

COVIDSafe Plan

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

Our COVIDSafe Plan

Business name:	East Gippsland Shire Council
Site location:	Mallacoota Foreshore Holiday Park
Contact person:	Tegan Vanderslik
Contact person phone:	5158 0300
Date Prepared/Reviewed:	11 January 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing – you must ensure workers and visitors are 1.5 metres apart	
<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 ‘four square metre’ rule.</p>	<ul style="list-style-type: none"> - Signage outlining the maximum number of people allowed inside at any given time has been placed at the entry point of all indoor congregation spaces including the park reception building, camp kitchen and laundries.
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff and customers.</p>	<ul style="list-style-type: none"> - Floor markings and arrows have been placed on the park reception floor 1.5m apart indicating where to stand when checking in to the park. - Workstations have been measured and spaced 1.5M apart.
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> - The park reception area has been configured to reduce the number of staff and guests inside at any one time based on the four-square metre rule and 1.5M distance. Separate signed entry and exit points have been created and the reception area has been separated from the building’s library and visitor information spaces. - 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 based on the four-square metre rule. - Trestle tables have been placed in between the reception counter and service area to reduce the risk of guests leaning over the reception counter. - Perspex screens have been installed on the reception counter as a barrier in between guests and staff members.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<ul style="list-style-type: none"> - <i>All workstations are separated 1.5M apart and are not positioned opposite one another.</i>
<p>Minimise the build-up of workers waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> - <i>Shift start times are staggered throughout the day so there is no build-up of workers waiting to enter and exit the workplace.</i>
<p>Reduce worker levels onsite in accordance with restriction level. Example: if you can work from home you must work from home</p>	<ul style="list-style-type: none"> - <i>Worker levels onsite in the park reception area have been reduced in accordance with the four square metre rule.</i>
<p>If industry is classified as restricted or heavily restricted have no car-pooling.</p>	<ul style="list-style-type: none"> - <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>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> - <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> - <i>Signage around all Council workplaces displaying 'how to' comply with social distancing.</i> - <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>

Guidance	Action to mitigate the introduction and spread of COVID-19
Face masks – Wear a face covering	
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"> - Surplus stock of face coverings, cleaning gloves, cleaning chemicals and hand sanitiser is readily available for staff to use whilst at work. These are stored securely at the park office and cleaning storerooms at each of the parks' amenity blocks. - 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).
Identify other measures in place to for additional protection. Example: screens or barriers.	<ul style="list-style-type: none"> - Guests visiting the park are required to complete a self-assessment declaration form upon check in. The COVID declaration form acts as a self-assessment tool and lists the contact details of all guests staying onsite at the holiday park. - Contactless payments are encouraged at reception. - Perspex screens are installed on the reception counter - Trestle tables are installed in front of the reception counter
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"> - How to use face coverings and PPE video provided to staff and available on our Intranet site. - 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).

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene – Practise good hygiene	
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"> - The cleaning schedule for all park communal areas has been increased to a minimum of two full cleans per day. - 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. - High touch areas such as the reception check in counter and entry doorways are sanitised using alcohol wipes at regular intervals throughout the day. - Surplus clean pens are provided on the trestle tables in front of the reception counter - Trays are provided for used pens which are then sanitized using alcohol wipes.
Identify which products are used for thorough cleaning. Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> - Cleaning supplies are ordered in surplus and a large surplus stock of cleaning chemicals are always available onsite stored in the parks amenity block store rooms and bulk storage rooms. - The parks amenity blocks are cleaned daily using chloroclean which is a bleach-based cleaning product applied using a hydrofoam sprayer to provide full coverage and sanitisation of all areas which are then scrubbed and hosed. - General purpose cleaning products including disinfectant, window cleaner, toilet cleaner and air freshener are used for secondary cleans of all communal spaces and kitchens. - Alcohol wipes are used for cleaning high touch surfaces in the parks' reception areas. - Hand soap is provided inside all park amenity blocks and kitchens. - Hand sanitiser is provided at the parks reception entry point and inside reception at the guest check in point and at all staff work spaces.

