COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available <mark>here</mark>.

Our COVID Safe Plan	
Business name:	Williamstown Community and Education Centre Inc
Site location:	14 Thompson St Williamstown and 598 Melbourne Rd Spotswood
Contact person:	Mark Brophy
Contact person phone:	0401 009 113
Date prepared:	5/8/2020

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.	Hand sanitiser and wipes are throughout the worksite Rubbish bins are available to dispose of paper towels Adequate supplies of wipes, sanitiser, etc Signage for staff with information on how to wash their hands correctly
Where possible: enhance airflow by opening windows and adjusting air conditioning.	Best practice lists and signage for optimum air flow at the venue.
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.	Disposable and reusable face masks distributed to all staff and freely available at reception. Ongoing monitoring use of face coverings.

Guidance	Action to mitigate the introduction and spread of COVID-19
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).	Educating staff on hand and cough hygiene, including how to wash and sanitise their hands correctly via signage, correspondence, emails, online links, etc. Signage and correspondence reinforcing the importance of not attending work if unwell Face masks and gloves available for all staff.
Replace high-touch communal items with alternatives.	High touch areas sanitised twice a day. Kitchen closed. Staff to clean up after any kitchen use. No sharing of equipment, workstations, etc. PC, keypads, screens etc wiped over before and after use.

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).	High touch surfaces cleaned twice a day – and before and after use.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	Constant monitoring of cleaning and PPE supplies and re stocking. Wipes, sanitiser, gloves, masks, disinfectant, paper towels, etc.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	All staff informed to work from home and only attend centre if necessary. Rostered staff at centre to provide education, childcare, community support, etc.
Establish a system that ensures staff members are not working across multiple settings/work sites.	Correspondence to staff to check if they are working at other locations.
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	Signage, emails, Newsletters, etc informing that no one attends centre if feeling unwell.
Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.	Signage on each room informing of maximum capacity. Extra chairs stacked away. Every second PC decommissioned. Foyer chairs spread out.
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	Floor marking installed on floors across venue.
Modify the alignment of workstations so that employees do not face one another.	Employees do not face each other. Proper distancing reinforced via signage.
Minimise the build up of employees waiting to enter and exit the workplace.	Floor markings. Automatic doors.

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).	Staff informed via signage and Newsletter with links to education resources.
Review delivery protocols to limit contact between delivery drivers and staff.	Signage for any deliveries.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Staggered and rostered staff protocols implemented.
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.	Maximum occupancy signage in every room.

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	Sign In and Sign Out sheet at reception. Includes phone number
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	Incident Report system in place. OHS education via newsletters, etc to staff

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.	Business Plan updated regularly.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	Sign In – Sign Out sheet at reception available in case contact tracing required. Manager and staff responsible
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	High touch areas cleaned twice a day. Regular professional cleaning. Centre can be closed for cleaning if required.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	Isolation Room 6. Confirmed case – DHHS / Worksafe to be contacted.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	Up to date staff contact list. Suspected case – Signage and email to staff.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	Immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline and providing formal written notification within 48 hours. Manager to do.
Confirm that your workplace can safely re-open and workers can return to work.	Reopen the worksite once we have assessed that all required measures within the directions have been completed (unless in a high-risk workplace setting). DHHS and WorkSafe will be notified that the workplace is reopening.

I acknowledgement I understand my responsibilities and have implemented this
COVID Safe plan in the workplace.

Signed __

Name _Mark Brophy

Date   __5/8/2020