



Notification of Entry

COVID-19 Public Health Emergency Directions

Construction, Engineering, Manufacturing and  
Critical Infrastructure Maintenance or Repair Sectors

Site Specific Exemption Application Form

Version 1.0

July 2021

Background

Where jurisdictions experience a rise in COVID-19 cases or specific outbreaks, it may be necessary for the ACT to restrict travel into the ACT in order to protect the local community.

A **Public Health (COVID-19 Affected Areas) Emergency Direction 2021** sets out the mechanism by which the Chief Health Officer can enact travel restrictions in order to respond to outbreaks of COVID-19 in other jurisdictions. Further advice about the ACT’s travel restrictions can be found at [www.covid19.act.gov.au](http://www.covid19.act.gov.au).

Businesses from within the Construction, Engineering, Manufacturing and Critical Infrastructure Maintenance or Repair Sectors who are seeking an exemption for workers to enter the ACT during times when travel restrictions are in place must follow the process set out in this document. Applications received outside of this process will be rejected.

Process for Seeking Essential Worker Exemptions

ACT Health has established a specific process for receiving exemption applications from the Construction, Engineering, Manufacturing and Critical Infrastructure Maintenance or Repair Sectors sector. This reflects the unique risk profile of the sector and the significant number of exemption applications which are received from individuals wishing to travel to the ACT from this sector.

Under the updated exemption application process:

1. Exemption applications must be signed by the Head Contractor at the site where the individual proposes to work. This will assist in providing assurance to ACT Health that head contractors are aware of the number of exempted workers on their site; and
2. Exemption applications are for specific project sites only. If an exemption is granted, exempted workers cannot work at other project sites. Should an exempted worker wish to work at another project site in the ACT, a new exemption request must be submitted. The worker cannot attend a new project site (unless a new exemption is granted). This is to reduce the risk of COVID transmission between project sites.

ACT Health may also require other information once an application has been submitted (for example, from the asset owner).

In circumstances where the application is seeking entry with a 14 day quarantine period to be undertaken, the application must provide evidence of a suitable quarantine premises (ie a long term rented stand alone property in which the workers will remain for the duration of their quarantine period, or an approved hotel facility – ACT Health can provide details of approved facilities).

In circumstances where the Head Contractor is seeking entry with workers to be on the worksite in the 14 day quarantine period, the application must:

* Outline the reason why the work must be completed without a 14 day quarantine period being undertaken by the nominated workers; and
* Outline the risk mitigation measures that will be in place to protect all workers and visitors on the worksite (refer to risk mitigation guidance).

Submission of an application will represent a commitment by the Head Contractor that workers will (if the exemption is approved) only work at the approved site, and no other worksite, during the exemption period.

Should an exemption be granted, ACT Health will provide the Head Contractor and individual workers with an exemption certificate that sets out the specific conditions that must be complied with. This will include advice on travel into the ACT, quarantine requirements, testing requirements, access to public spaces, and conditions on access to the specific worksite that is permitted to be accessed by workers.

Exemption Application Form

Note: This application form is to be completed for **all** workers and sub-contractors, for which you are seeking an exemption to enter the ACT and your worksite/project. Applications from individual workers will not be considered. There is to be one application form for each Project or Worksite.

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| **Section A: Details of Applicant and Project Worksite- Please complete all parts** | |
| Full name of Person Making the Application (must be the Head Contractor with responsibility for the project worksite): | |
| Job Title of Person Making the Application: | |
| Email Address: | Contact Number: |
| Company Name: | |
| Name of Project: | |
| Address of Project (if the exemption is granted, the exempted worker(s) may only work at this worksite: | |
| Alternate Contact: | |
| Email Address for alternate contact: | Contact Number for alternate contact: |

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| **Section B: Details of Project - Please complete all relevant parts** |
| Brief Description of Project [include details of project’s significance to the ACT]: |
| Can these works be performed by ACT workers? If not, why not? |
| What is the critical need for these workers to enter the ACT? [ie. Is there a reason why the work cannot be delayed until restrictions are lifted, what is the impact of an exemption not being granted?] |
| Is it possible for the workers to undertake 14 days quarantine in the ACT prior to entering the worksite? |
| If you answered No to the above question, please outline the risk mitigation measures you will put in place to ensure the worksite is safe if the exemption is granted. [Refer to Risk Mitigation Guidance. ACT Health may require additional measures be put in place as a condition on an exemption being granted] |

