

# COVIDSafe Plan

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

## Our COVIDSafe Plan

Business name:	Unmanned Caravan Parks – East Gippsland Shire Council
Site location:	Cann River Rainforest Caravan Park, 7536 Princes Highway, Cann River Genoa Camp Park, Park Road, Genoa
Contact person:	Angela Printz
Contact person phone:	0438 143 566
Date prepared:	3/8/20

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> .	- Signage to be installed at amenities blocks
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff and customers.	- install conditions of entry signs and where required density quotient signs in the amenities
Configure communal work areas and publicly accessible spaces so that: <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> Also consider installing screens or barriers.	<ul style="list-style-type: none"> <li>- Amenities signed with maximum number of people permitted</li> <li>- Works Crew screened by own Supervisor</li> <li>- Amenities to be closed to guests during cleaning</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>	<p>Not applicable</p>
<p><b>Minimise the build up of workers waiting to enter and exit the workplace.</b></p>	<p>Not applicable</p>
<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>	<p><i>- Any works conducted on site can only be done on-site</i></p>
<p><b>If industry is classified as restricted or heavily restricted have no car pooling.</b></p>	<p>Not applicable</p>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<p><i>- Works Crew training provided by Works Supervisor</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Face masks – Wear a face covering</b>	
<p>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</p>	<ul style="list-style-type: none"> <li>- Park is un-manned, any PPE on site is for cleaning staff only</li> <li>- Face coverings to be worn by guests and visiting staff as per DHHS directive</li> </ul>
<p>Identify other measures in place to for additional protection. Example: screens or barriers.</p>	<p>Not applicable</p>
<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>- Signage to educate staff and visitors are located in amenities and other appropriate areas</li> <li>-Condition of entry signage to include do not enter if unwell</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene – Practise good hygiene</b>	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> <li>- Cleaning scheduled by Works Supervisor Omeo/Mallacoota and contract cleaners during peak period</li> <li>- Cleaning to be increased for peak period as per usual practises</li> </ul>
<p>Identify which products are used for thorough cleaning. Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> <li>- Cleaning supplies provided and stored on site</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>- Internal Rubbish bins to be open (lidless)</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>- Cleaning staff to keep record of 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 and/or soap will be available in the amenities block</li> <li>- Council and/or contract cleaners will ensure there are adequate supplies of hand soap or sanitiser</li> <li>- Hand washing signs installed at all basins</li> <li>- Rubbish bins are provided in all toilets, and at appropriate locations around the 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>- Hand sanitiser and/or soap will be available in the amenities block</li> <li>- Good hygiene signage is displayed in the amenities block</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>- Signage to educate staff and visitors are located in amenities and other appropriate areas</li> <li>-Condition of entry signage to include do not enter if unwell</li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<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>- Regular schedule for maintenance/ cleaning staff Contractors in school holidays</li> <li>- Site inspection Monthly</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>- Use Elumina to report hazards and incidents</li> <li>- Monthly site inspection</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>	<p>Not applicable</p>
<p><b>Establish a process to record the attendance of workers: Staff training records</b></p>	<ul style="list-style-type: none"> <li>- Maintenance and Cleaning staff to keep record of site attendance</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>- Regular schedule for maintenance/ cleaning staff</li> <li>- Contractors in school holidays</li> <li>- Site inspection Monthly</li> </ul>

Guidance	Action to avoid interactions in enclosed spaces
<p>Avoiding interactions in an enclosed space</p>	
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<ul style="list-style-type: none"> <li>- Amenities windows to remain ajar to enhance airflow</li> </ul>

Guidance	Action to avoid interactions in enclosed spaces
<p><b>Move as much activity outside as possible. Example: meetings, lunchbreaks</b></p>	<p><i>- Only tasks required to be undertaken inside are conducted inside</i></p>

Guidance	Action to create workforce bubbles.
<p>Create workforce bubbles</p>	
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p><i>- Works Crew work together in low-risk sites practising covid safe practises</i></p>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p><i>- Works Crew work together in low-risk sites practising covid safe practises</i></p>
<p><b>Communication to workers to get tested and stay home if they become unwell.</b></p>	<p><i>- Works Crew communication by own Supervisor</i></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><i>- Works Crew screened by own Supervisor</i></p>

Guidance	Action to create workforce bubbles.
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p>Not applicable</p>

Guidance	Action to prepare for your response
<p><b>Preparing your response to a suspected or confirmed COVID-19 case</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>	<p>- <i>Outbreak added to Emergency Management Procedure document</i></p>
<p><b>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</b></p>	<p>- <i>Staff records from Works Supervisor Omeo/Mallacoota</i></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>	<p>- <i>Refer to re-opening plans</i></p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</b></p>	<p>- <i>Refer to Outbreak page of EMP</i></p>

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>- Regularly update staff contact lists</li> <li>- Commercial Business Staff will communicate with staff and site visitors if there is a confirmed case</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>- Notify Councils Risk Team who will notify Work Safe Victoria</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>- Liaise with DHHS through Councils Risk Team to gain approval to re-open</li> <li>- Commercial Business staff to enact re-opening plan</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: 1 December 2020