

WORKING WITH YOU TOGETHER WE ARE

STRONGER

# MANAGING COVID-19

**Resources**

**COVIDSafe Plan Sample**

**Disclaimer**

This resource has been created and collated by Ausdance Victoria Staff as a free resource for the Victorian Dance Sector.

This resource is intended to be used as a guide only. Individuals and businesses must determine the suitability of all resources for their own situation and adapt and update as necessary for their circumstances.

**Sample COVID SAFE PLAN**

*Guidance on how to prepare your COVIDSafe plan is available* [*here.*](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan)

**Our COVIDSafe Plan**

Business name: AUSDANCE VICTORIA

Site location:

59 FRANCIS STREET, YARRAVILLE

Contact person: KATRINA RANK Contact person phone: Phone Number

Date prepared: 18/08/2020

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| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
| **Hygiene** | |
| Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff. | Each person entering the premises to bring: mask, hand sanitiser, paper towels. This cost is to be reimbursed.  Clean hands before entering the building and before entering the office. |
|  | Wherever possible, move activities outside or to well ventilated areas. |
| Where possible: enhance airflow by opening windows and adjusting air conditioning. | This means:   * Open doors and windows wherever possible * Do not recirculate air |
|  | * Move kitchens, tearooms and lunchbreaks outside |
|  | * Hold meetings outside |
| In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own. | Staff and customers should always wear a mask in the workplace. This means:   * Provide masks to employees throughout the shift * Ensure all staff wear masks while working * Do not take masks off when talking on the phone or with others |
|  | **Appendix 1**  Sign Training Register: Name, date, time |
|  | Staff training – prior to any use of the office space, staff members will need to undertake the following training: |
|  | <http://www.covid-19training.gov.au/> |
| Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). | [https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-](https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training) [training](https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training)  <http://www.covid-19training.gov.au/> <https://rtw.educationapps.vic.gov.au/> |
|  | OR  Watch How to safely wear a face covering - Brett Sutton: <https://www.dhhs.vic.gov.au/face-masks-and-coverings-covid-19> |
|  | Read Information on wearing face coverings at work: <https://www.dhhs.vic.gov.au/face-coverings-work-covid-19> |
|  | Read: Slowing the spread of coronavirus (COVID-19) |

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| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
|  | [https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#slowing-the-](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#slowing-the-spread-of-coronavirus-covid-19) [spread-of-coronavirus-covid-19](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#slowing-the-spread-of-coronavirus-covid-19) |
| Replace high-touch communal items with alternatives. | Use and wash own utensils and crockery. Use paper towel to dry items  Line a bin with plastic bin liner and place used paper towels in this. Take away with you and dispose of correctly. |

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| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
| **Cleaning** | |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | Regularly clean high touch-points. Encourage staff to regularly wash their hands. This means:   * Make soap and hand sanitizer available for all staff and customers throughout the   workplace   * Schedule regular cleaning of common touch-points.   Cleaning and disinfecting high touch surfaces regularly (for example phones, keyboards, door handles, light switches, bench tops) can help stop the spread of coronavirus (COVID-19).   * + First step is cleaning, which means wiping dirt and germs off a surface. You can use common household detergent products stocked at supermarkets for cleaning.   + Second step is to disinfect the surface. Supermarkets stock common household disinfection products – it is important to use products that are labelled "disinfectant" and to follow the instructions on the label.   Advice on cleaning and disinfecting to reduce the risk of coronavirus (COVID-19) spreading (Word). <https://www.dhhs.vic.gov.au/staying-safe-covid-19> |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | First person to use the office after lockdown must bring cleaning supplies and disinfectant, plus paper towels.  This cost is to be reimbursed.  On leaving for the day, send email to staff advising where the cleaning products are located and the supply level. (i.e. do we need to bring in more next time?) |

