

COVIDSafe Plan

Prepared 30 April 2021

About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to safely reopen, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

In order to be compliant with public health direction:

- All businesses in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing this COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

If you are in a high-risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at vic.gov.au.

Your COVIDSafe Plan

Business name: [BlueRock Services Pty Ltd](#)

Plan completed by: [Sabrina Del Borrello, People & Culture Manager](#), and [Kate Masterton, Operations Manager](#)

Date reviewed: [30 April 2021](#).

1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

Action:

[Government provided signage at the office reminding people to socially distance.](#)

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

Action:

Signage displayed in all shared indoor spaces such as kitchens, breakout rooms and meeting rooms depending on how big the space is, to indicate how many people can be in the space at one time.

Requirements: You should provide training to workers on physical distancing expectations while working and socialising. This should include –

- Informing workers to follow current public health directions when carpooling. This can be found at (hyperlink) [vic.gov.au](https://www.vic.gov.au)
- Informing workers to work from home wherever possible

Action:

Regular communication and reminders will be delivered via a variety of means to remind workers of physical distancing requirements including;

- A reminder in the JotForm registration form which workers are required to complete upon entering our office premises.
- Via regular email correspondence.
- Government provided signage at the office.

2. Wear a face covering

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own. As per guidelines effective 26/03/2021:
 - Wearing a face mask is only mandatory on public transport, while in taxis or ride share vehicles.

Action:

BlueRock will keep spare masks at Level 16 Reception and Level 15 entry.

Requirements:

- You should install screens or barriers in the workspace for additional protection where relevant.

Action:

Floor markings and clear line in front of Reception will ensure visitors are socially distancing.

Government provided signage ensures workers are aware a face mask is compulsory at work.

Requirements:

- You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.
- You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

Action:

Government provided signage provides instructions about the correct way to wear and dispose of face masks.

3. Practise good hygiene

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

Action:

Daily cleaning is conducted via external cleaners.

Additional cleaning supplies, such as antibacterial wipes, is available for staff to utilise in all kitchens and meeting rooms.

Regular communication and reminders will be delivered via a variety of means to remind workers of hygiene requirements including;

- A reminder in the JotForm registration form which workers are required to complete upon entering our office premises.
- Via regular email correspondence.
- Government provided signage at the office including special bathroom posters and posters before workers or visitors enter the office.
- Regular reinforcement of instructions to ensure workers keep to a specified workspace; travelling between floors is discouraged.

You should display a cleaning log in shared spaces.

Action:

Cleaning log created for internal staff to ensure communal and high traffic areas are disinfected daily ie. stairwell, handrails, meeting room door handles, meeting room tables).

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Action:

Hand sanitising units are installed at all entries to our office.

Hand sanitiser is also available at Reception and in all kitchens.

Hand sanitiser and soap is available in all toilets with government provided signage clarifying best practice hand washing hygiene.

Cleaning stations are available for staff to keep their workstations regularly clean and disinfected.

Disinfectant wipes are available in all meeting rooms.

4. Keep records and act quickly if workers become unwell

Requirements: You must support workers to get tested and stay home even if they only have mild symptoms.

Action:

Regular communication and reminders will be delivered via a variety of means to remind workers of the requirement to not attend our workplace if they have any symptoms, including;

- Regular email correspondence.
- Government provided signage at the office reminding staff of symptoms.
- Whilst we don't currently keep daily records of staff registered to attend our office in line with Agile work practices, we do know who attends our offices or works remotely and will be poised to act should an incident occur at work by contacting all staff (via email and Burst SMS).

Requirements: Support workers to get tested and stay home even if they only have mild symptoms.

Requirements: You must develop a business contingency plan to manage any outbreaks. This includes –

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

Action:

We have notification processes in place to ensure close contacts can immediately be notified of any exposure risk.

People & Culture Manager and Chief Operating Officer closely monitor office attendance and CovidSafe Plan compliance and are aware of reporting obligations to the DHSS and WorkSafe Victoria should a positive case be presented.

Operations Manager able to adjust daily cleaning schedule or organise additional worksite cleaning in the event of a positive case.

Should a positive case be identified the BlueRock office will close and workers will be instructed to work from home.

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Action:

Maintaining Jot Form register of employees or any workers who attend the office to ensure close contacts; including their families, can immediately be notified of any exposure risk.

Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.

Action:

Not applicable due to the low volume of workers at the BlueRock office.

The JotForm registration form which workers are required to complete upon entering our office premises of obligations asks employees/visitors if they are experiencing Covid symptoms including a temperature.

5. Avoid interactions in enclosed spaces

Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include –

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Action:

Regular communication and reminders will be delivered to workers via:

- A reminder in the JotForm registration form which workers are required to complete upon entering our office premises.
- Regular email correspondence.
- Government provided signage at the office including special bathroom posters and posters before workers or visitors enter the office.
- Regular reinforcement of instructions to ensure workers keep to a specified workspace; for example; travelling between floors is discouraged.

6. Create workforce bubbles

Requirements: You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Action:

Not applicable

Requirements: You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

Action:

Not applicable

If your industry is restricted or heavily restricted, you must also:

- Limit or cease the number of workers working across multiple work sites.
- Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.