

COVID-19 quarantine management plan



A quarantine management plan (QMP) is required for all requests for exemption as a specialist or essential worker ('the worker')

A specialist or essential worker ('the worker') provides a time critical service in Queensland that cannot be obtained by a person already in Queensland. Employers are recommended to undertake long-term resource and workforce planning that is not dependent on specialist or essential worker endorsements being granted and arrange for the worker(s) to complete 14 days quarantine in government-nominated accommodation prior to the commencement of work. Alternatively, the worker(s) may enter Queensland where an endorsement requires:

1. Quarantine to occur in government-nominated accommodation with an exemption to leave during the quarantine period to attend the worksite (complete PARTS A and C only)
2. Quarantine to occur in employer/business-nominated hotel accommodation with an exemption to leave during the quarantine period to attend the worksite (complete PARTS A, B and C)

Based on the option chosen, complete the relevant part(s) of the QMP. The employer/business must also complete the endorsement page.

Notes on PARTS B and C

- If PART B is not completed, the worker must quarantine at government-nominated hotel accommodation.
- Any quarantine in government-nominated hotel accommodation is at own cost.
- Government-nominated hotel accommodation is available in major Queensland centres and workers must quarantine in the city/town that is within 2 hours of the port of arrival into Queensland.
- Hotel room type is dependent on what is available at time of arrival.
- A worker who performs their specialist or essential services prior to the completion of 14 days quarantine must depart Queensland immediately.
- A worker planning to enter Queensland by road and stop overnight in Queensland before reaching their destination must complete PART B.
- A worker entering and leaving Queensland on the same day is not required to complete PART B.

Completing the QMP

- An employer/business must complete this QMP on behalf of their worker(s).
- Multiple workers may be covered by a single QMP only if they have the same travel, accommodation and workplace arrangements. Where these arrangements differ between workers, each must have their own QMP.
- Persons travelling to Queensland for continuous, long-term employment (i.e. more than three months) are not eligible for exemption as a specialist or essential worker. Instead, they must request to enter Queensland as a new resident.
- All information must be contained within the QMP - do not refer to external documents.
- Allow at least 14 days for the exemption request to be assessed and decided. Each worker on a QMP will be assessed on their own merits and therefore not all workers may be granted an exemption.

Carrying and providing the QMP

- The worker(s) must be provided with a copy of their endorsed QMP. Also, the worker(s) must be advised to carry it with them at all times when in Queensland.
- The QMP must be provided to an emergency officer (public health) upon request.

Mandatory requirements for specialist or essential worker(s) in Queensland

- The worker(s) must comply with all mandatory requirements of this QMP.
- Commencing on their date of arrival in Queensland, the worker(s) must make and retain written records of close contacts for a 14-day period or until they leave Queensland, whichever happens first.
- If directed by an emergency officer (public health) or contact tracing officer, the worker(s) must provide the records to Queensland Health.
- The worker(s) must minimise contact with the community for a period of 14 days or until they leave Queensland, whichever happens first.
- To the extent reasonably practicable, the worker(s) must practice physical distancing. This includes remaining at least 1.5 metres from other people.
- Other than to attend the quarantine accommodation and/or the worksite (and for other limited reasons detailed below, e.g. to be tested for COVID-19), the worker(s) are not permitted to travel elsewhere within Queensland.
- The worker(s) must comply with any relevant requirements under other Public Health Directions and with any relevant protocol approved by the Chief Health Officer.
- must undertake a COVID-19 test, organised by their employer in accordance with the below table:

| Specialist or essential worker in Queensland | COVID-19 testing requirements |
|---|---|
| Worker is in Queensland for 12 or more days | As soon as possible after arriving in Queensland, on day 5, and on day 12 or 13 of the quarantine period |
| Worker is in Queensland for less than 12 days | As soon as possible after arriving in Queensland and on day 5 of the quarantine period unless the person has left Queensland prior to day 5 |
| Worker arrives by air in Queensland and does not stay overnight | Negative test result within 72hrs prior to arriving in Queensland |
| Worker develops symptoms consistent with COVID-19 | Must isolate and obtain a COVID-19 test as soon as symptoms develop |

