

COVID Safe Plan

Southern Grampians Adult Education Inc.

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

Our COVID Safe Plan

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| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| 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. | <i>At all our worksites (Hamilton, Bendigo and Warrnambool) Hand Sanitiser is available in all rooms as well as all entrances. Soap and paper towel is available in staff and student kitchens and all toilets.</i> |
| Where possible: enhance airflow by opening windows and adjusting air conditioning. | <i>Air conditioning temperature has been adjusted. (Hamilton)</i> |
| 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. | <i>All staff, students and any visitors across all worksites are required to wear facemasks at all times and have been provided with adequate disposable facemasks. Facemasks and sanitiser are also in SGAE vehicles.</i> |

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| <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>As part of our Personal Development Training all staff have completed the COVID-19 Infection Control Training on the Australian Government Department of Health website. There is signage around the worksites of COVID-19 safe work practices.</i></p> |
| <p>Replace high-touch communal items with alternatives.</p> | <p><i>High touch communal items, such as tea & coffee have been replaced with individually wrapped items or are not in use.</i></p> <p><i>Screens and safety barriers have been put in place.</i></p> |

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| Cleaning | |
| <p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p> | <p><i>The Reception area is an area where there is a high touch surface and the kitchen areas for staff and students. There is disinfectant spray and paper towel available in these areas and they are sprayed and wiped before, during and after use on a frequent basis..</i></p> |
| <p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p> | <p><i>Adequate cleaning supplies are provided and available to all staff at all work sites.</i></p> |

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| Physical distancing and limiting workplace attendance | |
| <p>Ensure that all staff that can work from home, do work from home.</p> | <p><i>All staff are encouraged to work from home. The staff that need to work in the office, as their job cannot be done from home, work at their own work stations and wear masks, adhering to physical distancing and hygiene rules.</i></p> |
| <p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p> | <p><i>All staff have their own work stations and offices to work from. Staff are mandated not to work at other work sites or travel for work.</i></p> |
| <p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p> | <p><i>All staff at all work sites are instructed to stay at home if not feeling well. Upon arrival at work, staff have their temperature taken and recorded. External doors are locked to the public and the public are to ring and speak with reception to organise any deliveries.</i></p> |
| <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> | <p><i>All communal work spaces and meeting rooms were measured and signage put on the doors to these areas indicating the number of people allowed in these spaces. A protective screen was installed in the reception area.</i></p> |
| <p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p> | <p><i>Floor markings have been marked up on the floor in the reception area.</i></p> |
| <p>Modify the alignment of workstations so that employees do not face one another.</p> | <p><i>All staff have their own work stations and offices to work from.</i></p> |
| <p>Minimise the build up of employees waiting to enter and exit the workplace.</p> | <p><i>As there is minimal staff working at each of the worksites, this doesn't occur. If there was going to be a problem then there would be floor marking indicators for everyone to keep their distance.</i></p> |

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| <p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p> | <p>All staff and all worksites understand the physical distancing expectations and have lunch breaks at staggered times. HR Guidelines have been distributed to all staff on multiple occasions. There is also a Trainer Guide.</p> |
| <p>Review delivery protocols to limit contact between delivery drivers and staff.</p> | <p><i>If there are any deliveries to be made, there is a sign on the door for what the delivery person is to do. They are to ring reception to discuss then leave the package at the door.</i></p> |
| <p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p> | <p><i>There are minimal staff at each of the worksites and many of the staff are part time. There is a roster</i></p> |
| <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><i>There is signage in the reception area and scattered throughout the worksites.</i></p> |

| Guidance | Action to ensure effective record keeping |
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| <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> | <p><i>There are sign in and out books for all staff and visitors to the worksites. Details of visitors are recorded.</i></p> |
| <p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p> | |

| Guidance | Action to prepare for your response |
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| 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><i>Our Epidemic/Pandemic Policy outlines this</i></p> |
| <p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p> | <p><i>All staff and visitor books are clearly marked. If there was students onsite then the attendance records would assist with this.</i></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> | <p><i>There will be closures of some worksites and areas within the worksite in Hamilton will be closed. The building is professionally cleaned on a weekly basis.</i></p> |
| <p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p> | <p><i>The staff member would be isolated in the office space and then they would leave from the closes exit from the building to then go straight to their place of isolation.</i></p> |
| <p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p> | <p>If there was a confirmed case within one of the worksites, all staff at that worksite would be notified as soon as possible and a request for them to have a test and isolate until test results are returned. The worksite would be shut down and a COVID clean of the premises would be conducted. Worksafe would be notified.</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>WorkSafe would be notified at the earliest convenience of the positive confirmation.</p> |
| <p>Confirm that your workplace can safely re-open and workers can return to work.</p> | <p><i>Once all staff members at the infected site have got the all clear and the worksite has had a deep clean, then staff that need to work from the worksite would be able to do so, otherwise staff would be encourage to work from home as long as possible.</i></p> |

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed _____

Name _____

Date _____