

# 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 January 2021

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>	
<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>.</b>	<ul style="list-style-type: none"><li>- <i>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</i></li></ul>
<b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff and customers.</b>	<ul style="list-style-type: none"><li>- <i>Floor markings will be placed on the park reception floor including arrows and signs.</i></li></ul>
<b>Configure communal work areas and publicly accessible spaces so that:</b> <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> <b>Also consider installing screens or barriers.</b>	<ul style="list-style-type: none"><li>- <i>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.</i></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 would be 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>Two up protocol in place in Council vehicles, on the basis that masks must be worn by driver and passenger for the duration of the journey as well as other hygiene requirements must be followed such as wipe down on entry and wipe down on exiting the vehicle with appropriate cleaning products; passenger to be diagonally placed across from the driver; windows to be down.</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> <li>- <i>Staff have been provided with clear advice to strictly follow physical distancing requirements. Work activities have been modified to ensure the minimum amount of staff have any contact with each other and the public.</i></li> <li>- <i>Signage around all Council workplaces displaying 'how to' comply with social distancing.</i></li> <li>- <i>Weekly reminders through the Staff COVID-19 Newsletter. The importance and efficacy of social distancing at all times is always highlighted in this messaging.</i></li> </ul>

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>- PPE is located in reception area for indoor staff and all store rooms/work shed for outdoor staff</li> <li>- Supplies of face covering (fitted face masks) and required PPE is available at this site for staff to use.</li> <li>- Visual reminders are placed throughout.</li> <li>- All staff entering the building are required to wear a face covering and keep it in place at all times unless a lawful exception applies or at times when it is impractical for them to do so (e.g. when eating, drinking, or dealing with a person who has communication difficulties).</li> </ul>
<p>Identify other measures in place to for additional protection. Example: screens or barriers.</p>	<ul style="list-style-type: none"> <li>- Temporary barrier placed at front counter to promote physical distancing.</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>- How to use face coverings and PPE video provided to staff and available on our Intranet site.</li> <li>- A Safe Operating Procedure (SOP) has also been created for wearing face masks correctly (including washing for reusable masks and disposal of single use masks).</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>- 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>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Identify which products are used for thorough cleaning. Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>- <i>Products in use include: Kleenbreak, bleach, Chlorokleen, Spice Proof, K55 detergent, Premium Hand Cleaner and Airfresh</i></li> <li>- <i>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.</i></li> </ul>
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>- <i>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.</i></li> <li>- <i>All high touch communal items (reception till) have a cleaning process after use in place.</i></li> <li>- <i>Personal items are encouraged in tearoom areas to reduce communal use.</i></li> </ul>
<p><b>Provide and keep records of cleaning logs. To identify when cleaning has been performed.</b></p>	<ul style="list-style-type: none"> <li>- <i>Reception area has a daily cleaning tick sheet. All amenities blocks have their own cleaning logs</i></li> </ul>
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>- <i>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.</i></li> <li>- <i>Hand soap stations are installed inside all amenity blocks and kitchens throughout the caravan park.</i></li> <li>- <i>Signage is in clear view promoting hygiene.</i></li> </ul>
<p><b>Provide and promote hand sanitiser and good hygiene for use by customers on entry to businesses.</b></p>	<ul style="list-style-type: none"> <li>- <i>Signage includes: Wash your hands regularly, reduce your risk of coronavirus, contactless payments encouraged.</i></li> </ul>
<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>- <i>How to use face coverings and PPE video provided to staff and available on our Intranet site.</i></li> <li>- <i>A Safe Operating Procedure (SOP) has also been created for wearing face masks correctly (including washing for reusable masks and disposal of single use masks).</i></li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<p><b>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.</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> <li>- <i>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 – QR Codes preferred, with paper back-up only as necessary.</i></li> </ul>
<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>Council's intranet has been used for messaging during alternative work arrangements to ensure OHS reporting continues, and advice that any working from home incident needs to be reported as per normal business process.</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 ELMO.</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> <li>- <i>QR Code system in place with paper back-up only to be used as necessary due to QR system failure or being unable to connect..</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>All air conditioners will be adjusted to "fresh air" setting or similar setting to stop recirculating air as necessary.</i></li> </ul>
<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>

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

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>A specific COVID-19 suspected case response has been prepared as part of 'The Way We Do Business Now' strategy. Council's Business Continuity Plan in place. Plans to react and respond to changes in operating circumstances as a result of the pandemic are in place in respect of individual business units.</i></p>
<p><b>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</b></p>	<p><i>Staff and visitor records are taken and kept as per the DHHS guidelines. The COVID-19 registers are stored in the nominated file in the company's filing system so they can be located and accessed in the event they are needed. QR Codes are used company-wide at all sites.</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>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></p>

Guidance	Action to prepare for your response
<p><b>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</b></p>	<p><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></p>
<p><b>Prepare to notify workers and site visitors (including close contacts)</b></p>	<p><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></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>	<p><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></p>
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<p><i>Process identified in Council's The Way We Do Business Now Covid Plan in Appendix 1 – Procedure for managing illness during COVID-19 pandemic Step 4.</i></p>

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

Signed

Name

Date