PART A

Employer/business details

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|----------------|--|
| Name | [Title] [First Name] [Last Name] |
| Address | [Include business/company name, street number, street, suburb, state and postcode] |
| Contact number | [(0X) XXXX XXXX] |
| Email address | [Email] |
| ABN/ACN | [ABN/ACN] |

Specialist or essential worker details (ensure details for all workers are included)

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|---|---|
| Name | [Include title, first and last names of specialist or essential worker(s), noting that only workers who have the same travel and work arrangements may be included on the same form] |
| Position/role | [For each specialist or essential worker, describe the position/role they will perform at the worksite, e.g. electrical engineer] |
| Principal place of residence | [Include street number, street, suburb, state and postcode] |
| Departure location/port | [xxx] |
| Arrival location/port | [xxx] |
| Proposed arrival date into Queensland | [DD/MM/YY] |
| Proposed departure date from Queensland | [DD/MM/YY] [NB: to be eligible for exemption as a specialist or essential worker, persons must not stay longer than three months in Queensland] |
| Worksite location(s) in Queensland | [Provide details of each worksite location - including addresses and work itinerary dates] |
| Details of how the worker(s) will be arriving into Queensland | <p>Mandatory Requirements The specialist or essential worker must:</p> <ul style="list-style-type: none"> • enter Queensland via air at an airport as close as practicable to the worksite [where the worker is required to domestically transfer within Queensland, they must stay at government-nominated hotel accommodation, until a COVID-19 test performed in Queensland confirms a negative result]; or • enter Queensland by road by the most direct route practicable without stopping unless for the purpose of contactless refuelling or to manage driver fatigue [where the worker is required to stay overnight, details of their accommodation arrangements must be provided in PART B] • If the worker must stop, then they must wear a mask and complete hand hygiene when they enter any public areas. The worker must keep a record of all stops including dates and times spent in public areas. |
| | [Include method of transport, flight numbers, border entry location accommodation for any overnight stops if entering Queensland by road] |

PART B

Quarantine Accommodation for specialist or essential worker(s)

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| <p>Address where the specialist or essential worker(s) will be quarantined</p> | <p>Mandatory Requirements The worker(s) must:</p> <ul style="list-style-type: none"> • quarantine in accommodation that is near as practicable to the workplace • quarantine in non-share accommodation with non-share facilities. |
| | <p>[Provide name and address of accommodation, dates where there are multiple accommodation locations, and the approximate distance between the accommodation and the worksite or whether the accommodation is on-site]</p> |
| <p>Details of how the specialist or essential worker(s) will be transported to the quarantine accommodation from their port of arrival or from the quarantine accommodation to the worksite</p> | <p>Mandatory Requirements The worker(s) must:</p> <ul style="list-style-type: none"> • travel to their quarantine accommodation/worksite via the most direct practical route without stopping • travel alone or together with any other specialist or essential worker(s) covered by the same QMP in a private vehicle (personal, company or hire car with contactless pick up and drop off arrangements) |
| | <p>[Outline the transport arrangements]</p> |
| <p>Details of how the specialist or essential worker(s) will be kept separate from other persons at the quarantine accommodation</p> | <p>Mandatory Requirements The worker(s) must:</p> <ul style="list-style-type: none"> • arrange contactless check-in and check-out • be provided with their own, non-share accommodation with separate facilities • avoid all contact with staff and other guests and not use any shared areas/facilities • wear a surgical mask whenever leaving the quarantine accommodation room as permitted below • not leave their quarantine accommodation room other than to: <ul style="list-style-type: none"> • attend the worksite (if this is proposed, PART C of this document must be completed): or • obtain essential medical care: or • avoid injury or illness, escape a risk of harm or in an emergency situation: or • obtain COVID-19 tests to comply with public health requirements; or • leave Queensland by the most direct route without stopping • not permit any other person to enter the quarantine accommodation |
| | <p>[Outline any other details for ensuring separation from others at the quarantine accommodation]</p> |
| <p>Details of how food and other essential goods will be provided to the specialist or essential worker(s)</p> | <p>Mandatory Requirements The worker(s) must:</p> <ul style="list-style-type: none"> • be provided with all meals and essential goods by their employer • have all meals and essential goods delivered to their quarantine accommodation or worksite and not attend any restaurants, cafes, food/coffee carts, dining halls, takeaway, pick-up or drive through locations • consume all meals in the quarantine accommodation room or at the worksite • use disposable containers, crockery and cutlery (where available) |
| | <p>[Outline arrangements in place for meals]</p> |

