



## COVID Safe plan 6, 2020

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 Site location: Shop 1, 1385 Healesville-Koo Wee Rup Road, Woori Yallock 3139  
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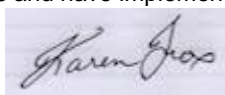
Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<i>Hand sanitisers, disinfectant wipes are provided at the front desk, in the studio, production room, office and the amenities area. Hand soap and paper towels are provided in the amenities area. Signage promoting their use is posted in these areas.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>The air conditioner in the foyer area must be on whenever staff or volunteers are present, to enhance airflow. The doors to the studio, production room and office are to be left partially or fully open while occupied, to ensure there is airflow through these rooms. On occasion, the studio or production room doors may be closed for short periods to mitigate noise during on-air or recording sessions.</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>Staff and volunteers must supply and wear a face-covering, except when:</i> a) <i>there is no-one else on the premises, or</i> b) <i>in the office, alone or with a person from the same household, or</i> c) <i>in the studio, for reasons of broadcast audio quality</i> d) <i>in the production room, because person limit = 1</i>
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).	<i>It is a condition of attendance that staff and volunteers understand the requirements for hand and cough hygiene, instructions for correctly washing and sanitising hands, and disposal of tissues etc.</i> <i>If unwell, an employee or volunteer must not attend the premises and must inform the Station Manager.</i>
Replace high-touch communal items with alternatives.	<i>Headphones and microphone socks are to be supplied and used by each presenter and must not be shared.</i>  <i>Paper cups, stirrers and single-serve sachets of coffee, tea and sugar have been provided. The existing mugs, cups and teaspoons in the kitchen area should not be used. Care should be taken to wash hands after using the fridge, the milk and the large bin in the amenities area. Staff and volunteers may bring and take back home their own cup and ready-made coffee etc. The kitchen sink is not to be used for hand-washing. The bathroom soap dispenser and taps are not contactless and care must be taken to keep them clean after each use.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<i>Each presenter is responsible for cleaning with sanitising wipes the desk-top, chair handles, keyboard, mouse, telephone, console, disc players, door handles etc. before commencing their shift.</i>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<i>The Station Manager will monitor and arrange to replenish supplies of cleaning products.</i>
Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
Ensure that all staff that can work from home, do work from home.	<i>If an employee or volunteer can work from home on any aspect of administration or production, they must.</i>
Establish a system that ensures staff members are not working across multiple settings/work sites.	<i>To meet the requirement that a worker cannot work for multiple employers, we will ask the employee or volunteer whether they have been issued with a work permit by another employer. If they work or volunteer at any other workplace, they may not attend our premises, unless an exemption applies.</i>
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<i>An employee or volunteer must not work or enter the premises if unwell, or if being tested for COVID, and must inform the Station Manager if they are being tested, or if they test positive for COVID. Visitors and studio guests are not permitted entry to the premises at any time during the COVID restrictions. The front door is to be kept locked at all times.</i>
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.	<i>The maximum number of people allowed in the: a) studio, office or foyer = 2 b) production room = 1 c) overall premises = 5 A minimum of 1.5 metres distance between people must be kept at all times.</i>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<i>Signage throughout the premises indicates that distancing between people must be at least 1.5 metres.</i>
Modify the alignment of workstations so that employees do not face one another.	<i>If a co-presenter is present in the studio, they must not sit on the same side of the panel/desk. If a third presenter is required (unless they are from the same household as the other presenters), they must use the microphone in the production room.</i>
Minimise the build-up of employees waiting to enter and exit the workplace.	<i>If there are already 5 people on the premises, others must wait outside at least 1.5 metres from the door.</i>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<i>Signage throughout the premises indicates that distancing between people must be at least 1.5 metres.</i>
Review delivery protocols to limit contact between delivery drivers and staff.	<i>Deliveries to the premises require prior arrangement to ensure they are contactless.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>Presenters need to vacate the studio at least 15 minutes prior to the start of the following presenter's on-air shift in order to minimise interaction and allow time for the incoming presenter to sanitise the studio equipment.</i>

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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.	<i>Signage at the door indicates that the premises are not open to the public during the COVID restrictions.</i>
Guidance	Action to ensure effective record keeping
Record keeping	
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.	<i>The sign-in book including the times of arrival and departure and a personal signature must be completed by each person attending the premises. The Station Manager must be advised of any change to contact details.</i>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<i>If there is any concern that any aspect of this plan is not working as it should, it must be reported to Station Manager.</i>
Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<i>In the event of a COVID outbreak, the Station Manager will close the workplace, , activate the automation of the broadcast, contact presenters who would normally be expected to attend within the following two days and will use the records of attendance and contact register to identify all who need to be informed that an outbreak or incident has occurred.</i>
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<i>In the event of a suspected COVID case, the Station Manager will be responsible for contacting DHHS, and will make available copies of records of attendance in the 48 hours prior to the onset of symptoms up to the current date, as well as contact details of all relevant attendees, to assist in contact tracing in the event of a positive test.</i>
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<i>The Station Manager is authorised to close the premises and to arrange a deep clean and disinfection of the entire premises in the event of a suspected or confirmed outbreak and to keep the premises closed to other volunteers until this process has been completed. This would include removal of the key from the key-safe and the posting of an appropriate sign on the door.</i>
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<i>The Station Manager will assist anyone suspected having COVID to be supported to travel home immediately or to isolate them in a closed room if unable to travel home immediately and request that the person undergoes a COVID test as soon as possible and self-isolate. If isolating at work, the employee must wear a mask and be physically distancing from all others.</i>
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<i>In a suspected case, the Station Manager must inform all other staff, volunteers and recent visitors to be vigilant about the onset of COVID symptoms and to self-isolate and be tested as soon as practicable. In a confirmed case, the Station Manager must immediately inform all other staff and volunteers and any other recent visitors such as contractors and suppliers, and direct them to self-isolate.</i>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<i>The Station Manager must immediately notify WorkSafe of a confirmed case, immediately calling the mandatory incident notification hotline and providing formal written notification within 48 hours.</i>
Confirm that your workplace can safely re-open and workers can return to work.	<i>The Station Manager may reopen the premises to staff and volunteers (but not the public) once they have assessed that all required measures within the directions have been completed, and notify both DHHS and WorkSafe in advance.</i>

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

Karen Fox



August 18, 2020