

# COVIDSafe Plan

Business name:

**Mechanics Institute Walhalla**

Developed in conjunction with the Walhalla Board of Management  
to Manage Covid-19 Risk.

Site location:

100 Main Road, Walhalla, Victoria, 3825.

Contact person:

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4<sup>th</sup> June 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p>1.</p> <p><b>Provide and promote hand sanitiser stations for use on entering building and other locations in the building and ensure adequate supplies of hand soap and paper towels are available.</b></p>	<ul style="list-style-type: none"> <li>a) <i>Hand sanitiser is located just inside the front entrance with the sign in book.</i></li> <li>b) <i>Supplies of soap/handwash are kept in the kitchen and both bathrooms, and checked fortnightly.</i></li> <li>c) <i>Clean towels are provided for drying hands. To be washed and dried after use. Paper towel also provided.</i></li> <li>d) <i>Signs are located in the bathroom and kitchen on how to wash and sanitise hands correctly.</i></li> <li>e) <i>After cleaning work paper towels, used gloves, and used cleaning cloths are placed a sealed rubbish bag. Bins are located in various places around Walhalla and are used for the disposal of these rubbish bags.</i></li> </ul>
<p>2.</p> <p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<ul style="list-style-type: none"> <li>a) <i>Windows and doors are left open where possible.</i></li> </ul>
<p>3.</p> <p><b>In areas or workplaces where it is required, ensure all visitors and 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.</b></p>	<ul style="list-style-type: none"> <li>a) <i>Masks to be worn indoors and outdoors by all visitors as per current directives.</i></li> <li>b) <i>Masks and gloves will be worn while cleaning.</i></li> <li>c) <i>Supplies of PPE are kept in the vehicle.</i></li> <li>d) <i>Inventory will be taken on fortnightly basis.</i></li> <li>e) <i>Hirers and their group members are advised to wear masks as per current directives.</i></li> </ul>
<p>4.</p> <p><b>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).</b></p>	<ul style="list-style-type: none"> <li>a) <i>Educational materials for staff on hand and cough hygiene, including how to wash and sanitise hands correctly, physical distancing, and correct use and disposal of PPE are available and have been read and understood.</i></li> <li>b) <i>Signs are placed around the building in clearly visible locations for hand and cough hygiene, correct hand sanitising, physical distancing, and mask wearing.</i></li> <li>c) <i>Information on how to clean and disinfect has been downloaded from DHHS and Safe Work Australia.</i></li> </ul>
<p>5.</p> <p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>a) <i>High-touch communal items which cannot be removed are cleaned and disinfected between each hirer.</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>6.</b> <b>Increase environmental cleaning</b></p>	<p>a) <i>High touch surfaces such as door knobs, light switches and benches, are cleaned and disinfected between hirers.</i> b) <i>Bathrooms and kitchen are cleaned and disinfected between hirers.</i></p>
<p><b>7.</b> <b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p>a) <i>Supplies of cleaning products are checked fortnightly and resupplied.</i> b) <i>Cleaning supplies are available to hirers.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>8.</b> <b>Ensure that all staff that can and/or must work from home, do work from home.</b></p>	<p>a) <i>Not applicable.</i> b) <i>Cleaning/maintenance is conducted onsite.</i></p>
<p><b>9.</b> <b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p>a) <i>Hand sanitising and change of PPE (masks and gloves) between different locations.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>10.</p> <p><b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<p>a) <i>Hirers are emailed a Coronavirus Health Questionnaire with their booking paperwork and requested to ensure all members of their group complete the form and return it to the hirer within the 24 hours prior to arrival.</i></p> <p>b) <i>Hirers must confirm that the number of people will not exceed building capacity according to current density limits.</i></p> <p>c) <i>Hirers must provide a full list of people attending their function including contact name and phone number, including people under 18 years.</i></p> <p>d) <i>If a worker has symptoms they will be tested and not attend work.</i></p> <p>e) <i>If required by current regulations guest postcodes are checked to see if from restricted areas before entering. If required photo Identification is requested as proof of residence before entering.</i></p> <p>f) <i>If required by current regulations people who have been residing in regional Victoria, but whose address on their Drivers Licence is Metropolitan Melbourne, are required to complete and return the Declaration for Accessing Regional Businesses before entering.</i></p> <p>g) <i>A QR Code is in place and all people entering the building must check in.</i></p>
<p>11.</p> <p><b>Configure communal work areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p><b>Also consider installing screens or barriers.</b></p>	<p>a) <i>Each room has been measured and signs are in place showing the maximum number of people per room.</i></p>
<p>12.</p> <p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<p>a) <i>Not applicable.</i></p>
<p>13.</p> <p><b>Modify the alignment of workstations so that workers do not face one another.</b></p>	<p>a) <i>Not applicable.</i></p>
<p>14.</p> <p><b>Minimise the build up of workers waiting to enter and exit the workplace.</b></p>	<p>a) <i>Not applicable.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>15.</p> <p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>a) Cleaning work is conducted alone.</p> <p>b) If maintenance is required while hirers are present physical distancing will be maintained between workers and hirers.</p> <p>c) Contractors performing maintenance will be expected to be operating under a Covidsafe Plan.</p> <p>d) Signs are in place to remind workers and hirers to practice physical distancing.</p>
<p>16.</p> <p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>a) Physical distancing, hand sanitising, and mask wearing will be carried out as per the current regulations when greeting hirers, handing over keys.</p>
<p>17.</p> <p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>a) Not applicable.</p>
<p>18.</p> <p>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 <a href="#">‘four square metre’ rule</a>.</p>	<p>a) All areas are for the use of private hirers only.</p> <p>b) A sign has been placed outside on the deck areas to remind people that only booked hirers are allowed in the area.</p> <p>c) Signs are located in clearly visible locations on entry to the building, and at the entry to each room, indicating the maximum number of people allowed.</p>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<p>19.</p> <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>	<p>a) WBoM to advise if building accessed and whom by.</p> <p>b) Details of any visitors will be kept in the daily diary, and in WBoM's records.</p> <p>c) All Hirers names and contact phone numbers are kept on file.</p> <p>d) Hirers are requested to provide a full list of attendees, with contact numbers.</p> <p>e) Contact details will be requested even for guests under 18.</p> <p>f) Details are kept for 28 days and then destroyed.</p> <p>g) Details are not to be used for any purpose other than Covid-19 contact tracing.</p> <p>h) Details are kept confidential and stored in a secure area.</p> <p>i) <b>A QR Code is in place and all people entering the building must check in.</b></p>
<p>20.</p> <p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>a) Not applicable.</p>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>21.</b></p> <p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<ul style="list-style-type: none"> <li>a) <i>I am the Manager on behalf of the Walhalla Board of Management.</i></li> <li>b) <i>In the event of a suspected or confirmed Covid-19 case contact will be made immediately with WBoM to advise of the situation.</i></li> <li>c) <i>The building will be closed immediately.</i></li> </ul>
<p><b>22.</b></p> <p><b>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li>a) <i>It is WBoM's responsibility to engage with DHHS.</i></li> <li>b) <i>DHHS will be notified immediately and actions taken reported, such as closure of the building. Email contact sheet in the event of a confirmed case to <a href="mailto:COVIDEmployerNotifications@dhhs.vic.gov.au">COVIDEmployerNotifications@dhhs.vic.gov.au</a>. DHHS Hotline 1800 675 398</i></li> <li>c) <i>All hirer and visitor contact details are kept on file, ready to provide records to DHHS at any time.</i></li> <li>d) <i>Any directions from DHHS as to cleaning will be actioned.</i></li> <li>e) <i>Records will be prepared from the period commencing 48 hours prior to the onset of symptoms in the suspected case that include all worker details, hirer details, and visitor details. This will assist in contact tracing if a positive Covid-19 test is returned.</i></li> <li>f) <i>For a positive case, records will be prepared from the period commencing 48 hours prior to the onset of symptoms, or 48 hours prior to the positive test if asymptomatic.</i></li> <li>g) <i>All actions taken for contact tracing will be reported back to Walhalla Board of Management by Fiona Norris.</i></li> </ul>
<p><b>23.</b></p> <p><b>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</b></p>	<ul style="list-style-type: none"> <li>a) <i>The Mechanics Institute will be closed immediately following a suspected or confirmed case.</i></li> <li>b) <i>Any hirers currently using the building will be advised and DHHS advice followed.</i></li> <li>c) <i>An environmental cleaning company specialising in deep cleans for Covid-19 will be engaged.</i></li> </ul>

