

COVID Safe plan

Our COVID Safe Plan

Business name:	Bulleen Art and Garden
Site location:	6 Manningham Road West, Bulleen
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Date prepared:	5 th August 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<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"> • <i>Hand washing stations located in washroom facilities, washroom entrance, staffroom entrance, locker room, classroom and landscape supplies yard</i> • <i>Hand sanitiser stations located at entrance, all registers, all workstations, lunchroom, washroom foyer entrance/exit</i> • <i>Instructional hand washing guideline signage displayed in key locations</i>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> • <i>Use split system air conditions in lunchroom, classroom and offices and/or keep windows and doors open (weather dependent)</i> • <i>Maintain airflow through shop space</i>
<p>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.</p>	<ul style="list-style-type: none"> • <i>Continue to provide a combination of reusable and disposable facemasks</i> • <i>Provide face shields as an alternative for staff who find wearing masks inappropriate</i>

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>	<ul style="list-style-type: none"> • <i>Instructional 'good hygiene practice' signage displayed in key locations</i> • <i>Instructional 'how to wear a mask' signage displayed in key locations</i>
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • <i>Limit use of high-touch communal items</i> • <i>Allocate workstations and equipment to individual employees when practical</i>

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"> • <i>Roster a staff member to disinfect all high uses surfaces including doorknobs and benchtops.</i> • <i>Wipe down using disinfectant spray phones and high use surfaces regularly.</i> • <i>Provide disinfectant at each of the counters for the regular wiping down of high use surfaces (such as the eft machine and cash register).</i>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • <i>Allocate responsibility to maintain stock of cleaning products to office manager</i>

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"> • <i>Review roles and tasks carried out by staff, determine if any roles can be adapted to be performed at home</i>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • <i>BAAG is a single site business.</i> • <i>Declaration form distributed to all staff to declare they have not worked across multiple sites</i> • <i>Delivery drivers trained in COVIDsafe delivery procedures</i>
<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"> • <i>Communicate with staff that if they unwell at all they must not come in to work</i> • <i>Provide for use of a forehead thermometer</i>
<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"> • <i>Display and enforce the maximum occupancy of each enclosed workspace</i> • <i>Use classroom as additional office space</i> • <i>Reconfigure lunchroom</i> • <i>Screens and barriers installed at counters</i>
<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"> • <i>Floor markings installed in counter and high service areas</i>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> • <i>All workstations configured to create adequate space between workstations</i>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • <i>Limit access to clock-on room to one person in the area</i> • <i>Individual cards used for each staff member</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • Continue staff education and enforcement of BAAG COVID-19 policy and procedures.
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • Require delivery drivers to remain in their vehicle when not preparing for the loading/unloading of product • Limit access to site to only receival bays and areas where product is being actively unloaded
<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"> • Review work rosters in response to operational needs, alter where possible to reduce mixing of staff across different shifts
<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>	

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"> • Records are not required for customers • Maintain a record of all individuals (except customers) who visit the site
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • Educate and direct staff to relevant BAAG general OH&S and COVID-19 specific Policies and Procedures

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>	<ul style="list-style-type: none"> • <i>Follow continuity plan as set out in BAAG's What to do if a staff member is diagnosed with COVID-19 documentation</i>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • <i>Provide list of staff members who worked at the same time as the person diagnosed</i> • <i>Provide record of all individuals (except customers) who visited the site</i>
<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"> • <i>Follow continuity plan as set out in BAAG's What to do if a staff member is diagnosed with COVID-19 documentation</i>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> • <i>Follow continuity plan as set out in BAAG's What to do if a staff member is diagnosed with COVID-19 documentation</i>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • <i>Use sms broadcast to text all staff and visitors to BAAG who may have had contact with the confirmed or suspected case</i>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> • <i>Follow continuity plan as set out in BAAG's What to do if a staff member is diagnosed with COVID-19 documentation</i>

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

Signed 

Name Paul McMorran

Date 5 August 2020