

COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

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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.		<ul style="list-style-type: none">• Hand sanitiser stations for use on entering building• Rubbish bins are available to dispose of paper towels in the office and showroom and emptied regularly.• Adequate supplies of soap and sanitiser in entrance, office and showroom
Where possible: enhance airflow by opening windows and adjusting air conditioning.		<ul style="list-style-type: none">• Air conditioning is set for optimum air flow at the start of each workday
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.		<ul style="list-style-type: none">• Instructions identifying face coverings and PPE are placed strategically in the workplace and describe when and how they need to be worn• PPE are supplied to all service technicians who works on customer's site and face mask should be worn working in the office when required• Office staff Monitor use of face coverings in all staff, unless a lawful exception applies

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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).</p>	<ul style="list-style-type: none"> • <i>WHS committee members trained and are educating staff on hand and cough hygiene, including how to wash and sanitise their hands correctly</i> • <i>An environment is in place for staff who are not feeling well to contact the line manager immediately or not attend work if symptoms exist</i> • <i>Training & signage supplied in workplace on use of masks & PPE</i>
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • <i>Staff should avoid using tearoom amenities if possible but when they do, they Must use gloves if using shared coffee and condiments</i> • <i>Keep Individual rubbish bins, hand sanitiser and soap dispensers</i> • <i>Staff have their own equipment such as phones, desks, headsets, offices, tools or other equipment and only use their own without sharing.</i> • <i>Staff should wipe down their desk/equipment regularly with disinfectant wipes supplied by the business.</i> • <i>All staff have their own vehicle</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> • <i>First and last person in the office needs to be clean entrance door, switches with disinfectant wipes.</i> • <i>Wearing gloves each time when using copy machine, lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment, if not possible wipe down after use.</i> • <i>Information provided about workplace cleaning schedule and how to use cleaning products</i>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • <i>Cleaning products monitored regularly and staff encouraged to notify if low or will be reimbursed when purchasing their own.</i>

Physical distancing and limiting workplace attendance

<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<ul style="list-style-type: none"> • All staff aware of stage restrictions and when & where they can travel for work and are provided with work permit when reqd • Work from home encouraged where possible • All staff provided with equipment necessary to make working from home easier.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • Staff advised to avoid working multiple sites unless absolutely necessary and if so use PPE and disinfect regularly • Rostering adjusted to avoid multiple site work & given extra time to disinfect if necessary
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> • All staff advised to avoid the office if showing even the mildest symptoms. • Visitor book required for entry • Temperature check with digital thermometer required for entry • Staff advised to avoid office unless abo
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • 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. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • Signage posted strategically throughout office advising social distancing • Staff to remain separated even when talking or working together.
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • Floor markings strategically placed throughout office reminding staff to remain at 1.5m distance apart
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<ul style="list-style-type: none"> • Workstations disinfected regularly • Workstations and desks spaced apart to avoid contamination

Guidance		Action to mitigate the introduction and spread of COVID-19	
Minimise the build up of workers waiting to enter and exit the workplace.		<ul style="list-style-type: none"> • <i>Workers discouraged from coming to office</i> • <i>Low volume prevents build up of workers</i> 	
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).		<ul style="list-style-type: none"> • <i>Staff regularly reminded of social distancing requirements at work and during lunchbreaks & in public</i> 	
Review delivery protocols to limit contact between delivery drivers and staff.		<ul style="list-style-type: none"> • <i>Couriers asked to leave items at entrance without contact.</i> • <i>Signage advising not to enter if sick</i> • <i>Mailbag let at front door for easy contactless postal deliveries.</i> 	
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.		<ul style="list-style-type: none"> • <i>Staff encouraged to work from home</i> • <i>Staff encouraged not to mingle</i> • <i>Staff encouraged to exercise and keep healthy</i> 	
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.		<ul style="list-style-type: none"> • <i>Signage placed at front door advising of maximum office capacity</i> 	

Guidance		Action to ensure effective record keeping	
Record keeping			
<p>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.</p>		<ul style="list-style-type: none">• <i>Staff to ensure time/jobsheets are accurate and businesses / people visited are recorded</i>• <i>Visitor book to be filled in for all visitors.</i>	

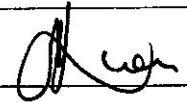
Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> • Staff trained regularly on WHS protocols

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.	<ul style="list-style-type: none"> • Staff prepared to work from home at short notice . • Staffing adequately so that absenteeism does not affect business • Business is prepared in case of infection and have plans to communicate externally should this happen
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> • Staff are aware of responsibilities should an infection occur • Process in place to ensure readiness to provide records to DHHS and contact relevant staff members, including rosters and worker details
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<ul style="list-style-type: none"> • Process in place to implement deep cleaning and disinfection of worker's workspace and high touch surfaces should infection occur • Process in place for closure of area of office or whole office should infection occur.
Prepare for how you will manage a suspected or confirmed case in an worker during work hours.	<ul style="list-style-type: none"> • An appropriate area to isolate the worker had been identified • Advise the worker to self-isolate and be tested • The staff member must be isolated and transferred from the premises to go home or get tested if unwell
Prepare to notify workers and site visitors (including close contacts)	<ul style="list-style-type: none"> • We have a regularly updated list with the contact details and date of attendance of workers and visitors to the workplace, including customers, clients, delivery workers, maintenance workers
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<ul style="list-style-type: none"> • We have established a process for a responsible WHS representative to notify Worksafe should a confirmed case occur

Guidance	Action to prepare for your response
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> <i>We have established a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite</i>

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

Signed



Name

IMAN MONEM

Date

05/10/2020