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| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
| **Physical distancing and limiting workplace attendance** | |
| **Ensure that all staff that can and/or must work from home, do work from home.** | During Stage 4 restrictions, all staff to work from home. Only in emergencies can there be access to the workplace. |
| **Establish a system that ensures staff members are not working across multiple settings/work sites.** | Create workforce bubbles.  Limit the number of people staff have prolonged close contact with. This means:   * Keep pools of staff rostered on the same shifts and geographic areas within a   site   * Reduce staff working across multiple sites * No overlap in shift changes |
| **Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.** | **Appendix 2 H**ealth questionnaire  **Stage 4 -** In an emergency, prior to entering the workspace   * the worker to complete the health questionnaire and * submit to another member of staff to review. * If there is an indication of poor health the worker must be told not to leave home. Another staff member may need to be nominated to attend to the emergency. * Each member of staff to attend the workplace, must follow the health check procedure. |
| **Configure communal work areas and publicly accessible spaces so that:**   * **there is no more than one worker per four square meters of enclosed workspace** * **workers are spaced at least 1.5m apart** * **there is no more than one member of the public per four square meters of publicly available space.**   **Also consider installing screens or barriers.** | During Stage 4 restrictions, all staff to work from home. Only in emergencies can there be access to the workplace.  During Stage 3 no more than 2 workers in the space (TBC) due to space restrictions.  All people in the workplace should be 1.5m apart and there should be no overcrowded areas.  This means:   * Staff should work from home if possible * Ensure staff and customers are 1.5m apart at all times * Limit the total number of staff and customers in an enclosed area * No carpooling |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.** | Use tape on the floor to indicate distances around workstations. |
| **Modify the alignment of workstations so that workers do not face one another.** | No need for adjustment in room 1.  In room 2, align computers at opposing angles. |
| **Minimise the build up of workers waiting to enter and exit the workplace.** | No more than 2 workers in the space.  In stage 4 restrictions this must be an emergency.  Signs at door to remind people not to stay around doorways/entrances. |

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| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).** | Appendix 1 |
| Review delivery protocols to limit contact between delivery drivers and staff. | Ask deliverers to leave items near the door and nominated staff member to manage the delivery.  Maintain hygiene and cleaning protocols. All workers to have a copy of this plan |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. | Email communications between staff members for   * Plans to enter the office * On entering the office * On leaving the premises |
| Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the [‘four square metre’ rule.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule) | **Appendix 3**  Signage  Ensure appropriate signage is in place. <https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19> |

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| **Guidance** | **Action to ensure effective record keeping** |
| **Record keeping** | |
| **Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.** | **Appendix 4**  Staff to complete the attendance record template if using the workspace. Save the plan in the COVID-19 Safety plan folder with date. (i.e. COVIDSafe plan\_01.01.2021) |
| **Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).** | **Appendix 5**  All workers to have a copy of this plan  If workers notice a hazard, please fill in the hazard Identification form and alert manager as soon as possible. |

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| **Guidance** | **Action to prepare for your response** |
| **Preparing your response to a suspected or confirmed COVID-19 case** | |
| **Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.** | Always refer to most recent advice on Victoria’s restriction levels <https://www.dhhs.vic.gov.au/coronavirus>  Ausdance Staff to assume work from home is the norm until end of October 2020. To make this an agenda item in weekly staff meetings. |
| **Prepare to identify close contacts and providing staff and visitor records to support contact tracing.** | **See Appendix 4** |

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| **Guidance** | **Action to prepare for your response** |
| **Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.** | In stage 4 restrictions this must be in the case of an emergency. Always refer to most recent advice on Victoria’s restriction levels <https://www.dhhs.vic.gov.au/coronavirus> |
| **Prepare for how you will manage a suspected or confirmed case in a worker during work hours.** | Policy: Any staff who feel unwell must stay at home. This means:   * Support staff to stay home and get tested even if they only have mild symptoms * Have a plan to immediately close down if there is a COVID-19 case * Keep records of staff and customer details for contact tracing   Proedure:   * 1. Advise testing takes place and to go home immediately   2. Stay at home until results of testing are received.   3. Inform workers of suspected case   4. Implement stay at home for all workers   5. If worker was in the office, implement deep clean.   6. Confirm or otherwise case, if confirmed: * Report confirmed case as required * Follow through with stay-at-home procedures/sick leave * Review attendance records for contact tracing * Review procedures * Maintain support and communications with worker   7. Re-open the workplace once agreed by DHHS and notify workers they can return to work. |
| **Prepare to notify workers and site visitors (including close contacts)** | 1. Inform workers of suspected case 2. Implement stay at home for all workers 3. If worker was in the office, implement deep clean. 4. Confirm or otherwise case, if confirmed:  * Report confirmed case as required * Follow through with stay-at-home procedures/sick leave * Review attendance records for contact tracing * Review procedures * Maintain support and communications with worker * and communications with worker   5. Re-open the workplace once agreed by DHHS and notify workers they can return to work. |
| **Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.** | As above and left  Protocol to follow: [https://www.worksafe.vic.gov.au/report-confirmed-positive-case-](https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19) [covid-19](https://www.worksafe.vic.gov.au/report-confirmed-positive-case-covid-19)  Nominated personnel responsible for contacting WorkSafe is…. |
| **Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.** | As above |

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed

Name

Date