

COVIDSafe Plan

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

Our COVIDSafe Plan

Business name:	Swifts Creek Caravan Park
Site location:	11 McLarty Road, Swifts Creek
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Date prepared:	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	
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 .	- Signage to be installed at amenities block, Pavilion and BBQ
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"> • 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. Also consider installing screens or barriers.	<ul style="list-style-type: none"> - Amenities signed with maximum number of people permitted - Works Crew screened by own Supervisor - Amenities to be closed to guests during cleaning

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>	<p><i>Not applicable</i></p>
<p>Minimise the build-up of workers waiting to enter and exit the workplace.</p>	<p><i>Not applicable</i></p>
<p>Reduce worker levels onsite in accordance with restriction level. Example: if you can work from home you must work from home</p>	<p><i>- Any works conducted on site can only be done on-site</i></p>
<p>If industry is classified as restricted or heavily restricted have no car-pooling.</p>	<p><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>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><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></p> <p><i>Signage around all Council workplaces displaying 'how to' comply with social distancing.</i></p> <p><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></p>

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"> - Park is mostly un-manned, PPE on site is for cleaning staff only - Face coverings to be worn by guests and visiting staff as per DHHS directive - Council have provided supplies of disposable and re-usable face masks for visiting staff
Identify other measures in place to for additional protection. Example: screens or barriers.	<i>Requires input – no matching data on original document</i>
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><i>How to use face coverings and PPE video provided to staff and available on our Intranet site.</i></p> <p><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></p>

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"> - Cleaning scheduled for Monday and Friday - Cleaning to be increased for peak period
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 provided and stored on site

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>	<p>- Internal Rubbish bins to be open (lidless)</p>
<p>Provide and keep records of cleaning logs. To identify when cleaning has been performed.</p>	<p><i>Requires input – no matching data on original document</i></p>
<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"> - Hand sanitiser and/or soap will be available in the amenities block, BBQ area and Pavilion - Council will ensure there are adequate supplies of hand soap and sanitiser - Hand washing signs installed at all basins - Rubbish bins are provided in all toilets, and at appropriate locations around the park
<p>Provide and promote hand sanitiser and good hygiene for use by customers on entry to businesses.</p>	<ul style="list-style-type: none"> - Hand sanitiser and/or soap will be available in the amenities block, BBQ area and Pavilion - Council will ensure there are adequate supplies of hand soap and sanitiser - Hand washing signs installed at all basins - Rubbish bins are provided in all toilets, and at appropriate locations around the park
<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>	<p><i>How to use face coverings and PPE video provided to staff and available on our Intranet site.</i></p> <p><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></p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</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>	<p><i>Regular council maintenance/cleaning staff on Mondays and Fridays</i> <i>Contractors in school holidays</i> <i>General Store staff as required</i> <i>Site inspection Monthly</i></p>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Use Elumina to report hazards and incidents</i> <i>Monthly site inspection</i></p>
<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>	<p><i>Requires input – no matching data on original document</i></p>
<p>Establish a process to record the attendance of workers: Staff training records</p>	<p><i>Requires input – no matching data on original document</i></p>
<p>Establish a process to record the attendance of workers: Staff rosters and working locations</p>	<p><i>Requires input – no matching data on original document</i></p>

Guidance	Action to avoid interactions in enclosed spaces
<p>Avoiding interactions in an enclosed space</p>	
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>- Amenities windows to remain ajar to enhance airflow</i></p>
<p>Move as much activity outside as possible. Example: meetings, lunchbreaks</p>	<p><i>Requires input – no matching data on original document</i></p>

Guidance	Action to create workforce bubbles.
Create workforce bubbles	
Establish a system that ensures staff members are not working across multiple settings/work sites.	- Works Crew work together in low-risk sites practising COVIDSafe practises
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Not Applicable
Communication to workers to get tested and stay home if they become unwell.	<i>Requires input – no matching data on original document</i>
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	- Works Crew screened by own Supervisor - Park Guests must sign in on COVID declaration at the General Store
Review delivery protocols to limit contact between delivery drivers and staff.	Not Applicable

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	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.

Guidance	Action to prepare for your response
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p><i>Staff records from Works Supervisor Omeo Visitor records from General Store QR Codes in use</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 a 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>
<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 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