

# COVIDSafe Plan

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Business name: **Underbool Linga Memorial Hall Reserve Committee of Management**

NB: Underbool Linga Memorial Hall is referred to as “the Hall” in this document.

## 1. Ensure physical distancing

**Requirements:** You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

**Action:**

- Use floor markings to provide minimum physical distancing guides where necessary eg. entrances, kitchen service areas
- Allocate different doors for entry and exit if numbers attending warrant this.
- Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit

**Requirements:** You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

**Action:**

- Keep up to date with DHHS density limits
- Display current density limits in each area of the hall
- Advise hirers to arrange furniture to ensure physical distancing
- Advise hirers to comply with relevant density quotient and signage requirements displayed

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

- Informing workers to follow current public health directions when carpooling. This can be found at ([hyperlink](https://www.vic.gov.au)) vic.gov.au
- Informing workers to work from home wherever possible

**Action:**

- Make covid safe plan available to hirers, ensure they are aware of strategies eg/ furniture placement, density limits and physical distancing requirements while at the Hall
- Onus is on the individual hirer / volunteer / visitor / worker to ensure their compliance with Covid safe physical distancing and density requirements

## 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. This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

### **Action:**

- Display information on the current DHHS requirement for face coverings
- Encourage / advise all visitors to the Hall to comply with current DHHS requirements for face coverings
- Masks are not to be left on any furniture when removed for eating and/or drinking. They are to be secured in a pocket or bag when not being worn on the face.

## 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.

### **You should:**

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts
- You should display a cleaning log in shared spaces.

### **Action:**

- Identify high touch surfaces (keypad of key safe, door and cupboard handles, kitchen counters, light switches, fridge handles, chair arms, taps and toilet flush buttons)
- Clean after each hire group
- Provide information about workplace cleaning schedule and how to use cleaning products to those cleaning
- Supply products required for thorough cleaning
- Monitor supplies of cleaning products and regularly restock
- A cleaning log is on site and regularly checked

**Requirements:** You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

### **Action:**

- Hand sanitiser stations are located at entry/exit at the Hall.
- Rubbish bins are available to dispose of paper towels, disposable items
- Ensuring adequate supplies of soap, sanitiser and paper towel
- Display posters on hand and cough hygiene, including how to wash and sanitise hands correctly

## 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:**

- Display posters with DHHS advice 'if unwell with covid type symptoms Get tested and stay at home until negative test result is received'.
- Display **PLEASE DO NOT ENTER** this building even if you are only slightly unwell with any Covid type symptoms.

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

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period
- Having a plan in place to clean the worksite (or part) in the event of a positive case
- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace
- Having a plan in the event that you have been instructed to close by DHHS
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

**Action:**

- If there is a suspected case identified at the Hall, using appropriate PPE for both assistant and unwell person -
  - \* isolate the person from others present,
  - \* immediately advise Hall committee (contact number in the attendance registration folder)
  - \* using the form in the registration folder note:
    - who the person has had close contact with in the Hall and for how long the contact lasted,
    - where the person has been in the Hall
    - how long they have had symptoms
  - \* ensure the person can return home safely, or is taken to a medical facility for help if needed, avoiding physical contact with others. Encourage the unwell person to get Covid tested and stay home until a negative result is received or until officially cleared.
  - \* cordon off any areas where the person was present, open windows or doors to outside areas if available and close affected area(s) to all other people until cleaning and disinfection has been done
- \* If a positive case is identified while at the Hall, follow steps for suspected case above and notify DHHS (Coronavirus hotline **1800 675 398**) requesting support in notifying any other relevant attendees on the register. Supply DHHS with relevant records for contact tracing upon request.
  - \* If the person is an employee of another entity, notify the other entity for them to follow through with Worksafe
  - \* Arrange for deep clean of the required area as per DHHS guidelines
  - \* Comply with any DHHS directives re. closure/reopening the premises that may arise from a positive case incident
  - \* If closure required, check further bookings and notify of cancellation as necessary

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

**Action:**

- Establish a process to collect records from all visitors to the Hall (including labour hire, external contractors, cleaners, delivery drivers) recording date of visit, first name, phone number, entry time and declaration of being well having no covid symptoms.
- provide at entry points-
  - \* QR code registration (preferred)
  - \* manual register
- **Keep up to date with information on protocols for collecting and storing information**



## 5. Avoid interactions in enclosed spaces

Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include –

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

**Action:**

- Ensure that windows and air conditioning are set for optimum air flow
- Open doors and/or windows when practical to do so
- At least one door at entry or exit of the toilet corridor must be left open to facilitate better airflow in this space
- Encourage use of outdoor space where possible and safe to do so.

This Covid Safe plan has been approved by the Underbool Linga Memorial Hall Reserve Committee of Management on

Date: ..... 10 . 02 . 2021 .....

Name... .. Ron Jackson - President.....

Signature .....  .....

Contact number ...0427 946 394.....

Name ..... Helen Gloster - Secretary.....

Signature .....  .....

Contact number ...0428 390 991.....