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| **Section C: Worker Details** |
| Please complete the spreadsheet provided.   * Note: All columns must be completed for each worker. |

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| **Section D: Declaration by Head Contractor Representative - Please tick each box once read and understood** |
| Declaration (please tick each box once read):   * The information I have provided in this form and in the attachments is true and correct to the best of my knowledge. I acknowledge that if this application is found to have knowingly provided false, misleading or incorrect information ACT Health may void an exemption granted on the basis of this application, and I may be changed with an offence(s) under the ACT Criminal Code 20021 which carries significant penalties. * I acknowledge that, should an exemption be granted, the information collected by ACT Health may be shared with other government agencies (including ACT Policing and Government agencies outside the ACT Government) for the purposes of identity verification and the monitoring and enforcement of compliance with State and Territory public health laws. * I acknowledge that workers outlined in the attachment are only permitted to work at the listed approved worksite. * I acknowledge that, should an exemption be granted, random compliance inspections may take place at the Project address. * I acknowledge that all workers outlined in the attachment to this form understand that they must comply with all conditions of the exemption, if granted, and have committed to the Head Contractor to doing so. * I acknowledge that all workers outlined in the attachment to this form undertake to present for a COVID-19 test, as instructed by ACT Health, or immediately if symptoms develop consistent with COVID-19 within 14 days of entering the ACT. |
| Signature: |
| Name of Signatory: |
| Company Name: |
| Date of Application: |

**Completed applications should be submitted to** [**COVID.Exemptions@act.gov.au**](mailto:COVID.Exemptions@act.gov.au)

Risk Mitigation Guidance for Worksites

This guidance is designed to support construction, engineering, manufacturing and critical infrastructure maintenance or repair sectors who are seeking to have essential workers from COVID-19 affected areas enter their worksite during the ‘quarantine period’ (ie within 14 days from leaving a COVID-19 affected area).

It may be a condition of ACT Health granting an exemption request that the exempted worker travelling from COVID-19 Affected areas must complete a 14 day quarantine period prior to entering the worksite. Even if this is not a specific condition of an exemption request being granted, it is the strong preference of ACT Health that such quarantine occur in any event. ,

The following guidance has been developed to assist worksites to develop and implement risk mitigation measures to minimise the risk of potential transmission events. This information is designed to provide a guide only. Individual workplaces should continue to apply their COVID Safety Plans and seek advice from relevant sources such as Safe Work Australia and WorkSafe ACT. Key points for consideration are outlined below.

* Register for and implement the use of the Check in CBR app at your workplace. You should require all individuals (including employees) to check in to the worksite, to assist with contact tracing.
* Consider whether the program of work might enable workers from COVID Affected areas to be on site only at a time when there are no other workers at the site.
* If separation of workers is not possible, consider how you might ensure that employees maintain physical distancing.
* In indoor areas, increase natural ventilation by opening windows and doors wherever possible.
* Masks should be worn by workers where physical distancing cannot be maintained and when working in indoor spaces.
* Ensure that there is no sharing of equipment or tools, and if this cannot be avoided, consider how you could implement appropriate cleaning processes between uses.
* Consider providing workers from COVID-19 affected areas with a separate bathroom and communal break facilities.
* Ensure hand sanitiser or wash stations are available at key points around the site, such as entry and exit points and meal areas. Encourage all staff and visitors to the site to use these.
* Ensure there is appropriate COVID-19 signage across the worksite to remind staff of physical distancing requirements, COVID-Safe behaviours etc. These are available on the ACT Government’s COVID-19 website.
* Supervisors should be aware that if any workers are displaying any COVID-19 symptoms, no matter how mild, they should not be permitted on the worksite and should immediately self isolate, contact ACT Health and seek testing in accordance with advice provided.
* Put in place measures to ensure that workers from COVID-19 affected areas do not attend other worksites, except the site that is listed in the exemption documentation. This will apply until 14 days have passed since the worker was last in a COVID-19 affected area.

Note: Should an exemption be granted, essential workers will be required (as a condition of their exemption) to seek testing and return a negative test prior to entering the worksite and on day five of the ‘quarantine period’. Negative results will be required to be provided to the Project Head before entry is permitted onto the worksite.