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"> - <i>The park has removed public use computers from its reception area.</i> - <i>All high touch communal items (reception till) have a cleaning process after use in place.</i> - <i>Containers for used pens are placed on the trestle tables in front of the reception counter.</i>
<p>Provide and keep records of cleaning logs. To identify when cleaning has been performed.</p>	<ul style="list-style-type: none"> - <i>Cleaning time logs are completed by staff members after each clean is completed and they are displayed on the amenity block doors. Cleaning time logs are checked regularly by the park supervisor.</i>
<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"> - <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> - <i>Hand soap stations are installed inside all amenity blocks and kitchens throughout the caravan park.</i> - <i>Signage has been installed on the reception counter and at the entry of all amenity blocks and kitchens promoting good hygiene.</i>
<p>Provide and promote hand sanitiser and good hygiene for use by customers on entry to businesses.</p>	<ul style="list-style-type: none"> - <i>Signage has been installed on the reception counter and at the entry of all amenity blocks and kitchens promoting good hygiene.</i> - <i>Sanitise hands here signage has been placed at the reception entry point</i> - <i>Conditions of entry signage has been placed at the reception entry point</i>
<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"> - <i>How to use face coverings and PPE video provided to staff and available on our Intranet site.</i> - <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>

Guidance	Action to ensure effective record keeping
Record keeping	
<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"> - <i>Guest details are recorded in the parks reservation system including their name, address and telephone number. Email addresses are also requested whenever possible.</i> - <i>Check in and check out times are recorded in the parks reservation system.</i> - <i>All guests complete a COVID registration form/self-assessment on check in and are required to list their name and telephone number, along with all other people staying on their site.</i> - <i>All staff members and anyone else attending the building for a period of 15 minutes or longer is required to log in via QR Code, in the event the QR system is down, fill in an attendance register with their name, telephone number, date and times onsite.</i> - <i>COVID registration forms are uploaded into Dataworks and physical copies are destroyed after 28 days.</i>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> - <i>All staff have been trained on how to use the workplace OHS reporting system Elumina.</i> - <i>How to guides are located on the councils intranet Axis for reference.</i>
<p>If industry is classified as restricted or heavily restricted have staff and visitors declare they are free of symptoms before entering the building.</p>	<ul style="list-style-type: none"> - <i>All guests complete a self-assessment declaration form upon check in declaring they are free from symptoms prior to entering the park.</i> - <i>All staff members are required to complete a facility attendance log for each shift worked. The facility attendance log includes a self-assessment to declare they are free of symptoms prior to commencing work.</i>
<p>Establish a process to record the attendance of workers: Staff training records</p>	<ul style="list-style-type: none"> - <i>Staff training records are saved in ELMO</i> - <i>Staff COVID SWMS for reopening is signed and dated by staff after completing.</i>
<p>Establish a process to record the attendance of workers: Staff rosters and working locations</p>	<ul style="list-style-type: none"> - <i>Rosters are provided to staff members fortnightly in advance.</i> - <i>Rosters are stored digitally in the shared H drive.</i> - <i>A QR Code system is in place.</i>

Guidance	Action to avoid interactions in enclosed spaces
Avoiding interactions in an enclosed space	
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> - Adequacy of windows and screen doors checked and there is suitable airflow available throughout the building. - Number of air conditioners checked and there is an adequate number available based on the building size. - Air conditioners are adjusted as required each day.
<p>Move as much activity outside as possible. Example: meetings, lunchbreaks</p>	<ul style="list-style-type: none"> - Meetings are conducted using skype, teams or zoom.

Guidance	Action to create workforce bubbles.
Create workforce bubbles	
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> - Due to Mallacoota's remote location staff employed at the Holiday park are not employed at other locations.
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> - Rosters reflect the new reception office layout which considers physical distancing. Shifts are staggered throughout the day.
<p>Communication to workers to get tested and stay home if they become unwell.</p>	<ul style="list-style-type: none"> - Weekly internal newsletter advises staff to get tested and stay home if they feel unwell. - Process if a staff member is unwell can be found in the way we do business now. - Staff are required to complete a self-assessment facility attendance log prior to commencing their shift declaring they are not unwell. - Staff are trained in the parks COVID-safe plan and SWMS for reopening - Staff are regularly reminded and encouraged by their direct supervisor to stay home and get tested if they feel unwell.

Guidance	Action to create workforce bubbles.
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> - 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 staff are required to complete a facility attendance register which includes a self-assessment. Staff are encouraged to stay home if they are unwell.
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> - All deliveries are handled outside the office in an open-air space whenever possible.

Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</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>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p><i>Guest registration forms/questionnaires and staff/visitor attendance logs are readily available for the purpose of contact tracing.</i></p> <p><i>East Gippsland Shire Council has also adopted the use of QR Codes.</i></p>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</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>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</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>Prepare to notify workers and site visitors (including close contacts)</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>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</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>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p><i>Process identified in Council's The Way We Do Business Now COVID-19 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