

# COVIDSafe Plan

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

## Our COVIDSafe Plan

Business name: East Gippsland Shire Council

Site location: Eagle Point Caravan Park

Contact person: Katie Harris

Contact person phone: 03 5156 1183

Date prepared: 11 November 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing – you must ensure workers and visitors are 1.5 metres apart</b>	
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> .	<ul style="list-style-type: none"> <li>- Appropriate signage outlining the maximum number of people has been placed at the entrance of all indoor congregation spaces including the park reception building, camp kitchen, laundries, toilet blocks and games room</li> </ul>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff and customers.	<ul style="list-style-type: none"> <li>- Floor markings will be placed on the park reception floor including arrows and signs.</li> </ul>
<p>Configure communal work areas and publicly accessible spaces so that:</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>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> <li>- All indoor guest congregation areas including camp kitchens and laundries have been measured and appropriate signage placed at the entry points to notify guests of the maximum number of people inside at any given time.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Modify the alignment of workstations so that workers do not face one another.</b></p>	<ul style="list-style-type: none"> <li>- All workstations are separated and not opposite one another.</li> </ul>
<p><b>Minimise the build up of workers waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>- <i>Shift start times are staggered throughout the day and do not create a situation in which a build-up of workers are waiting to enter and exit the workplace.</i></li> </ul>
<p><b>Reduce worker levels onsite in accordance with restriction level. Example: if you can work from home you must work from home</b></p>	<ul style="list-style-type: none"> <li>- <i>As we are now fully operational, staff are unable to work from home.</i></li> </ul>
<p><b>If industry is classified as restricted or heavily restricted have no car pooling.</b></p>	<ul style="list-style-type: none"> <li>- <i>Vehicles only shared when necessary</i></li> <li>- <i>Follow the council vehicle policy Two up procedure has been added to all vehicles</i></li> <li>- <i>Cleaning procedure added to all vehicles.</i></li> </ul>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<ul style="list-style-type: none"> <li>- <i>All staff have been trained in line with parks COVID re-opening SWMS document 8664299 location Dataworks Councils document</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Face masks – Wear a face covering</b>	
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"> <li>- Surplus stock of face coverings, cleaning gloves, cleaning chemicals and hand sanitiser has been delivered and is readily available for staff to use whilst at work.</li> <li>- PPE is located in reception area for indoor staff and all store rooms/work shed for outdoor staff</li> </ul>
Identify other measures in place to for additional protection. Example: screens or barriers.	<ul style="list-style-type: none"> <li>- Temporary barrier placed at front counter to promote social distancing.</li> </ul>
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).	<ul style="list-style-type: none"> <li>- The park has a COVID re-opening plan in place which includes a detailed SWMS staff are trained on, document 8664299 location Dataworks Councils document system.</li> <li>- The COVID re-opening SWMS includes training on the correct disposal of face coverings and PPE as outlined by the Environment Protection Authority Victoria</li> <li>- Safe Operating Procedure for face masks, including instructions for washing reusable masks and safely disposing of disposable masks. Has been given to all staff and can be found on the internal intranet page Axis.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene – Practise good hygiene</b>	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none"> <li>- The cleaning schedule for all park communal areas has been increased to a minimum of two cleans per day.</li> <li>- Staff are trained to ensure work areas are sanitised at the beginning and end of every shift and not to share workspaces with other staff members.</li> <li>- High touch areas such as the reception check in counter and entry doorways are sanitised using alcohol wipes at regular intervals throughout the day.</li> </ul>
Identify which products are used for thorough cleaning. Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> <li>- Products in use include: Kleenbreak, bleach, Chlorokleen, Spice Proof, K55 detergent, Premium Hand Cleaner and Airfresh</li> <li>- Cleaning supplies are ordered in surplus and a large surplus stock of cleaning chemical are available onsite including products used for thorough cleaning of communal spaces, hand sanitiser, detergent and disinfectant.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Replace high touch communal items with hygienic alternatives, for example single use or contactless options where possible to do so. Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> <li>- The park has removed public use computers from its reception area. All other high touch items displayed on the reception counter have been placed behind the desk and are no longer self-service.</li> <li>- All high touch communal items (reception till) have a cleaning process after use in place.</li> <li>- Personal items are encouraged in tearoom area's to reduce communal use.</li> </ul>
<p>Provide and keep records of cleaning logs. To identify when cleaning has been performed.</p>	<ul style="list-style-type: none"> <li>- Reception area has a daily cleaning tick sheet. All amenities blocks have their own cleaning logs</li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>- Hand sanitiser station setup at park reception entry point. Hand sanitiser stations setup on all check in tables inside park reception. Hand sanitiser stations setup at all staff desks.</li> <li>- Hand soap stations are installed inside all amenity blocks and kitchens throughout the caravan park.</li> </ul>
<p>Provide and promote hand sanitiser and good hygiene for use by customers on entry to businesses.</p>	<ul style="list-style-type: none"> <li>- Signage includes: Wash your hands regularly, reduce your risk of coronavirus, contactless payments encouraged.</li> </ul>
<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"> <li>- The park has a COVID re-opening plan in place which includes a detailed SWMS staff are trained on, document 8664299 location Dataworks Councils document system.</li> <li>- The COVID re-opening SWMS includes training on the correct disposal of face coverings and PPE as outlined by the Environment Protection Authority Victoria</li> <li>- Safe Operating Procedure for face masks, including instructions for washing reusable masks and safely disposing of disposable masks. Has been given to all staff and can be found on the internal intranet page Axis.</li> </ul>