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| Details of COVID-19 testing arrangement for specialist or essential worker(s) | <p>Mandatory Requirements The worker(s) must:</p> <ul style="list-style-type: none"> • Provide a negative COVID-19 test result prior to being able to leave quarantine for any reason other than: <ul style="list-style-type: none"> - to avoid immediate injury or illness or to escape a risk of harm: or - an emergency situation • Be tested in accordance with the mandatory COVID-19 testing requirements stated above • Prior to testing the testing facility must be notified that the worker is under a quarantine direction • Provide details of testing facility and planned days of testing. |
| | [Outline arrangements for COVID-19 testing schedule to be undertaken, in compliance with the Mandatory COVID-19 testing requirements above, including the testing facility details] |

PART C

Specialist or essential worker(s) attending the workplace

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| Detail how the specialist or essential worker(s) will minimise contact with other persons at the worksite | <p>Mandatory Requirements The worker(s) must</p> <ul style="list-style-type: none"> • limit interactions with other persons at the worksite, including: <ul style="list-style-type: none"> • where practicable, provide a site map of the workplace identifying areas where services are being provided by the specialist worker including pathway/route to and from the area • practice physical distancing by remaining 1.5 meters from other persons • wear a face mask • not use any shared areas (e.g. staff kitchens and break areas) • not share equipment or work spaces unless thoroughly cleaned and sanitised in accordance with Queensland Health guidelines (https://www.health.qld.gov.au/public-health/industry-environment/disease-prevention-control/covid19-industry/covid-19-cleaning-disinfection-waste-management) • use bathroom and dining facilities separate from other persons at the worksite • only be provided single-serve food and beverages in an area isolated from other staff. • use disposable containers, crockery and cutlery (where available) • carry hand sanitiser and sanitising wipes in case of touching shared surfaces (e.g. door handles, chairs etc). |
| | [Outline the areas at the worksite where the specialist or essential worker will be working, including details of how they will access these areas and who else will be working in these areas. Where practicable, provide a site map of these areas. Also, provide specific details of arrangements for ensuring separation between the specialist or essential worker and the other staff at the worksite] |
| Details of isolation arrangements should specialist or essential worker(s) display symptoms consistent with COVID-19 | <p>Mandatory Requirements If displaying COVID-19 symptoms, the worker(s) must:</p> <ul style="list-style-type: none"> • isolate in their accommodation, wear a face mask and contact the closest fever clinic or 13HEALTH for health advice (or in an emergency, dial 000). • Notify the fever clinic or ambulance that the specialist worker is under a quarantine direction |
| | [Outline arrangements/procedures that are in place should any worker display symptoms, including the availability of personal protective equipment, how the worker(s) will be transported, etc] |

Employer/business endorsement

I hereby certify that the information in this quarantine management plan is true and correct.

I also certify that the specialist or essential worker(s) named in the plan have been instructed to abide by all mandatory requirements therein, subject to or in addition to any different/further conditions which may be imposed in the letter of approval issued by Queensland Health.

I understand that should the worker(s) breach any aspect of this quarantine management plan or the different/further conditions:

- a) their status as a specialist or essential worker will be revoked
- b) they will be required to leave Queensland immediately or after serving an additional quarantine period in government-nominated hotel accommodation, as directed, and
- c) any applicable penalties will be enforced.

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| Name | [Title] [First Name] [Last Name] | | |
| Position | [Position] | | |
| Signature | | Date | [DD/MM/YY] |