

COVIDSafe Plan

8 November 2021



How to develop or review your COVIDSafe Plan

About this template

- This COVIDSafe Plan template has been developed for businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.
- To comply with public health directions.
- All Victorian businesses with on-site operations must complete and document a COVIDSafe Plan.
- COVIDSafe Plans should be developed in consultation with workers and relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you must meet your obligations under the Occupational Health and Safety Act 2004.
- You must modify your COVIDSafe Plan if you are directed to do so by an Authorised Officer or WorkSafe Inspector.

In addition to the general restrictions for all businesses, some industries are subject to additional obligations due to a higher transmission risk. For more information see: coronavirus.vic.gov.au/additional-industry-obligations.

Understand your responsibilities



This symbol indicates mandatory public health requirements. Your COVIDSafe Plan must detail how you will meet these requirements.

- All other guidance is strongly recommended to keep workplaces COVIDSafe.
- Some requirements and recommendations may not apply to your business and should be marked N/A (not applicable).
- Businesses with multiple worksites must complete a plan for each worksite.

When to review your COVIDSafe Plan

You should review your plan regularly, especially when restrictions change. You do not have to submit your plan to the Victorian Government. You must modify your plan if directed to do so by an Authorised Officer or WorkSafe Inspector. Compliance with COVIDSafe Plans is monitored by virtual and physical inspections.

Share your COVIDSafe Plan with employees

Employees must comply with the COVIDSafe Plan. Where possible, discuss the plan with employees before it is finalised. Employers should share the completed plan with employees and occupational health and safety representatives.

For further guidance on preparing your COVIDSafe Plan or any other questions, visit coronavirus.vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name: Castlemaine Community House

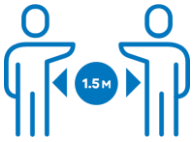
Address: 30 Templeton Street, Castlemaine

Plan completed by: Kelsey Docherty

Job title: Office Manager

Date reviewed: 8 November 2021

Next review: 6 December 2021



Physical distancing



RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?</p> <ul style="list-style-type: none"> • Density quotients can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue. • You must display signage showing the maximum number of people allowed in the space. • Shared work areas are only accessible to workers and should only include workers in the density limit. • Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis. <p>For more information about restrictions for your workplace, density quotients and signage visit: coronavirus.vic.gov.au/business</p>	<p>Classroom, when in use, are set up by CCH Staff in accordance with social distancing guidelines.</p> <p>All rooms have maximum capacity listed on doors;</p> <ul style="list-style-type: none"> • Front Office: 5 • Centrelink Agency: 3 • Classrooms: 11 • Art Rooms: 11 • Art Studio: 11 • Kitchen: 10. • Nalderun: 8 • MASG: 8 	<p>Office manager</p>
<p>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?</p>	<p>Front door remains locked at all times and with the public required to ring a doorbell before staff let them into the building.</p> <p>Staff the can work from home, are working from home.</p>	<p>Manager & Office Manager</p>
<p>Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?</p>	<p>Centrelink and reception have markers on floor to help maintain social distance.</p> <p>Workstations are set up so that each worker is spaced 1.5 metres a part floor has been marked to indicate so. Staff also don't not face each other.</p>	<p>Manager & Office Manager</p>

RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You should give training to workers on physical distancing while working and socialising. How will you do this?	<p>Staff are encouraged to follow public health directions;</p> <ul style="list-style-type: none"> • Stay home and get tested if showing any symptoms • Maintain social distance • Hand/cough hygiene • Face-masks worn indoors • Sanitise hand a work stations regularly <p>Staff are regularly notified of any changes to guidelines/directions currently in place.</p>	Manager & Office Manager



Face masks



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must ensure all workers adhere to current face mask requirements. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/face-masks</p>	<p>People aged 12 years old and over must wear a fitted face mask indoors, unless an exception applies.</p>	Manager & Office Manager
<p>You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?</p>	<p>Spare masks are available at reception & additional supplies are stored in the cleaners cupboard</p> <p>Signs are displayed throughout the building – “how to correctly wear a mask”</p> <p>Staff have access to all COVID-19 relevant documents via CCH network</p> <p>If staff are wearing a disposable mask they are encouraged to change them every 4 hours or if they become visibly soiled or wet.</p>	Manager & Office Manager



Hygiene



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/cleaning</p>	<p>Surfaces are cleaned following the 'Cleaning & disinfecting to reduce COVID-19 Transmission' provided by the Victorian Department of Health & Human Services:</p> <p>Cleaning of high traffic areas (front entrance, toilets etc.) are cleaned with hot water and Dettol every 2 hours or after an influx of visitors</p> <p>Centrelink Agency self-services terminals are cleaned after every client.</p> <p>Classrooms, meeting spaces e.g. are set-up by and cleaned by CCH staff before and after programs or services take place.</p>	<p>Office Manager, Centrelink Agent & CCH staff</p>
<p>You should display a cleaning log in shared spaces. How will you do this?</p>	<p>Cleaning log for each room is kept on clipboard inside the room.</p>	<p>Office Manager</p>
<p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?</p>	<p>The following posters are prominently displayed throughout the building;</p> <ul style="list-style-type: none"> • Keeping your distance • Slowing the spread of coronavirus • Simple steps to stop the spread • Wash hands regularly <p>Each room has its own supply of hand sanitiser, tissues, paper towel, disinfectant spray, anti-bacterial wipes.</p>	<p>Office Manager</p>



Record keeping



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/about-victorian-government-qr-code-service</p>	<p>Anyone entering the premises is required to check in using the Services Victoria app.</p> <p>Persons will be required to show proof of QR check-in to staff (or tutor if after-hours).</p> <p>Staff will manually record the first name & phone number of those unable to use the Services Victoria app.</p> <p>Manual sign-in sheet will be kept on file on file for 28 days, where after, they will be destroyed.</p>	<p>Office manager & CCH Staff</p>
<p>Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/covid-check-in-marshals</p>	<p>Entry points are locked at all times and visitors are only able to enter after their QR & Vaccination status have been confirmed by a staff member.</p>	<p>Office manager & CCH Staff</p>
<p>You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/vaccine</p>	<p>Staff are not permitted to enter the building if they are suffering even mild symptoms, they are to notify management immediately and are required to return a negative test result before returning to work.</p>	<p>Manager</p>

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?</p> <p>This includes having a plan:</p> <ul style="list-style-type: none"> • to respond to a worker being notified they are a positive case or a close contact while at work • to clean the worksite (or part) in the event of a positive case • to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace • if you have been instructed to close by the Department of Health • to re-open your workplace when cleared by the Department of Health and notify workers to return to work. <p>For additional resources: business.vic.gov.au/emergency-planning</p>	<p>CCH will refer to the COVID-19 Outbreak Procedures currently in place.</p> <p>CCH will follow direction from DHHS & Worksafe Victoria regarding reopening should an outbreak occur.</p>	<p>Manager</p>



Enclosed spaces and ventilation

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
You should reduce the time workers spend in enclosed spaces. How will you do this?	Where possible, windows and doors are left open to allow air flow/ventilation	Office Manager & CCH Staff