Guidance	Action to prepare for your response
<p><b>24.</b></p> <p><b>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</b></p>	<ol style="list-style-type: none"> <li>1. <b>WORKER</b> <ol style="list-style-type: none"> <li>a) Go home immediately to self-isolate.</li> <li>b) Be tested as soon as practicable.</li> <li>c) If hirers are due to arrive they will be advised building is closed and given contact details for alternative function space.</li> <li>d) Notify DHHS and WorkSafe Victoria.</li> <li>e) If hirers are using the building they will be advised and DHHS advice followed.</li> </ol> </li> <li>2. <b>HIRER</b> <ol style="list-style-type: none"> <li>a) Hirers, and their group members, with a suspected or confirmed case will be advised to return home to self-isolate.</li> <li>b) Suspected cases will be advised to be tested as soon as practicable.</li> <li>c) Hirers will be advised to wear a mask and physically distance themselves from all other persons until they have departed.</li> <li>d) If hirers are due to arrive they will be advised the building is closed and given contact details for alternative function space.</li> <li>e) Notify DHHS and WorkSafe Victoria.</li> </ol> </li> </ol>
<p><b>25.</b></p> <p><b>Prepare to notify workers and site visitors (including close contacts)</b></p>	<ol style="list-style-type: none"> <li>a) All hirer contact details are kept up to date ready to provide records to DHHS at any time.</li> <li>b) Telephone and email will be used to communicate with hirers and WBoM.</li> <li>c) Telephone and email will be used to communicate with those who are close contacts and direct them to stay in self-isolation (ahead of the DHHS contact tracing process).</li> <li>d) For all suspected or confirmed cases all hirers and visitors will be asked to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.</li> <li>e) All guests, visitors, WBoM will be notified if there is a confirmed case.</li> <li>f) WBoM to assist with calls to close contacts if required for speed of response.</li> </ol>
<p><b>26.</b></p> <p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<ol style="list-style-type: none"> <li>a) WBoM will notify WorkSafe Victoria of a confirmed case by immediately calling the mandatory incident notification hotline 13 23 60, and providing formal written notification within 48 hours.</li> <li>b) Any directions from DHHS and WorkSafe as to closure or cleaning will be complied with.</li> </ol>
<p><b>27.</b></p> <p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<ol style="list-style-type: none"> <li>a) A negative test is required for confirming a suspected or confirmed case does not have COVID-19 before reopening.</li> <li>b) The Mechanics Institute will reopen once it has been assessed that all required measures within the directions have been completed, and approval has been obtained from DHHS.</li> <li>c) WorkSafe will be notified that the workplace is reopening.</li> <li>d) A review of risk management procedures will be undertaken.</li> </ol>

Notes on Updates:

June 4 2021 – Section 10 add points e, f, g.

June 4 2021 – Section 19 add point i.

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

Signed \_\_\_\_\_

Name Fiona Norris

Date 4 June 2021