

COVID Safe Plan

Our COVID Safe Plan

Business name: Mt Eliza House
Site location: 41 Baden Powell Place Mt Eliza
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Guidance	Action to mitigate the introduction and spread of COVID-19
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>Hand sanitiser stations to be located outside all main areas, including entry to Learning areas.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Staff to ensure all areas are appropriately ventilated, encouraging fresh air to circulate throughout all spaces where applicable.</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>Mt Eliza House has sourced a supply of face masks, for all educators & visitors if needed. Educators are required to wear masks whilst arriving and departing the workplace and in general movement around the centre. Educators are not required to wear a mask in the Learning environments unless they choose to.</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>	<p><i>All staff to complete Covid 19 Training</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Ensure there is adequate supply of paper towel, wipes etc..</i></p>

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>	<p><i>All staff to be responsible for cleaning throughout the daily operations, ensuring bathrooms, rest & eating spaces are a high priority.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>All cleaning products are in stock and available & are ordered & updated weekly.</i></p>

Physical distancing and limiting workplace attendance

<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p><i>Where possible a small number of staff maybe able to implement strategies for working from home.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>All staff are working in the same facility.</i></p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p><i>Temperature checks are taken upon entry. If staff are feeling unwell, they are required to stay at home.</i></p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<p><i>Staff are encouraged to adhere to social distancing, especially whilst in confined spaces such as the staff /tea room.</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 are in use across the centre.</i></p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p>N/A</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Minimise the build-up of workers waiting to enter and exit the workplace.</p>	<p><i>Staff shifts are staggered times, ensuring there is not an opportunity for a build up of employees entering or exiting together.</i></p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>Staff are mindful of safe social distancing protocols and have completed Covid Safe training.</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>Delivery contractors are required to follow all protocols.</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Rosters are revised weekly.</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>Distance reminders and posters are positioned on the outside gate and walkway up to the entry.</i></p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p><i>Sign in books used by staff and contractors. Records of attendance of children are electronically stored.</i></p>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>N/A</p>

Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>Guidelines will be followed as set by the Department of Education.</i></p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p><i>All assistance and records will be provided to DHHS</i></p>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<p><i>Deep cleaning would be actioned because of a suspected or confirmed Covid 19 case.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</p>	<p><i>Contact the department and follow all protocols.</i></p>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p>All contacts would be notified immediately.</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 Victoria would be notified immediately.</p>

Guidance	Action to prepare for your response
Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.	<i>Workplace would reopen in accordance with Department regulations.</i>