

COVIDSafe Plan

Business name: Elwood St Kilda Neighbourhood Learning Centre Inc

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Next review: 30th November 2020

For further information go to <https://www.dhhs.vic.gov.au/coronavirus>

1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible
- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers
- Reviewing protocols to ensure security, cleaners and other maintenance workers follow this plan

Action:

- Front reception and kitchen areas have floor markings.
- The front door is the only way into the front of the house and the middle door is locked. The rear have separate entry and exit allocated.
- When open for business we leave as many doors open for contactless entering and exiting rooms
- We signs to segregate the front of the house to the rear of the house.
- We request contactless delivery on items delivered to the house.
- Members of the public need to book in advance to visit the Centre
- Outlining the maximum occupancy of areas that are open to the general public, and information about signage.

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

Action:

- We have rearranged, removed or cordoned off furniture in common areas to ensure physical distancing, stagger seating so workers are not facing one another on break
- We comply with relevant density quotient and signage requirements in the Workplace Directions

Requirements: You should provide training to workers on physical distancing expectations while working and socialising. This should include –

- Informing workers to follow current public health directions when carpooling.
- Informing workers to work from home wherever possible

Action:

- We educate workers on strategies and work practice changes to maintain physical distancing

- We reinforce messaging to workers and participants that physical distancing needs to be maintained during work and during social interactions
- Our workers are expected to complete the COVID training provided by the government.
- We have sent information to workers on hand and cough hygiene, including how to wash and sanitise their hands correctly
- We have sent information to workers reinforcing the importance of not attending work if unwell
- We ensure appropriate information on the use of face coverings and PPE
- Ensure compliance with Stage 4 restrictions if in Metropolitan Melbourne about industry closure and Permitted Worker Permits
- Identify the roles that are required to be performed from home or can be adapted to be performed from home
- Adapt working arrangements to enable working from home – We endeavour to never have more than one key worker on site at any given time.
- Regularly assess workers in attendance at the workplace to determine whether they are required to be there

2. Wear a face covering

Requirements: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

Action:

- Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn
- Monitoring use of face coverings in all workers, unless a lawful exception applies
- All staff and members know that we have single use masks available for use.
- We have signs stating no entry without a mask.

Requirements: You should install screens or barriers in the workspace for additional protection where relevant.

Action:

- At this point it is not relevant and will be reviewed fortnightly.

Requirements: You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

- You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

Action:

- Information sent to workers around the correct use and management of mask supplies.

3. Practise good hygiene

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

Action:

- We have created a list of high touch surfaces (door and cupboard handles, kitchen counters, touch screens, shared work equipment)
- Provided information about workplace cleaning schedule and how to use cleaning products
- Identify which products are required for thorough cleaning – We have hospital grade disinfectant in 2 spray bottles and we also have hospital grade wipes for convenience.
- Monitor supplies of cleaning products and regularly restock – This will be done by the manager.
- Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment
- We encourage all people to bring their own food and drinks and containers. We do not allow people to share food.

Requirements: You should display a cleaning log in shared spaces and implement an audit of cleaning schedules.

Action:

- Each space has a cleaning log and list of areas to be cleaned and a list of items that need cleaning.

Requirements: You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Action:

- We have 5 stations for hand sanitiser stations throughout the House. One in kitchen, one in office, one upon entry, one in computer room and one at the rear.
- Ensuring rubbish bins are available to dispose of paper towels
- Ensuring adequate supplies of soap and sanitiser- This is done by the manager.
- We have sent workers information on how to wash and sanitise their hands correctly.

4. Keep records and act quickly if workers become unwell

Requirements: You must support workers to get tested and stay home even if they only have mild symptoms.

Action:

- Communicate to workers the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case.

Requirements: You must develop a business contingency plan to manage any outbreaks. This includes –

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

Action:

- In the event there is an outbreak or confirmed case at our Centre the process will be for the manager or elected OHS officer to notifying workers and close contacts about a positive case in the workplace- In this instance the

manager will call all people who signed into the building and if the manager is the person unwell then a secondary worker or committee member will call all signees.

- In the event of a positive case we will employ a contractor to complete COVID clean whilst no worker or member is onsite. We will decide in the moment how many days we need to shut down. We will call the COVID hotline number 1800 675 398 to check if there is any further information or advice.
- The manager or elected OHS officer will notify DHHS, WorkSafe & City of Port Phillip (building owner) to let them know that we have closed for a thorough clean. Also, we will let them know when we reopen.
- In the event of a positive case we will ask the worker (with a suspected or confirmed case) to confirm with pathology results that they do not have coronavirus (COVID-19) before returning to physical worksite.

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Action:

- We will ask workers and each other if we feel okay and clarify absence of COVID symptoms.
- We will collect records from workers attendance (including labour hire, external contractors, cleaners, delivery drivers), including areas of the workplace accessed during each shift or visit. We have two sign in stations that are adequately signed. We use paper and pen and we clean the pen between each use. We will monitor if this needs to change to contactless sign in. We will take in to account people's capacity and technology to sign in digitally.
- Manager will maintain up-to-date contact details for all workers and make it accessible for Committee of Management.
- Manager has informed Committee of where confidential contact information is kept.

Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.

Action:

- We have purchased a contactless thermometer for use on all arrivals during office hours. Security staff and cleaners for example will not be able to have their temperatures checked as we are not on site at the same time.
- The Manager has contacted City of Port Phillip facilities department and informed them of the onsite process we expect. The City of Port Phillip is responsible for contractors who enter the site.

5. Avoid interactions in enclosed spaces

Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include –

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Action:

- Where possible we open windows and air conditioning are set for optimum air flow at the start of each workday or shift

6. Create workforce bubbles

Requirements: You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Action:

- We communicate to workers to alternate shifts on site and at home so the we reduce the possibility of workers being infected at once should there be an outbreak.
- We will stagger start and finish times, shifts and break times, to reduce use of common areas at the same time
- We will encourage workers to take breaks outside in the garden.

Requirements: Maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

Action:

None.

For the latest information on restrictions in Victoria, visit <https://www.dhhs.vic.gov.au/coronavirus>