



COVID-19 TENANT CONTINGENCY PLANNING QUESTIONS & SUGGESTIONS

POSSIBLE ACTION	COMMENTS
What will you do if a staff member, or their family or a customer contract COVID-19?	
How will you inform other staff and others that may be exposed to the risk of infection?	
How will you reduce the risk of others becoming infected, such as cleaning?	
How will you monitor the health of others that may be exposed?	
How will you continue operating your business, if at all? Can you operate from home or alternative locations?	
Consider how you will communicate to your staff and guests that your building is locked down in the unlikely event of a COVID-19 outbreak at Innovation Campus	
Consider implementing a plan to protect and maintain your organisations software and/or hardware remotely in the unlikely event the Campus is locked down	
STAFFING ARRANGEMENTS	
Can you and your staff work remotely? If so, test.	
Make sure staff that can work from home, take the equipment (such as a laptop) they need to work from home, with them every night in case you have to close your premises at short notice.	
Do you have the support systems in place to assist staff working from home, including technology support and appropriate cybersecurity?	
Update your work from home protocols to factor in security risks.	
What arrangements have you put in place to reduce the risk of staff becoming infected, especially staff working in your premises?	
Ensure regular communication with staff, including regular check-ins on their health and the health of their family.	
Update your staff records to ensure contact details are correct.	



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IMPLEMENTING THE PLAN	
Consider establishing a COVID-19 response team to assist you manage through the crisis and the recovery.	
Test your crisis plan. For example, have all or nearly all your staff work from home for one day.	
Follow all instructions from health authorities.	