

COVID Safe plan

Our COVID Safe Plan

Business name: Castlemaine Community House
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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<ul style="list-style-type: none">• Hand sanitiser provided at entry point of building and in each classroom & office.• Hand soap and paper towel provided at all sinks through building.• Additional supplies have been purchased and stored in front office & cleaner's cupboard.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	Where possible, classroom and office doors are left open
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">• All staff have been provided with 3 ply disposable facemasks.• Additional supplies are kept in the front office.• Re-usable masks have been ordered and we are currently awaiting their arrival.

Guidance	Action to mitigate the introduction and spread of COVID-19
<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>Staff have access to all COVID-19 relevant documents via CCH network and documents have also been emailed to staff members.</p> <p>Government issued posters have been put up around the building and main office.</p> <ul style="list-style-type: none"> • “Keep distance.” • “Slowing the spread.” • “Cover your cough and sneeze.” • “Wash your hands regularly.” • “How to wear a face mask.”
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • Communal items (kettle, crockery, cutlery and amenities) have been removed from areas and all persons are encourage to bring their own coffee cup, cutlery etc.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<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"> • Staff clean & disinfect rooms before use – Chairs, Table tops, light switches, door handles etc – see cleaning checklist & procedures. • Workstations are not shared between staff and wiped down at the end of the day.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Each room has the following item: <ul style="list-style-type: none"> ○ Hand sanitiser. ○ Hospital-grade disinfectant spray. ○ Disinfectant aerosol spray ○ Paper towel and tissues. • Additional supplies are stored in the main office and cleaners cupboard.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<ul style="list-style-type: none"> • Majority of staff are working from home. <ul style="list-style-type: none"> ○ Have been provided with equipment if needed – laptop etc.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • All CCH staff members have assigned desk space. • Centrelink Agent rotates staff at the end of the week. workstation is cleaned and sanitised between use.
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> • All persons, including staff, who enter the building are required to complete an attendance declaration. For contact tracing purposes, they must include name, phone number & postcode and answer the following questions; <ul style="list-style-type: none"> ○ Have you been diagnosed with coronavirus COVID 19? ○ In the last 14 days, have you visited any country outside Australia? ○ In the last 14 days, have you been in close contact with someone who is a confirmed case of coronavirus COVID-19? ○ In the last 14 days, have you been in close contact with someone who is currently awaiting test results regarding coronavirus COVID-19?
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • Hallways, Centrelink and front office have markers on floor to help maintain social distance. • Classroom, when in use, are set up by CCH Staff in accordance with social distancing guidelines. • Sneeze guard has been placed at the front counter at reception • All rooms have maximum capacity's listed on doors: <ul style="list-style-type: none"> ○ Foyer - 2 ○ Reception/Office - 5 ○ Classrooms - 11 ○ Art Rooms - 10 ○ Art Studio - 10 ○ Kitchen - 8 ○ Nalderun Office - 5 ○ Store Room 5
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • Hallways, Centrelink and front office have markers on floor to help maintain social distance.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> • Workstation were already laid out this way prior to covid-19.
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • Building has designated entry and exit points. • No more than 2 people are allowed to enter at any one time. • Only staff, tutors, and those with appointments are allowed to enter CCH, building is closed to the general public.
<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"> • During business hours no more than 3 CCH staff members are present: <ul style="list-style-type: none"> ○ Centrelink Agent ○ Office Manager ○ Reception – only if additional assistance is required.
<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>	<p>Government issued posters have been put up in classrooms, hallways, toilets and communal areas and main office.</p> <ul style="list-style-type: none"> • “Keep distance.” • “Slowing the spread.” • “Cover your cough and sneeze.” • “Wash your hands regularly.” • “How to wear a face mask.”

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> • All persons who enter the building are required to complete an attendance declaration. For contact tracing purposes, they must include name, phone number & postcode. • Electronic copy is kept on file for 28 days while paper form is shredded in line with the privacy act.
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>Any minor breach of COVID-19 protocol and procedures is dealt with the same as critical incident. Staff are to notify management and complete and incident report.</p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>A business continuity plan is in place.</p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p>If required, electronic copies of attendance declarations will be provided to DHHS for contact tracing.</p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> • Where possible, classes, programs and services have been moved to online format. • Building is closed to the general public and those wanting to enter require an appointment. • Cleaning of frequently touched areas is undertaken by staff throughout the day. • Contracted cleaner continue to attend site twice a week.
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>CCH will refer to the COVID-19 outbreak policy currently in place.</p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>CCH will refer to the COVID-19 outbreak policy currently in place.</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>CCH will refer to the COVID-19 outbreak policy currently in place.</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>CCH will refer to the COVID-19 outbreak policy currently in place and follow directions from DHHS regarding reopening should an outbreak occur.</p>