

# COVID-19 LOCKDOWN GUIDE



The home of building

With lockdowns a reality for Queenslanders in the near future, we've prepared a lockdown guide and checklist to assist the building and construction industry when these situations occur.

## Restrictions

Understand exactly what the restrictions of the lockdown mean for your business. Each lockdown has differed slightly, whether it be lockdown details, what work is considered essential, when you need to wear masks and social distancing requirements. Keep across the Queensland Government press conferences and website and look out for updates from Master Builders. We can assist with interpreting restrictions and how they apply to your business.

Check out the latest restrictions at [www.covid19.qld.gov.au](http://www.covid19.qld.gov.au)

## Site shutdown & safety checklist

Wherever you are, if your site has been impacted by lockdown and needs to shut temporarily, you will need to ensure it is shutdown safely, for both WHS and insurance purposes.

### SITE SHUTDOWN

- Redirect deliveries
- Lock external fences and gates, close & lock windows and doors
- Secure plant and equipment – scaffolding, roofing, framed walls, excavators, tools, etc.
- Secure valuable items
- Check alarms, lighting and CCTV are operational
- Perform a site clean-up, remove loose material and rubbish and empty skip bins
- Return to the site to perform a security check (as regularly as possible).

### COMMUNICATION

- Whether your site needs to shut down completely, or essential work only can continue, it's important to communicate clearly with your clients. Talk with them to ensure you are on the same page regarding what work needs to be rescheduled and what can continue.
- Ensure that you talk to your employees about what work can and can't be done and the likely impact on them. Keep in touch regularly, at planned intervals throughout any shutdown.

### GENERAL SAFETY

- Ensure your COVID-19 plan is up-to-date
- Implement hygiene measures – hand wash, sanitiser, and cleaning protocols
- Ensure social distancing measures are in place and enforced
- Limit numbers of people doing tasks to only those necessary
- Schedule work so that numbers of people in the same place are limited
- When dealing with homeowners – ensure that you only undertake work that is essential and send only those people who are needed to perform the work
- In occupied premises, check occupants are not in quarantine or isolating.

### INSURANCE

- Check your contracts works and liability insurance policy wording for any conditions that might be related to site shutdowns or cessation of work.
- Ensure you comply with your policy will help ensure continuity of cover.

If you would like to discuss your situation or are uncertain of your level of cover, please call the Master Builders Insurance Services team on 1300 13 13 26.

## Contracts

If the latest lockdown has caused you to reschedule or delay work, you can manage these issues where possible via your contracts. You may be able to submit an Extension of Time to the Date for Practical Completion within the timeframe noted in your contract – for domestic building contracts, this is usually within 10 business days of you becoming aware of the cause and extent of the delay.

You should also keep everything in writing and most important of all, keep in regular contact with your client and get them up-to-speed on what's happening.

Read more about dealing contractually with delays on our website or our Members Legal team is on hand to provide advice specific to your situation.

## Technology

- Ensure you have contingencies and plans in place for office staff to work from home if necessary.

## Go contactless

Need a contract while in lockdown? Our eDocs system is here to make access to your contracts, supporting documents and WHS documents a breeze.

[www.mbqld.com.au/eDocs](http://www.mbqld.com.au/eDocs)

Prefer to use paper contracts? Need site signage? Our full suite of produce is also available via our eShop. [www.mbqld.com.au/eshop](http://www.mbqld.com.au/eshop)

## Lobbying on your behalf

Throughout the COVID pandemic Master Builders has lobbied extensively and at times daily on behalf of the industry, and we've had lots of success in demonstrating why it's essential for us to remain open and how capable we are of putting in place COVID-safe practices and complying with restrictions.

Our team regularly consult with government to see what can be done and as soon as we have a win or a restriction is relaxed, we quickly let members know about it.

## Employment & HR

There may be circumstances where an employer cannot provide useful work for an employee because a customer is closed by law – such as non-essential services - or is in a period of quarantine/self-isolation.

Before making a decision to stand down, take all reasonable steps to source alternative work for employees and share available work among your workforce where practical.

Make sure your stand down communications clearly identify the reasons and its extent, as well as your process for recalling workers if necessary.

Our Employment & Wages team is on hand to provide advice during times of lockdown and restrictions.

## Borders and travel

Regardless of border restrictions that may be in place, we recommend that if you are travelling for essential work you:

- Ensure you have applied for the right border pass or essential worker exemption
- Take personal identification with you
- Take information with you about your purpose of travel, such as a contract or work order or evidence that you are a construction worker
- Go directly to and from your home to the worksite without stopping to do non-essential activities (such as shopping, or grabbing a bite to eat)
- Follow mask, hygiene and social distancing rules.

## Business support

- Familiarise yourself with and access any state or federal government support available to assist your business.

## Essential COVID-19 resources

Master Builders has developed a suite of COVID-19 resources, from essential worker statements through to COVID-19 site signs, health disclosure forms and entry authorisation forms. Check out the resources on our website at [www.mbqld.com.au/COVID](http://www.mbqld.com.au/COVID)

# ADVICE & INFO

Whether you've got a question about protecting your business, what to do during lockdowns, or want to understand the relief packages available to you, our specialists are here and available to talk you through the options.