



**Senator the Hon Michaelia Cash  
Minister for Employment, Skills,  
Small and Family Business  
Senator for Western Australia**

**The Hon Alan Tudge MP  
Minister for Population, Cities and Urban  
Infrastructure  
Acting Minister for Immigration, Citizenship,  
Migrant Services and Multicultural Affairs**

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## **DO YOU HAVE A COVID-SAFE WORKPLACE? HELPING SMALL BUSINESS ON THE PATH TO RECOVERY**

As the Australian economy gradually reopens the critical next step is to plan for how businesses can operate in a COVID-19 safe manner. This is vital both for our economy and our social wellbeing.

These plans will help the community and small and family businesses recover and operate in an environment where COVID-19 may persist at low levels within the community.

We encourage your business to:

1. **Prepare** plans so employees and customers know what to expect both in undertaking daily business but also in the event of a COVID-19 related incident or outbreak
2. Develop workplace and business models to **prevent** the spread of COVID-19 which incorporate measures such as physical distancing or barriers and hygiene as appropriate depending on the nature of your business operations
3. Prepare plans to **respond** in the event of an incident involving an infected employee or customer including testing and isolation measures (as well as support for and information flow to employees and their families)
4. Prepare plans and protocols to **recover** after incidents including cleaning and testing the workplace.

Guidance material on operating in a COVID-19 safe manner has been translated into 63 languages and is available at <https://covid19inlanguage.homeaffairs.gov.au/businesses>. This valuable resource includes industry-specific guidance, as well as links to the relevant work health and safety authority in your jurisdiction.

You can also talk to someone in your language by calling the Translating and Interpreting Service (TIS National) on 13 14 50, Monday to Friday between 8am to 5pm. Tell the operator the language you speak and ask them to phone the Government's Business Hotline on 13 28 46.

The Government's COVID-19 updates, advice and resources have been translated in 63 languages and are available at: <https://covid19inlanguage.homeaffairs.gov.au/>.

The resilience of small business has been proven time and again, and we want to acknowledge the significant contributions small business owners are continuing to make to their communities and to the Australian economy. We recognise how many of you have generously come together to help your fellow Australians during this challenging time.

While the Government is starting to turn its attention to easing restrictions, one of the best ways to help ensure your business operates in a COVID-safe economy is to download the COVIDSafe App. That is how we can work together to re-open and keep open Australia.

With best wishes



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