

COVIDSafe Plan

12th January 2021

About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to safely reopen, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

In order to be compliant with public health direction:

- All businesses in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing this COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

If you are in a high-risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at: www.vic.gov.au.

How to develop your COVIDSafe Plan

1. Understand your responsibilities

Information on public health directions applying to employers is available at: www.vic.gov.au.

2. Prepare your plan

Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles.

These include:

1. Ensure physical distancing.
2. Wear a face covering.
3. Practice good hygiene.
4. Keep records and act quickly if workers become unwell.
5. Avoid interactions in enclosed spaces.
6. Create workforce bubbles.

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply.

Please note:

Mandatory requirements under public health direction feature this symbol: (triangle with exclamation mark)



- All other points are highly recommended for keeping your workers safe and workplace open but are not mandatory.
- Some of the requirements in the COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).

3. Keep your plan up to date

Your COVIDSafe Plan must be reviewed and updated routinely, and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

You do not have to lodge your COVIDSafe Plan with the Victorian Government. However, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits, to ensure the implementation of and compliance with your COVIDSafe plan.

4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and Occupational Health and Safety representatives.

For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit: www.vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name:	Rhythm First Aid
Plan completed by:	Nicole Gleeson
Site location:	Regional Victoria – various locations
Contact person:	Nicole Gleeson
Contact person phone:	0418 338 240
Date prepared:	12 th January 2021

1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply.
- Informing workers to work from home wherever possible.

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace.
- Using floor markings to provide minimum physical distancing guides.
- Reviewing delivery protocols to limit contact between delivery drivers and workers.

Action:

- Where practical work is completed from home, including administration for courses.
- Meetings held remotely by phone or online where possible.
- COVID-19 physical distancing awareness posters posted in the workplace.
- Physical spacing marked on floors / tables in rooms where congregating is likely.
- When on site complying with all client directives to assist in physical distancing.

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square metres of enclosed workspace.
- There is no more than one member of the public per four square metres of publicly available space indoors.

Action:

- Signage displayed at entrances advising on worker / student limits.
- Undertake a risk assessment prior to undertaking onsite face to face training.
 - Essential face to face training will be completed with the minimum time required.
 - Ensure 4m² is available for all persons including staff.
 - Area may be reduced to 2m² where electronic records (i.e., QR codes) are utilised for record keeping.
 - Maintain at least 1.5 metres between trainer and students at all times.
 - Physical spacing marked on floors / tables in rooms where congregation is likely.

Requirements: You should provide training to workers on physical distancing expectations while working and socialising. This should include –

- Informing workers to follow current public health directions when carpooling. This can be found at: www.vic.gov.au.
- Informing workers to work from home wherever possible.

Action:

- Follow current public health directions.
- COVID-19 Victorian Department of Health and Human Services guidelines known communicated and complied with.
- COVID-19 Victorian Department of Health and Human Services guidance material communicated and posted in the workplace.
- No sharing of work vehicles occurs.
- Where practical work is completed from home, including administration for courses.
- Meetings held remotely by phone or online where possible.

If your industry is restricted or heavily restricted, you must also:

- Reduce workers levels in accordance with industry directions.
- Limit number of patrons in accordance with industry directions.
- Have no carpooling.

2. Wear a face covering

Requirements: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice.

This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own.

Action:

- All workers / students will be required to wear a face covering at all times throughout the training course.
- Rhythm First Aid will supply additional / spare level 2 face masks if required.

Requirements:

- You should install screens or barriers in the workspace for additional protection where relevant.

Action:

- Not Applicable to Rhythm First Aid due to the nature of worker / student interaction undertaken.

Requirements:

- You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.
- You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

Action:

- Workers / students inducted on how to correctly wear a face mask.
 - <https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19>
- Victorian Department of Health and Human Services posters on how to wear and care for a face mask communicated and posted in the workplace.
 - <https://www.dhhs.vic.gov.au/promotional-material-coronavirus-covid-19>

There are no additional requirements for restricted or heavily restricted industries.

3. Practice good hygiene

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant.
- Replace high-touch communal items with hygienic alternatives, for example; single-use or contactless options, where possible to do so.
- Clean between shifts.

Action:

- All equipment will be thoroughly cleaned by staff before and after courses commencement with cleaning products containing >70% alcohol.
- At times, where sharing of manikins cannot be avoided, they will be wiped down with a >70% alcohol cleaning wipe in between individual student use.

- All high touch surfaces such as door handles etc will be wiped down before and after a course.
- There will be nil access to kitchens in public venues. All students will be asked to provide their own bottle of water etc.

You should display a cleaning log in shared spaces.

Action:

- A cleaning log as per Victorian Department of Health and Human Services requirements will be implemented as required in shared spaces; e.g., toilets, kitchens and class rooms.

