

# COVIDSafe Plan – updated 2 February 2021

**39 Hammond St., Hamilton VIC 3300**

**14 Keck St., Flora Hill VIC 3550**

(using DHHS resource 23/9/2020)

At 2/2/2021 SGAE are not a restricted or heavily restricted industry

## 1. Ensure physical distancing

**Requirements: You must ensure workers and visitors are 1.5m apart as much as possible.**

### **Actions implemented:**

- Each enclosed area is labelled to show capacity at 4m<sup>2</sup> per occupant
- The 1.5m requirement is highlighted at staff, learner & visitor sign in
- Throughout the site the 1.5m social distancing requirement is included on signage
- For excursions and any staff sharing vehicles staff will check current VicGov public health directions that apply.
- Where 1.5m physical distancing cannot be met staff, learners & visitors need to wear a compliant face mask.
- A splash barrier is installed at the main Hamilton reception desk
- Shared workspaces, meeting rooms, break areas and classrooms are set up for people at 1.5+m spacing.
- Each staff member has their own workstation

## 2. Wear a face covering

**Requirements: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice.**

### **Actions implemented:**

- SGAE is providing adequate face coverings to learners and visitors that do not have their own at point of entry to a site
- When the 1.5m distancing cannot be achieved a facemask needs to be used.
- A splash barrier is installed at the Hamilton reception desk
- Staff and learners are instructed and guided on how to correctly fit, use and dispose of PPE. Supporting signage is throughout the sites.
- Worker and learners are advised cloth masks should be washed each day after use and if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

### 3. Practise good hygiene

**Requirements:** You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

**Actions implemented:**

- Appropriate cleaning products of detergent and disinfectant supplied in each work area.
- The reception & kitchen areas are sprayed and wiped before, during & after use.
- High-touch communal items have been replaced with hygienic alternatives, for example single-use staff and student tea room supplies.
- Shared workspaces, meeting rooms and classrooms set up for people at 1.5+m spacing.
- Each staff member has their own workstation
- Liquid soap at wash basins and hand sanitiser are available for all workers, learners and visitors throughout the worksite and sign in sheet and signage specify regular handwashing.
- Cleaning log is located behind front reception

### 4. Keep records and act quickly if workers become unwell

**Requirements:** You must support workers to get tested and stay home even if they only have mild symptoms.

**Action implemented:**

- All staff are instructed to stay at home if not feeling well and if they have any suspicion of Covid-19 symptoms of exposure are required to get tested and await negative results before returning to work.

**Requirements:** You must develop a business contingency plan to manage any outbreaks.

**Action implemented:**

- The SGAE BPP001 Epidemic-Pandemic Policy outlines our policy and procedure in this area.
- A user group of an SGAE premises is required to submit their own organisations COVIDSafe plan that meets or exceeds this SGAE plan

**Requirements:** You must keep records of all people who enter the workplace for contact tracing.

**Action implemented:**

- Log of all people kept by reception at Hamilton and staff at Bendigo & Warrnambool. In the instance were a site is accessed by a group outside of reception ours that group must record all attendances at site per the SGAE requirements of;
  - o Time of arrival & departure, visitor contact details, forehead temperature

**Requirements:** You should implement a screening system that involves temperature checking upon entry into a workplace.

**Action implemented:**

- Log of all people's temperature recorded at sign in

## 5. Avoid interactions in enclosed spaces

**Requirements:** You should reduce the amount of time workers are spending in enclosed spaces.

**Actions taken:**

- Staff and students are encouraged to take their breaks in the outside spaces

## 6. Create workforce bubbles

**Requirements:** You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

**Action:**

- Travel of workers between operational sites is being kept to the minimum for SGAE to operate effectively.

**Requirements:** You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

**Action taken:**

Not applicable to SGAE

**Requirements:** You should provide training to workers on physical distancing expectations while working and socialising.

**Action taken:**

- Staff & learners have had explained to them the strategies and work/study practice changes that maintain physical distancing
- Staff are supported in reinforcing messaging to peers and learners that physical distancing needs to be maintained during work and during social interactions
- Staff and learners have been educated on hand and cough hygiene, including how to wash and sanitise their hands correctly
- Staff and learners are informed it is important to not attend SGAE if unwell
- Staff and learners are informed to follow current public health directions when carpooling
- Up to date signs are displayed showing the Victorian health advice on the use of face coverings and PPE
- SGAE will adapt working and study arrangements as required to enable these to occur from home
- Management regularly assess staff and students in attendance at the SGAE to determine whether they are required to be there