# Appendix 1

## Workplace risk assessment

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| **Workplace risk assessment** |
| **Information about the case(s)** |
| Determine the infectious period *The infectious period is taken as 48 hours before symptom onset.* Find out when the individual developed symptoms. If they did not have symptoms, the infectious period commences 48 hours prior to when the test (swab) was taken. |  |
| Determine the possible exposure times. Dates and times individual(s) attended the workplace during their infectious period. |  |
| Determine the work area or sites used by the individual during those times:* Where possible, include approximate duration of time spent in each location or area within a site (e.g. specific rooms or spaces within a larger building, whether enclosed or outdoors etc.).
* Were there any areas where it is less likely the individual was able to physically distance from others?
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| Communal facilities or shared areas used or likely to have been used by the individual (e.g. hallways, lifts, bathrooms, tea rooms, kitchens, meeting rooms etc.). |  |
| Food and drink outlets or onsite shops used by the individual. |  |
| Assess if there has been close contact by the case with others on breaks (including smoking breaks), before and after work, in car parks and in transit to and from work (e.g. carpooling). Close contact in these circumstances will also determine whether a person is a close contact. |  |
| **Temporal factors** |
| Assess the timing and shifts worked by the case. Determine how many people may have been exposed to the case. Was there a crossover (contamination) between the shift the case worked and the shift before/after? Are there household contacts of the case on other shifts? |  |
| **Work site layout** |
| Can the area used by the individual be reliably closed for cleaning whilst maintaining operations in another part of the worksite?  |  |
| **Other site considerations** |
| Identify any unique site management requirements. For example:* Animal welfare and management considerations associated with site closure and/or cleaning.
* Requirement of exposed key workers to carry out vital tasks to keep essential services running.
* Critical need for workplace to remain open.
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