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Action:

- Hand sanitiser stations to be located as required throughout the worksite.
 - Adequate supplies of soap, sanitiser and paper towels maintained in office and vehicles.
- Rubbish bins available and strategically placed for the collection and disposal of paper towels.
- Trainers will wash hands or utilise hand sanitiser between sites visited.
- Victorian Department of Health and Human Services posters on how to wash and sanitise worker / student hands correctly communicated and posted in the workplace.
 - <https://www.dhhs.vic.gov.au/promotional-material-coronavirus-covid-19>

If your industry is restricted or heavily restricted, you should also:

- Conduct an audit of cleaning schedules.

4. Keep records and act quickly if workers become unwell

Requirements: You must support workers to get tested and stay home even if they only have mild symptoms.

Action:

- Staff directed to stay home and get tested even with mild symptoms.
- Communicate to workers the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case.

Requirements: Support workers to get tested and stay home even if they only have mild symptoms.

Requirements: You must develop a business contingency plan to manage any outbreaks.

This includes –

- Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results.
- Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period.
- Having a plan in place to clean the worksite (or part) in the event of a positive case.

- Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts.
- Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace.
- Having a plan in the event that you have been instructed to close by DHHS.
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work.

Action: Fill in.

- When on a clients site abide by that clients own COVIDSafe contingency plan, as long as the clients plan provides an equal or greater response to an outbreak than the Rhythm First Aid controls as listed below.
- Unwell staff / students sent home or isolated until they can be assisted home by an emergency contact.
- Ambulance called for seriously ill staff / students.
- Staff / students directed home if notified they are COVID positive.
- Staff / students directed to go home if they are identified as a close contact or a close contact of a close contact.
- Training Officer to immediately take charge of responding on site to possible COVID cases and close contacts. Course will immediately be suspended.
- Nicole Gleeson 0418 338 240 to contact WorkSafe 13 23 60 and DHHS 1300 651 160 to report confirmed cases of COVID-19 of staff / students (regardless of whether client says they will, to ensure that these notification requirements are met) who have or may have been on site while infectious.
- If applicable, determine if whole site should be temporarily closed to allow contact tracing and determine next steps. If so, direct staff to go home. Onsite training – this would be generally expected to fall under the clients COVIDSafe plan.
- Nicole Gleeson 0418 338 240 to alert any potentially impacted suppliers or clients and other interested parties as soon as is practicable.
- Work with DHHS to determine close contacts.
- All training equipment to be deep cleaned by a suitable cleaning contractor prior to restarting training courses.
- Review records and interview staff to determine any potential close contacts. These staff must go home undertake testing and not return to work for 14 days until cleared to do so.
- No trainers will be able to re-commence training until DHHS clearance and medical clearance from a GP with a negative COVID-19 test.
- If applicable potentially contaminated area to remain closed until cleaned and cleared by DHHS. Management to confirm site is safe to reopen and to organise this.
- Potential clients' sites where there have been confirmed or suspected COVID cases will not be attended by Rhythm First Aid until cleared by DHHS, advised by client it is safe to attend and a risk assessment is undertaken by Rhythm First Aid.
- In the event of uncertainty, Rhythm First Aid will consult with clients to determine the most effective course of action to minimise the impact of any outbreak.

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Action:

- Records will be maintained of all sites visited by staff including times and details of visit.

- Rhythm First Aid retains records of students attending our courses, inclusive of:
 - Full name, contact details, address and next of kin.
 - Attendance records inclusive of place, time and date off attendance.

Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.

Action:

- COVID-19 questionnaire for all new students inclusive of:
 - Daily documented sign in declaration that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.
 - That they have not travelled from any areas DHHS have indicated have any restrictions requiring quarantine. Rhythm First Aid to regularly review DHHS guidelines.

If your industry is restricted or heavily restricted, you must also:

- **Restricted Industries**
Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.
- **Heavily Restricted Industries**
Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

5. Avoid interactions in enclosed spaces

Requirements: You should reduce the amount of time workers are spending in enclosed spaces.

This could include –

- Enabling working in outdoor environments.
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms.
- Enhancing airflow by opening windows and doors.
- Optimising fresh air flow in air conditioning systems.

Action:

- Work undertaken outdoors where practicable.
- Windows and doors open where practicable.
- Air conditioning set to outside where practicable.
- Increased room flow rates where practicable.
- Trainers encouraged to eat outdoors and have breaks outdoors rather than with clients in clients' tearooms.

There are no additional requirements for restricted or heavily restricted industries.

6. Create workforce bubbles

Requirements: You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Action:

- Workers not moving between teams as far as is practicable.
- Safe trainers working at same sites as far as is practicable.

Requirements: You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

Action:

- Staff requested to disclose that they reside with another worker and to not crossover between shifts.

If your industry is restricted or heavily restricted, you must also:

- Limit or cease the number of workers working across multiple work sites.
- Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.