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| COVIDSafe Plan |
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*Guidance on how to prepare your COVIDSafe plan is available* [*here*](https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan)*.*

**Our COVIDSafe Plan**

Business name: \_\_\_\_\_\_Tandara Lutheran Camp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site location: \_\_\_\_25 Tandara Rd Halls Gap 3381\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_Christiana Henke

Contact person phone: \_\_\_0353564253\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date prepared: \_\_\_01/04/2021, reviewed 03/11/2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **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. | * *6 Sanitisers stations are available at high touch point areas around the site. E.G doors, office, coffee station and meeting spaces.* * *Each bathroom is provided with hand soap.* |
| Where possible: enhance airflow by opening windows and adjusting air conditioning. | * *Density quotient of 1 per 4sqm, with record keeping (electronic recommended) where practicable.* * *Hall windows to be opened during the daytime to create airflow.* |
| 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. | * *Currently under COVIDSafe Workplace Principles as at 03/11/2021, facemasks are to be carried at all times, must be worn indoors by Victorians aged 12 years or over. (Unless a lawful exemption applies – Asthma and wearing a badge denoting this).* * *All Staff are provided with appropriate face coverings and PPE.* |
| 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). | * *Staff members that have completed Operating a Hospitality Business in a Covid-19 environment module – to share their knowledge where appropriate.* * *Staff are provided with relevant signage and training regarding the correct use and disposal of face coverings and PPE, good hygiene practices and slowing the spread of coronavirus – on-site and also in a Food Handling Course occurring on the 20th November, 2021.* |
| Replace high-touch communal items with alternatives. | * *Each meal is served by giving the meal on a plate to all customers, reducing the touching of crockery by guests.* * *Perspex at serving counter in place.* * *Removal of unnecessary communal items. E.G Books on book shelf, pamphlets.* * *Sanitiser provided at Coffee station.* |

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| **Cleaning** | |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | * *Twice daily cleaning of high touch points, doors, coffee station.* |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | * *Staff to clean and use detergents and disinfectant available.* |

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** | |
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| **Physical distancing and limiting workplace attendance** | | |
| **Ensure that all staff that can and/or must work from home, do work from home.** | | * *Our permanent staff live on-site; minimising their movements off-site. Working from home is not possible in the Hospitality industry.* |
| **Establish a system that ensures staff members are not working across multiple settings/work sites.** | | * *N/A All healthcare and care facility providers (including health services, RACFs and disability services) must follow the Chief Health Officers’ Workplace Directions which apply to their facilities or services.* |
| **Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.** | | * *Staff must complete ‘Daily Sign-in Register’ declaring that they are well, have not come in contact with a known Covid case and numerous other relevant questions. A Covid Marshall will be the first person to greet visitors, ensuring they sign-in via the QR Code and declare their Vaccination status.* * *If workers present with Covid -19 Symptoms, they are to immediately return home and are required to get a Covid-19 test.* |
| **Configure communal work areas and publicly accessible spaces so that:**   * **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.**   **Also consider installing screens or barriers.** | | * *All work spaces and public spaces are to adhere to the Density quotient of 1 per 4sqm, with record keeping (electronic recommended) where practicable.* * *Screen installed over Servery counter to minimise contact during meal times.* |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.** | | * *Implemented in Kitchen area and at servery for guests.* |
| **Modify the alignment of workstations so that workers do not face one another.** | | * N/A |
| **Minimise the build up of workers waiting to enter and exit the workplace.** | | * *N/A* |
| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).** | | * *Each staff member has completed Operating a Hospitality Business in a Covid-19 environment.* |
| Review delivery protocols to limit contact between delivery drivers and staff. | | * *Each staff member has completed Operating a Hospitality Business in a Covid-19 environment.* * *One staff member to meet the delivery and minimise contact as much as possible.* |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. | | * *Extra shifts have been provided for extra procedures to be implemented during Covid-19.* |
| 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.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule) | | * *Implemented* |

| **Guidance** | **Action to ensure effective record keeping** | |
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| **Record keeping** | | |
| **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.** | | * *Guest sign-in register.* * *Contractors/Suppliers sign-in register.* * *QR Code or Kiosk, depending on use of technology.* * *Vaccination status.* |
| **Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).** | | * *Monthly meetings where Covid safe OHS issues are raised for all staff.* |

| **Guidance** | **Action to prepare for your response** |
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| **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.** | * *Consultation and communication arrangements with staff (including casual and contractors), including making sure contact details are up to date.* * *Identify site locations for cleaning and disinfection.* * *Implement an appropriate cleaning and disinfection regime, which should be overseen by a competent person.* * *The competent person should advise that the cleaning and disinfection regime has occurred before re-entry to the affected areas.* * *Provide staff and upcoming groups with relevant information prior to re-entering the camp or visiting the camp.* * *Review and revise systems to ensure risks are effectively controlled, in consultation with staff.*   *Children or young people at camp experiencing symptoms compatible with COVID-19 (fever, cough or sore throat) should be isolated in an appropriate space with suitable supervision, and collected by a parent/carer as soon as possible.* |
| **Prepare to identify close contacts and providing staff and visitor records to support contact tracing.** | * *Where there is a suspected or confirmed case of COVID-19 in a camp, the camp should contact the National Coronavirus Helpline (*[*1800 020 080*](tel:1800020080)*) which operates 24 hours a day, 7 days a week, for further advice.* * *In the event of a suspected or confirmed COVID-19 case the relevant health authority will contact the individual to identify the close contacts and the causal contacts. If the employee or participant has attended a camp while they were infectious and had close contact with other people, this authority will contact the camp.* |
| **Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.** | - *Deep cleaning to be outsourced to contractor.* |
| **Prepare for how you will manage a suspected or confirmed case in a worker during work hours.** | * *Identify site locations for cleaning and disinfection.* * *Implement an appropriate cleaning and disinfection regime, which should be overseen by a competent person.* * *The competent person should advise that the cleaning and disinfection regime has occurred before re-entry to the affected areas.* |
| **Prepare to notify workers and site visitors (including close contacts)** | * *Consultation and communication arrangements with staff (including casual and contractors), including making sure contact details are up to date.* |
| **Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.** | * *Will enact if required.* |
| **Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.** | * *Provide staff and upcoming groups with relevant information prior to re-entering the camp or visiting the camp.* * *Review and revise systems to ensure risks are effectively controlled, in consultation with staff.* |

Signed: Christiana Henke

Name: Christiana Henke

Date: 03/11/2021

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