

COVID Safe plan

Our COVID Safe Plan

Business name:

Site location:

Contact person:

Contact person phone:

Date prepared:

| 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. | <i>Hand sanitisers located in common areas</i> <i>Pocket-sized sanitisers provided to staff for regular personal use</i> <i>Hand soap and paper towel available at toilet & hand wash stations. Bins provided & emptied regularly</i> <i>Hand cleaning & sanitising instructions located in common areas</i> |
| Where possible: enhance airflow by opening windows and adjusting air conditioning. | <i>Staff to ensure windows & doors are open as much as practically possible.</i> <i>Staff to congregate / meet in open areas if / when possible</i> |
| 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. | <i>Masks are provided to all staff and visitors as required</i> <i>Masks compulsory if staff interact with any person on site.</i> |

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| <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> | <p><i>Special COVID toolbox meeting held weekly to ensure all staff and contractors are aware of their rights, obligations and duties. Staff will be reminded to stay at home if they feel unwell, or have been in close contact with someone who is unwell</i></p> <p><i>Hand cleaning & sanitising instructions located in common areas</i></p> |
| <p>Replace high-touch communal items with alternatives.</p> | <p><i>If staff or contractors are to use equipment, it must not be used by anyone else without thorough cleaning and disinfecting beforehand.</i></p> <p><i>Lunch room / Office to be avoided as much as practically possible. No more than one person in the lunch room / office at any time. All surfaces touched must be cleaned and sanitised after use</i></p> |

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| Cleaning | |
| <p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p> | <p><i>High-touch areas, including tools, equipment, tractors and other vehicles are to be cleaned and disinfected at the end of each shift or when finished using.</i></p> |
| <p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p> | <p><i>Cleaning products & detergents are clearly identifiable.</i></p> <p><i>Stocks will be monitored and replenished as necessary</i></p> |

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| Physical distancing and limiting workplace attendance | |
| <p>Ensure that all staff that can work from home, do work from home.</p> | <p><i>Not applicable or possible in our farming operation</i></p> |
| <p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p> | <p><i>Staff will not work on other work sites where possible.</i></p> <p><i>Contractors must declare what other worksites they have attended in the last 14 days</i></p> |
| <p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p> | <p><i>Staff must not attend the workplace if they are being tested for coronavirus</i></p> <p><i>Staff must not attend the workplace if they feel unwell or have been in close contact with someone who is unwell</i></p> |
| <p>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.</p> | <p><i>Lunch room / Office to be avoided as much as practically possible. No more than one person in the lunch room / office at any time. All surfaces touched must be cleaned and sanitised after use</i></p> <p><i>Staff & contractors to ensure windows & doors are open as much as practically possible.</i></p> <p><i>Staff & contractors to congregate / meet in open areas if / when possible. Staff encouraged not to congregate wherever possible</i></p> <p><i>Staff & contractors must adhere to the 1.5m social distancing rules at all times</i></p> |
| <p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p> | <p><i>Lunch room / Office to be avoided as much as practically possible. No more than one person in the lunch room / office at any time. All surfaces touched must be cleaned and sanitised after use</i></p> |
| <p>Modify the alignment of workstations so that employees do not face one another.</p> | <p><i>Staff & contractors are to be instructed not to work facing one another.</i></p> |

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| Minimise the build up of employees waiting to enter and exit the workplace. | <i>Not applicable with our low staff numbers.</i> |
| Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks). | <i>Reinforce messaging to staff & contractors that physical distancing needs to be maintained during work and during social interactions</i> <i>Staff encouraged not to congregate wherever possible</i> |
| Review delivery protocols to limit contact between delivery drivers and staff. | <i>Staff & Contractors are to avoid interaction with delivery drivers and visitors as much as possible.</i> <i>Delivery drivers and visitors are to be informed of this COVID SAFE PLAN before entering site.</i> |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. | <i>Staff encouraged not to congregate wherever possible</i> <i>Lunch room / Office to be avoided as much as practically possible. No more than one person in the lunch room / office at any time. All surfaces touched must be cleaned and sanitised after use</i> <i>Staff & contractors must adhere to the 1.5m social distancing rules at all times</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. | <i>Signage provided in all common areas and entry areas.</i> |

| Guidance | Action to ensure effective record keeping |
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| 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. | <i>Workplace attendance register now in place</i> <i>Signage provided on all gates & entry points enforcing visitors to sign-in on the attendance register</i> |

| Guidance | Action to ensure effective record keeping |
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| <p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p> | <p><i>Staff must remain vigilant and report any incidents or concerns to the site manager as soon as possible</i></p> |

| Guidance | Action to prepare for your response |
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| Preparing your response to a suspected or confirmed COVID-19 case | |
| <p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p> | <p><i>Site manager to manage workplace closure if and when necessary and will communicate with health authorities, Worksafe, Police, etc as required.</i></p> <p><i>All staff, contractors, visitors and key stakeholders will be advised by the site manager of any site closure.</i></p> |
| <p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p> | <p><i>Site manager to provide all necessary documentation if and when necessary</i></p> |
| <p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p> | <p><i>Lunch room / Office to be avoided as much as practically possible. No more than one person in the lunch room / office at any time. All surfaces touched must be cleaned and sanitised after use</i></p> <p><i>High-touch areas, including tools, equipment, tractors and other vehicles are to be cleaned and disinfected at the end of each shift or when finished using.</i></p> <p><i>If site closure is necessary, all high-risk areas will be arranged to be thoroughly cleaned and disinfected as per COVID protocols</i></p> |
| <p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p> | <p><i>Staff & contractors will be dismissed from site if they feel unwell and/or have been in close contact with someone unwell. They must undertake a COVID test and have a negative result before returning to work.</i></p> <p><i>Staff & contractors will be dismissed from site if they have undertaken a COVID test and are awaiting results, and/or have been in close contact with someone who has undertaken a COVID test and is awaiting results</i></p> <p><i>Staff & contractors are not allowed on site if they are required to self-isolate</i></p> |
| <p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p> | <p><i>Staff, contractors & visitors will be advised by the site manager if this workplace has been linked to a positive or suspected case</i></p> |
| <p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p> | <p><i>Site manager to manage workplace closure if and when necessary and will communicate with health authorities, Worksafe, Police, etc as required.</i></p> |
| <p>Confirm that your workplace can safely re-open and workers can return to work.</p> | <p><i>If workplace closure is required, Site manager will liaise with authorities to ensure the workplace is safe to re-open</i></p> <p><i>All staff & contractors who have a suspected or confirmed case of COVID-19 must provide adequate evidence that they (or anyone they are in close contact with) no longer are infected before returning to the workplace</i></p> |

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

Signed _____

Name _____

Date _____