Should the club provide sanitiser?	Yes. HAND SANITISER (ALCOHOL-BASED ANTIBACTERIAL WITH MINIMUM 70% ALCOHOL (ETHANOL)) <ul style="list-style-type: none"> Alcohol-based hand sanitisers - min. 70% alcohol (ethanol) content must be readily available at facilities for all training/games. Soap/Handwash must be readily available in all bathrooms/toilets. Clubs must ensure that frequently touched surfaces and objects (e.g. tables, countertops, light 	Yes. HAND SANITISER (ALCOHOL-BASED ANTIBACTERIAL WITH MINIMUM 70% ALCOHOL (ETHANOL)) <ul style="list-style-type: none"> Alcohol-based hand sanitisers - min. 70% alcohol (ethanol) content must be readily available at facilities for all training/games. Soap/Handwash must be readily available in all bathrooms/toilets. Clubs must ensure that frequently touched surfaces and objects (e.g. tables, countertops, light

	<p>switches, doorknobs, and cabinet handles) are cleaned regularly when in use.</p> <p>Ensure signs that can't be secured, and club-based sanitiser are safely stored. If the club stores large quantities of sanitiser check with the manufacturer for storage instructions as the Dangerous Goods Act 1985 (Vic) has required protocols for the storage and handling of flammable and combustible liquids with respect to hand sanitiser. To reduce the likelihood of excess storage at the club consider each team storing some sanitiser for match day offsite.</p>	<p>switches, doorknobs, and cabinet handles) are cleaned regularly when in use.</p> <p>Ensure signs that can't be secured, and club-based sanitiser are safely stored. If the club stores large quantities of sanitiser check with the manufacturer for storage instructions as the Dangerous Goods Act 1985 (Vic) has required protocols for the storage and handling of flammable and combustible liquids with respect to hand sanitiser. To reduce the likelihood of excess storage at the club consider each team storing some sanitiser for match day offsite.</p>
<p>What to do if someone contracts COVID</p>	<p>Anyone who is unwell should not be at a club/workplace. If anyone develops symptoms at the club/work such as fever, cough, sore throat or shortness of breath, you should ask them to seek medical advice.</p> <p>It is important to remember that if a person becomes sick with these symptoms at work they may be suffering from a cold, the flu or other respiratory illness and not COVID-19.</p> <p>For the full list of steps to take, visit: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/office/covid-19-your-workplace</p>	<p>Anyone who is unwell should not be at a club/workplace. If anyone develops symptoms at the club/work such as fever, cough, sore throat or shortness of breath, you should ask them to seek medical advice.</p> <p>It is important to remember that if a person becomes sick with these symptoms at work they may be suffering from a cold, the flu or other respiratory illness and not COVID-19.</p> <p>For the full list of steps to take, visit: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/office/covid-19-your-workplace</p>