**COVIDSafe Plan – Support Coordination**



1. **Physical Distancing**

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| RECOMMENDATIONS & REQUIREMENTS | DESCRIBE WHAT YOU WILL DO  | WHO IS RESPONSIBLE |
| * **density quotients** One person per 2 sq. metre
* **display signage** showing maximum amount of people in the allowed space
* shared work areas are only accessible to workers and should only include workers in the density limit
 | [Signage](https://www.coronavirus.vic.gov.au/signs-posters-and-templates) shows max number of people in each room: maximum room capacity under distancing rules. Workers are not included in the 2 sqm rule for customers/participants.Furniture: rearranged in common areas to practise physical distancing.To achieve 2 square metres calculate the area of the room: length x width and divide that area by 2 to know how many people can be present. | AdminSupport Coordinator |
| Where possible aim for workers and visitors to maintain physical distancing of **1.5 metres** in the workplace. How will you do this? | Signage reminders, repurposing rooms and spaces to allow for people to maintain physical distancing.Office desks workspace placed to maintain 1.5 m distance between workers. Where distancing is not possible and there needs to be close personal contact for more than 15 minutes face to face (cumulative over a week) or more than 2 hours in a shared closed space (such as personal care tasks), there needs to be a risk assessment undertaken to determine suitable controls which may include personal protective equipment (PPE)  | ManagersSupport Coordinator |
| You should give **training** to workers on physical distancing while working and socialising. How will you do this? | Workers are reminded to maintain 1.5 m distance, to wear facemasks when required by authorities, sanitise and follow sign in procedures on arrival.Participants and workers are shown how to: * suitably greet someone and how to avoid non-essential close contact
* Hand & cough hygiene training
 | ManagersSupport Coordinator |

**2. Face masks**

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| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| You must ensure all workers adhere to current face mask requirements. How will you do this? For more information visit: [coronavirus.vic.gov.au/face-masks](https://www.coronavirus.vic.gov.au/face-masks) | Mask supplies and provision – boxes of disposable masks are located throughout workspaces for workers and participants. Signage – posters are in all workplaces training/guidance is provided for correct fit, use and disposal of PPE; daily washing of reusable face masks. Monitoring use of face coverings for workers, unless a lawful exception applies, when applicable. | Manager |
| You should give **training** and information on how to correctly fit, use and dispose of PPE. How will you do this? | Signage – gentle reminders throughout workspacesTraining/guidance for correct fit, use and bins for disposal of PPE, daily washing of reusable face masks, disposable mask availability. Face masks are worn in accordance with current government guidelines. | Training CoordinatorManager |
| If your industry is subject to additional industry obligations, you may also be required to:[coronavirus.vic.gov.au/additional-industry-obligations](https://www.coronavirus.vic.gov.au/additional-industry-obligations) | Not subject to additional industry obligations | QA Officer |

**3. Hygiene**

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| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| You **must** **clean and disinfect.**For more information visit: [coronavirus.vic.gov.au/cleaning](https://www.coronavirus.vic.gov.au/preventing-infection-workplace) | Kyeema doesn’t fall under additional industry obligations, and therefore doesn’t need to clean high touch points twice daily.Cleaning cupboard has a full stock of cleaning and disinfection products.Cleaning/disinfecting surfaces after each group meeting and noted/signed in cleaning log. | ManagerSupport Coordinator |
| You should display a cleaning log in shared spaces. How will you do this? | Cleaning log filled in and signed* Cleaning log
 | ManagerSupport Coordinator |
| You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this? | Rubbish bins are available to dispose of paper towels.Sanitiser in all rooms. Soap in bathrooms.Sanitise posters around the buildingSanitiser is well stocked & functioning | AdminManager |

 **4. Record keeping**

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| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| 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?For more information visit: [coronavirus.vic.gov.au/about-victorian-government-qr-code-service](https://www.coronavirus.vic.gov.au/about-free-service-victoria-qr-code-app) | [Signage](https://www.coronavirus.vic.gov.au/signs-posters-and-templates) at entrance:* Check in Now QR Code
* Workers have downloaded Services Victoria app
* Stop – Take Temperature
* When to Wear face Masks
 | Admin update signage |
| Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this? For more information visit: [coronavirus.vic.gov.au/covid-check-in-marshals](https://www.coronavirus.vic.gov.au/covid-check-in-marshals) | Support Coordination Department is not required to have a COVID-19 Check-in Marshal. Forms completed before entering the building:* Worker Temperature & Symptom Declaration
* Temperature testing form – participants
* Visitor sign in & symptom declaration
* SF-22 Contractor Safety Information Sheet
 | ManagerSupport Coordinator |
| 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?For more information visit: [coronavirus.vic.gov.au/vaccine](https://www.coronavirus.vic.gov.au/vaccine) | Workers are directed to stay home if they are unwell and to get a covid test.Workers don’t return to work until test is negativeCommunicate to workers the financial support available to them if they cannot work while waiting for test result or are confirmed as a positive case. | Managers |
| It’s strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?This includes having a plan:* 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

For additional resources:[business.vic.gov.au/emergency-planning](https://business.vic.gov.au/business-information/tourism-industry-resources/tourism-crisis-management-guide/plan/emergency-planning) | * Business Contingency Plan- COVID
* Business Contingency Plan- GENERAL
* Pandemic & Epidemic Contingency Procedure

If a person with COVID-19 is identified at the workplace:* contact the Department of Health on 1800 675 398, on becoming aware of 5 confirmed cases or more at the work premises within a 7 day period and notify of the actions taken, provide a copy of the risk assessment conducted and contact details of any exposed persons.
* notify WorkSafe Victoria on 13 23 60
 | CEOCEOManagers |

 **Enclosed spaces and ventilation**

| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
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| You should reduce the time workers spend in enclosed spaces. How will you do this? | Open windows and doors, weather permitting, to improve ventilation and reduce the risk of indoor health concerns such as transmission of covid. | Workers |
| If your industry is subject to additional industry obligations, you may also be required to:* ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolation

How will you do this?For more information visit: [coronavirus.vic.gov.au/additional-industry-obligations](https://www.coronavirus.vic.gov.au/additional-industry-obligations) | Before entrance to Shop 7, Pioneer Plaza:* Workers to take their temperature and sign; declaring that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.
* Visitors and participants have their temperature taken on entering Shop 7
* Visitors/contractors sign in, temperature taken and declare.
 | Manager |

**Workforce bubbles**

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| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this? | n/a | n/a |
| * keep records of workers who are working for different employers across multiple premises.

How will you do this?For more information visit: [coronavirus.vic.gov.au/additional-industry-obligations](https://www.coronavirus.vic.gov.au/additional-industry-obligations) | Details of secondary employment are kept on LMS (NDIS Standards p.11) | HR |

**Resources:**

WHS and COVID-19: considerations during recovery

[PostCOVID-19.pdf (nds.org.au)](https://www.nds.org.au/images/resources/PostCOVID-19.pdf)

[Coronavirus (COVID-19) information for your industry - WorkSafe](https://www.worksafe.vic.gov.au/coronavirus-covid-19-information-your-industry)

[COVIDSafe Plan | Coronavirus Victoria](https://www.coronavirus.vic.gov.au/covidsafe-plan)

[workplace-additional-industry-obligations-directions-no-57-pdf.pdf](file:///C%3A%5CUsers%5Canna%5CDownloads%5Cworkplace-additional-industry-obligations-directions-no-57-pdf.pdf)