



## COVID Safe plan

### Our COVID Safe Plan

Business name: \_\_\_\_\_ WATCH DISABILITY SERVICES \_\_\_\_\_

Site location: \_\_\_\_\_ 13 Mountain Cres Mulgrave /4A Brough St \_\_\_\_\_  
Springvale \_\_\_\_\_

Contact person: \_\_\_\_\_ Bernadette Baillie \_\_\_\_\_

Contact person phone: \_\_\_\_\_ 0417502948 \_\_\_\_\_

Date prepared: \_\_\_\_\_ 1<sup>st</sup> April 2020 \_\_\_\_\_

Up dated ..... April, 2022

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>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.</b></p>	<p><i>Order through supplier extra supplies of hand soap, paper towels, and hand sanitiser. (Hunter)</i>  <i>Hand sanitiser placed in all buildings.</i>  <i>All toilets and eating areas.</i>  <i>Use closed bins for rubbish.</i></p>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<p><i>Doors and windows to be left open where possible.</i>  <i>At the end of the day ensure all program area doors are open for airflow, eg Sensory room.</i></p>
<p><b>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.</b></p>	<p><i>Source supplies of face masks, e.g. Chemists</i>  <i>Ensure all staff wear facemasks throughout the day, in line with Government guidelines</i>  <i>Disposable gloves and tissues placed in all buildings for staff/Client use.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>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).</b></p>	<p><i>All staff have completed on line training in infection control (DHHS), and How to safely put on and remove face masks. Any new staff, this will be mandatory.</i></p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>• <i>Remove items that Clients tend to place in their mouths, e.g. toys, blocks, communal sensory toys etc.</i></li> <li><i>If unable to remove objects, ensure constant cleaning of items throughout the day.</i></li> <li>• <i>Cups, plates etc cleaned in hot dish washer after use.</i></li> <li>• <i>Throw away cloths used for cleaning</i></li> <li>• <i>Pillow cases and blankets washed after use</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<ul style="list-style-type: none"> <li>• <i>Staff are allocated designated program areas and programs throughout the day. These staff are to clean, with disinfectant, after each activity, lunch and at the end of the day.</i></li> <li>• <i>Increase cleaning if required during activity.</i></li> <li>• <i>All buses to be thoroughly cleaned after each use, this includes seats, windows door handles etc.</i></li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p><i>Extra supplies ordered to cover increase usage.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p><i>WATCH Staff and Clients are allocated designated sites and programs.</i></p>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<ul style="list-style-type: none"> <li>• <i>All visitors who come to the centre must enter through the front office where their temperature is taken, they sign in the visitors book and use the hand sanitiser at the front desk. All visitors must be double vaccinated and wear masks.</i></li> <li>• <i>A QR Code is displayed and can be used by visitors and staff.</i></li> <li>• <i>All staff and visitors (allied health workers) need to be vaccinated to enter WATCH</i></li> <li>• <i>Staff will have their temperature taken before they commence work.</i></li> <li>• <i>Clients will have their temperatures taken before they enter the premises.</i></li> <li>• <i>Any staff, visitor or client who presents unwell is unable to enter.</i></li> <li>• <i>Any staff who feels unwell needs to ring beforehand and not come to work and take a RAT Test.</i></li> </ul>
<p><b>Configure communal work areas so that there is no more than one worker per Two square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b></p>	<p><i>Staff and clients have designated program areas where they remain for their program and will adhere to the 1.5 metre physical distancing rule, where possible</i></p>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<p><i>Not applicable</i></p>
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<p>No more than six staff in staff room at any one time. This adheres to the 1.5 metre physical distancing rule.</p>
<p><b>Minimise the build up of employees waiting to enter and exit the workplace.</b></p>	<p><i>Not applicable</i></p>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<ul style="list-style-type: none"> <li>• <i>Covid-19 Infection Control training provided to all staff</i></li> <li>• <i>Physical Distancing Posters are placed throughout the centre.</i></li> <li>• <i>Staggered lunch breaks.</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>All deliveries are through the front office ONLY.</i></p>
<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"> <li>• <i>Throughout 2022 all staff will adhere to physical distancing and mask wearing rules and follow any updated Government restrictions/guidelines.</i></li> <li>• <i>Staff will be vaccinated, including Booster (mandatory)</i></li> <li>• <i>Timetables for activities will be followed and changes made accordingly by Program Manager</i></li> </ul>
<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 <a href="#">‘four square metre’ rule</a>.</p>	<p><i>All signage is placed on external doors.</i></p>

Guidance	Action to ensure effective record keeping
Record keeping	
<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"> <li>• <i>Visitor sign in book</i></li> <li>• <i>QR Code</i></li> <li>• <i>Staff time sheet and Deputy</i></li> <li>• <i>Client/Staff attendance record</i></li> </ul>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> <li>• <i>Staff report any issues directly to the Senior staff member on site.</i></li> <li>• <i>Senior staff to complete an incident report when a confirmed positive case has been reported.</i></li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p><i>See COVID -19 Policy and procedures.</i></p> <p><i>WATCH is classified as an Essential Service so will remain open</i></p>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<p><i>As of April, 2022, this is no longer required</i></p> <p><i>However, staff and client attendance are recorded daily</i></p>
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<ul style="list-style-type: none"> <li>• <i>Organise with Blue Sky cleaning company to do a deep clean as required.</i></li> <li>• <i>Cleaning after every program is conducted and after lunch (Three times daily)</i></li> <li>• <i>Discuss at weekly staff meetings the weeks Covid cases and how we can manage better</i></li> <li>• <i>WATCH is classified as an essential service.,</i></li> </ul>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee/Client during work hours.</b></p>	<p><i>See COVID-19 Policy</i></p> <ul style="list-style-type: none"> <li>• <i>RAT test are provided</i></li> <li>• <i>Email a Covid 19 exposure notification to relevant people</i></li> <li>• <i>A Positive case will be incident reported</i></li> <li>• <i>Staff/Client will be sent home and if confirmed Positive, they will need to isolate for 7 days</i></li> <li>• <i>Increased cleaning will occur in all areas</i></li> </ul>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<p><i>An email will be generated from WATCH as a notification that a person has been exposed to Covid 19 and what you need to know and for general advice</i></p>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p><i>As of April, 2022, this is not Applicable</i></p>
	<p style="text-align: right;">Signed _____</p> <p style="text-align: right;">Name <u>  Bernadette</u></p> <p style="text-align: right;">Baillie _____</p> <p style="text-align: right;">Date <u>  April, 2022</u></p>

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