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| COVIDSafe Plan  |
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**Our COVIDSafe Plan**

Business name:

Site location:

Contact person:

Contact person phone:

Date prepared:



| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| Physical distancing and limiting workplace attendance |
| Vaccine Requirements for all Staff working on Office. |  |
| Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff. |  |
| Minimise the build- up of staff members waiting to enter and exit the workplace. |  |
| Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks). |  |
| Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available. Cutlery must not be issued from common container, unless each cluster of cutleries is in a self-contained package. |  |
| Ensure items used in the preparation of food or for eating are washed thoroughly with hot water and a detergent solution between use, or preferably with a dishwasher if available. Staff are not to share dishes, drinking glasses, cups or eating utensils. |  |
| Review regular deliveries and request contactless delivery and invoicing where practical. |  |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. |  |
| Ensure communal facilities such as showers, change rooms, etc have strategies in place to reduce crowding and promote physical distancing. |  |
| Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space. |  |

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| Wellbeing of guests and staff members |
| Advise staff members and guests to not attend facility/program if unwell with respiratory symptoms or fever, and to immediately get tested and place themselves in isolation until they have received their results. |  |
| Provide staff members with information and training on COVID-19, including when to get tested, use of PPE, physical distancing and cleaning. |  |
| Make staff members aware of their leave entitlements if they are sick and required to self-isolate. |  |
| Display conditions of entry and communicate key health messages and changes to staff members and visitors (notices, website, social media, email, reception).  |  |

| Guidance | Action to mitigate the introduction and spread of COVID-19 |
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| Hygiene / Cleaning |
| Increase environmental cleaning, ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). |  |
| 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.  |  |
| Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand basins to support effective hand washing. If centre is remote or has minimal workers, then guests should be informed to practice good hygiene practices and bring their own cleaning supplies. |  |
| Clean indoor hard surfaces at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.  |  |
| 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.  |  |
| Clean public areas frequented by staff members or guests at least daily with detergent/disinfectant. Frequently touched areas and surfaces must be cleaned several times per day with a detergent/disinfectant solution or wipe, that adheres to the standards as specified by Safe Work Australia.  |  |
| 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). |  |

| Guidance | Action to ensure effective record keeping |
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| Record keeping |
| Establish a process to record the attendance of staff members and visitors. This information will assist employers to identify close contacts.  |  |
| Employers should make workers and guests aware of the COVIDSafe app and the benefits of the app to support contact tracing if required. |  |
| Case Management |  |
| Recording Illness |  |
| Guidance | Action to prepare for your response |
| There is a potential/ current COVID-19 case |
| Suspected COVID Risk isolating from the Office |  |

| 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. |  |
| Prepare a media statement template and brief your staff team on managing the media in the event of an outbreak. |  |
| Prepare to identify close contacts and to provide staff and visitor records to support contact tracing. |  |
| Prepare to assess whether the workplace or parts of the workplace will need to work from home whilst dealing with a COVID case. |  |
| Prepare for how you will manage a confirmed case in a staff member during work hours. |  |
| Prepare to notify staff members and site visitors (including close contacts) |  |
| Prepare to re-open your workplace once agreed by DHHS (in the case of 5 staff being infected) and notify staff members they can return to work. |  |

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

Signed:

Name: Date: