

COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name:	Mitchell Shire Council
Site location:	Kilmore Leisure Centre and Seymour Sports and Aquatic Centre
Contact person:	Anne Davis – Risk and OHS Coordinator
Contact person phone:	0428 063 341
Date prepared:	25 January 2021

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>All staff have access to hand sanitiser stations and signage advising hand cleaning requirements. Children are using soap and water at sinks provided in the buildings. Stock levels of soap and hand towel is managed by the cleaners at all worksites in all toilets daily.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Where possible windows are open for airflow, most buildings cannot open all windows. Air conditioning is used in all buildings.</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>Masks and gloves have been supplied to all work areas with a supply system managed by the People and Culture Administration Officer. Employees are able to provide their own cloth masks. Guidance on how to use all PPE (masks, gloves etc) has been provided Face Shields are available for all kinder staff.</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>All staff have been advised to dispose of PPE in landfill bins. Where possible the ties on masks should be cut to prevent accidental wildlife issues. Guidance on hygiene has been distributed and is available on the intranet Signage has been implemented at all entry points along with sign-in processes and optional temperature checking. QR codes are being implemented and/or an employee-self check form is reviewed by every employee prior to attending.</i>
Replace high-touch communal items with alternatives.	<i>Employees have been encouraged to bring their own utensils etc. Where available dishwashers to be used for all washing of common items. All children bring their own containers, drink bottles and food. Printers have cleaning process implemented after use Toys and equipment are washed down during and after kinder sessions where appropriate. This includes outdoor equipment. Conidiation is given to reduce shared resources where possible</i>
Cleaning	

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Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<i>All touch points in are cleaned once during the day and again at night by the cleaners.</i>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<i>All staff offices, kitchens and other shared areas have sprayable cleaner and cloths available to clean these areas after use. Contract Cleaners supply all other cleaning materials</i>
Ensure that all staff that can work from home, do work from home.	<i>Employees only work on site with Managers approval or per DET directions. All meetings and training sessions have an option and preference for electronic means. All visitors, industry professionals and contractors must have a pre-arranged/approved appointment, check in via QR or self-check attendance form, and wear a mask when not directly engaging with children. Where possible and appropriate Creche visits & maintenance should take place while children are not on site. Additional assistants will follow all the same processes as Mitchell Shire Council employees. Management, Admin and other employees who can work from home are working from home.</i>
Establish a system that ensures staff members are not working across multiple settings/work sites.	<i>Employees are not moving from one work site to the other where possible. Relief staff have been allocated to one site, with a maximum of two works sites ideally. Aids from other services (e.g. Scope) where possible work only on one site</i>
	<i>Any access to worksites the employee does not normally work from needs approval (and a record is maintained of the time spent in these locations). The amount of time in these locations is minimised, the employee follows DHHS guidelines for masks and gloves, and the employee cleans all surfaces touched while in this other location.</i>

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<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>Staff sign-in and out of all buildings they access, via QR or a self-check attendance form, and complete a self-check prior to coming to work each day.</i></p> <p><i>Children are signed in and out of Creche & Occasional Care each day in line with the ECS National Regulations, a record of this is stored at each site.</i></p> <p><i>Educators will support children to wash their hands immediately upon arrival.</i></p> <p><i>Aids from other services (e.g. Scope) sign in and out and follow the same processes as Mitchell Shire Council employees.</i></p> <p><i>All visitors, industry professionals and contractors must have a pre-arranged/approved appointment, check in via QR or self-check attendance form, follow onsite COVID protocol, and wear a mask when not directly engaging with children. Where possible and appropriate Creche visits & maintenance must take place while children are not on site.</i></p> <p><i>All maintenance works to be scheduled outside of Creche hours unless emergency works.</i> <i>Processes for planning works on site must be completed with the Children's Services team in advance.</i></p> <p><i>Signage advises that people are not to enter without the relevant PPE or permissions.</i></p> <p><i>Temperature checking is available for all employees and children on site.</i></p>
<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>	<p><i>All communal areas have signage indicating the maximum number of people permitted and chairs have been set aside to ensure only the relevant number of people and appropriate distancing is possible.</i> <i>Alternative appropriate spaces are sought for administration processes where possible, allowing for social distancing and COVID safety.</i></p> <p><i>Distancing of the children is being encouraged – minimise mat time and use of chairs to distance children where possible.</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>Spacing in office areas divide different employees from each other and all desks that are being used are a minimum of 1.5m from another person.</i></p> <p><i>Entry to the building is marked with stickers on the floor and lines as required to encourage physical distancing before admittance to the area.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>Workstations do not face each other.</i></p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p><i>Staggered starts may remain at Creche to minimise parents and children congregating.</i></p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>Employees are eating outside or in an appropriate space with children where possible.</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>Deliveries are outside of Creche hours. They are dropped outside the door where possible and moved in by staff to minimise contact with delivery drivers. Stock moved from site to site via an in-house courier.</i></p>

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<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>All areas where a roster exists, where possible, employees are working from one site.</i></p> <p><i>The number of staff on site must be appropriate to the number of children and child:staff ratio directed by DET.</i></p> <p><i>Educators work away from each other and maintain 1.5m distancing.</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>No areas are open to the public.</i></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>	<p><i>All people who enter our buildings sign-in and sign-out including staff, aids and children.</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>The RMSS incident reporting system is used to record incidents.</i></p>
<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>The Recovery Team monitor Business Continuity requirements as changes are implemented by the Vic Govt / DHHS / DET.</i></p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>Sign in sheets and door entry data will be made available to DHHS. The sign in sheets are available in SharePoint if access is required.</i></p> <p><i>A COVID-19 test notification can be advised to the organisation in RMSS at https://riskmanager6.rmss.com.au/MitchellShireCouncil/incidents/reportincident.aspx to allow employees to notify the organisation and for us to notify people the employee has been in contact with. This will be provided to assist DHHS in contact tracing as required.</i></p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>Sign in sheets and door entry data will determine which areas of the sites will need to be cleaned. These sites will be closed until the cleaning occurs.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>When an employee is feeling unwell, they have been advised they are not to come to work and are to get tested.</i></p> <p><i>If they have attended a work site in the last 14 days, they need to advise their supervisor that they have been tested, the sites they have attended and who they have been in contact with. Testing is advised into RMSS.</i></p> <p><i>All contacts will be advised that another employee is being tested. These contacts need to monitor themselves until the test result is known, record all contact from notification, self-isolate if required, and follow all appropriate guidelines set out by DHHS.</i></p> <p><i>If the test is negative all contacts are advised the employee has received a negative result.</i></p> <p><i>If the test comes back positive, contact tracing will begin which means every close contact within the previous 14 days will need to self-isolate and be tested.</i></p> <p><i>This positive test, when the employee has been on site in the last 14 days, must be advised to WorkSafe.</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>As above</i></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><i>Risk and OHS unit will contact WorkSafe.</i></p>

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Confirm that your workplace can safely re-open and workers can return to work.	<i>The Recovery Team will monitor and advise when the workplace can reopen and employees return to work.</i>
DET requirements for if you have a confirmed COVID-19 case at your workplace.	<i>The letters and advice is in SharePoint at >>>></i>

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

Signed: 

Name: Anne Davis

Date: 25 January 2021