Guidance	Action to ensure effective record keeping
<p><b>Record keeping</b></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>	<ul style="list-style-type: none"> <li>- All guests are recorded in the parks reservation system and complete a registration form/COVID questionnaire on check in.</li> <li>- All staff members and anyone else attending the building for a period of 15 minutes or longer is required to fill in an attendance register with their name, telephone number, date and times onsite.</li> <li>- (Is this stored in Dataworks for 28 days)</li> </ul>

Guidance	Action to ensure effective record keeping
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<ul style="list-style-type: none"> <li>- <i>All staff have been trained on how to use the workplace OHS reporting system Elumina.</i></li> <li>- <i>How to guides are located on the councils intranet Axis for reference.</i></li> </ul>
<p><b>If industry is classified as restricted or heavily restricted have staff and visitors declare they are free of symptoms before entering the building.</b></p>	<ul style="list-style-type: none"> <li>- <i>All guests are recorded in the parks reservation system and complete a registration form/COVID questionnaire on check in.</i></li> </ul>
<p><b>Establish a process to record the attendance of workers: Staff training records</b></p>	<ul style="list-style-type: none"> <li>- <i>Staff training records are stored in Councils online learning portal.</i></li> </ul>
<p><b>Establish a process to record the attendance of workers: Staff rosters and working locations</b></p>	<ul style="list-style-type: none"> <li>- <i>Rosters are stored on Council's H:/ Drive</i></li> </ul>

Guidance	Action to avoid interactions in enclosed spaces
Avoiding interactions in an enclosed space	
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<ul style="list-style-type: none"> <li>- <i>Adequacy of windows and screen doors checked and there is suitable airflow available throughout the building.</i></li> <li>- <i>Number of air conditioners checked and there is an adequate number available based on the building size.</i></li> </ul>

Guidance	Action to avoid interactions in enclosed spaces
<p><b>Move as much activity outside as possible. Example: meetings, lunchbreaks</b></p>	<ul style="list-style-type: none"> <li>- <i>Weather permitting all breaks are taken outside.</i></li> </ul>

Guidance	Action to create workforce bubbles.
Create workforce bubbles	
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<ul style="list-style-type: none"> <li>- <i>We are limiting where possible, when staff are required to work at other sites records of this are taken on individual timesheets</i></li> </ul>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<ul style="list-style-type: none"> <li>- <i>Rosters reflect the new reception office layout which considers physical distancing. Shifts are staggered throughout the day.</i></li> </ul>
<p><b>Communication to workers to get tested and stay home if they become unwell.</b></p>	<ul style="list-style-type: none"> <li>- <i>Weekly internal newsletter advises staff to get tested and stay home if they feel unwell.</i></li> <li>- <i>Process if a staff member is unwell can be found in the way we do business now.</i></li> <li>- <i>Signage is placed around the facility to inform customers to not enter if they feel unwell.</i></li> </ul>
<p><b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<ul style="list-style-type: none"> <li>- <i>All guests staying at the park are required to complete and sign a COVID declaration form/questionnaire before they can be checked into the park. All guests checking in must produce photo identification as part of the screening procedure.</i></li> <li>- <i>All staff are required to complete a COVID attendance register which includes a self-assessment. Staff are encouraged to stay home if they are unwell.</i></li> </ul>

Guidance	Action to create workforce bubbles.
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> <li>- All deliveries are handled outside the office in an open-air space.</li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
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"> <li>- Follow the East Gippsland Shire procedure for closure of facility.</li> <li>- Follow the parks COVID re-opening SWMS.</li> </ul>
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> <li>- Guest registration forms/questionnaires and staff/visitor attendance logs are readily available for the purpose of contact tracing.</li> </ul>
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"> <li>- Follow the confirmed case of COVID-19 cleaning procedure. Guidelines provided by DHHS and available through Councils Intranet Axis or Pandemic Projects Coordinator.</li> <li>- Appendix 1 of Council's organisational response plan, East Gippsland – The Way We Do Business Now, documents Council's procedure for responding to cases of suspected or confirmed cases of COVID-19.</li> </ul>
Prepare for how you will manage a suspected or confirmed case in an worker during work hours.	<ul style="list-style-type: none"> <li>- Appendix 1 of Council's organisational response plan, East Gippsland – The Way We Do Business Now, documents Council's procedure for responding to cases of suspected or confirmed cases of COVID-19.</li> </ul>

Guidance	Action to prepare for your response
<p><b>Prepare to notify workers and site visitors (including close contacts)</b></p>	<ul style="list-style-type: none"> <li>- <i>Appendix 1 of Council's organisational response plan, East Gippsland – The Way We Do Business Now, documents Council's procedure for responding to cases of suspected or confirmed cases of COVID-19.</i></li> <li>- <i>Notify the appropriate authorities so that contact tracing can commence. Notify as advised by the appropriate authorities.</i></li> </ul>
<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>	<ul style="list-style-type: none"> <li>- <i>Notification of a positive case will occur by the Risk Management Team as per the procedure for responding to cases of suspected or confirmed COVID-19.</i></li> </ul>
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<ul style="list-style-type: none"> <li>- <i>Follow the parks re-opening procedure. Document 8664299 stored on council internal document system ECM Dataworks.</i></li> </ul>

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



Signed

Name- Kris Wain – Manager Council Enterprises

Date- 18 November 2020



