

COVID-19 Preparedness Checklist

Is your strata complex ready?

Resident Information



- Does the management (strata manager, voluntary strata manager, building manager) of your strata company have your up to date contact details?
- Are there other relevant resident considerations to plan for, such as elderly residents, children and pets?

Useful resource(s):

[How can I prepare for COVID-19 self-isolation so that my pets and I stay safe?](#)

Communication



- If there are residents who don't speak English in your building, have you accessed translated resources?
- Do you know where to get information for yourself and to include in newsletters or emails to residents?

Useful resource(s):

[COVID-19 Translated Resources](#)

[COVID-19 Updates for Business](#)

[Interpreter Service - 131450](#)

Cleaning



- Have you told staff, cleaners, contractors etc to stay at home if feeling unwell, even with mild symptoms?
- Do cleaners have information on appropriate cleaning (with a detergent followed by a disinfectant) available to them in their language?
- Have cleaners been instructed to wear PPE (masks, gowns, gloves, safety glasses) and trained to use it effectively?
- Are indoor hard surfaces that are touched often (doorknobs, lift buttons etc) cleaned with detergent followed by disinfectant regularly?
- Have you asked cleaners to clean often and at more times during the day in high traffic common areas of the building?
- Do your cleaners know how to do a thorough clean of common areas? If not do you have the details of a contractor who can do a thorough clean?
- Do you have a plan if people need to leave the building?

Useful resource(s):

[Safe WA - How to Clean and Disinfect Your Workplace](#)

[Healthy WA - Infection Prevention and Control Advice](#)

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Airflow



- Are you able to increase natural airflow?
- Are you able to increase mechanical airflow (e.g. air conditioning)?
- Can you change the air conditioning or other system settings (so there is more outside air and less recirculated air inside the building)?

Common Areas



- Have you put up posters in lifts, stairs and main entrances about safe physical distancing and room capacity?
- Have you put hand sanitiser in common areas of the building, e.g. entrances and outside lifts?
- Have you put up posters about hand hygiene?
- Are you encouraging residents to wear masks in common areas, including gyms?
- Are you up to date with advice on pools? In all buildings with 30 or more apartments, the pool is considered commercial and must abide by State guidelines for commercial pools.
- Are residents being Covid-safe when using complex gyms?

Useful resource(s):
[WA Health Posters](#)

Waste Removal



- Do you have a plan to collect household waste if there are residents isolating?
- Have you told cleaners and residents the waste removal rules?
- Can you schedule pick up times for waste?

Further Resources

Emergency - 000
[WA Health - What you can and can't do](#)
[Chief Health Officer's advice](#)
COVID-19 hotline - 1326843

