

# COVID Safe Plan October – February 2022

## CSCH COVIDSafe Plan

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| Business name:        | Caulfield South Community House                |
| Site location:        | 450-452 Kooyong Road, Caulfield South Vic 3162 |
| Contact person:       | Tracey Burt, Manager                           |
| Contact person phone: | 9596 8643 or 0412 600 629                      |
| Date prepared:        | 8 <sup>th</sup> February 2022                  |

| Guidance                                                                                                                                                                                                                                    | Action to mitigate the introduction and spread of COVID-19                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>Hygiene</b>                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <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.</b>                                     | <ul style="list-style-type: none"> <li>Hand sanitisers to be placed inside the front door/reception area, in all rooms (including the kitchen) and socially distanced work stations in the Community House.</li> <li>At the entrance to the childcare room and at various stations within the childcare room (out of reach from children), including the childcare bathroom and nappy changing station,</li> <li>Hand sanitiser, face masks and disposable gloves are available in the Community Garden.</li> <li>Liquid hand soap and paper towels are available in all bathrooms.</li> <li>All staff and volunteers have been provided with their own personal hand sanitiser and "Return to the Community House" pack</li> </ul> |
| <b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>                                                                                                                                                   | <ul style="list-style-type: none"> <li>Doors in both the Community House and childcare room to be opened to allow airflow, before and after children have left the Community House.</li> <li>Air purifiers maybe introduced at a later date</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>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.</b> | <ul style="list-style-type: none"> <li>Face masks are available in the Community House, the childcare room and the Community Garden for staff and volunteers.</li> <li>Childcare staff are not required to wear a mask during childcare sessions but will be required to wear one if talking with a child's parent.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>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).</b>                                                                 | <ul style="list-style-type: none"> <li>All staff to complete "Infection Control Training – COVID-19" (<a href="https://covid-19training.gov.au/login">https://covid-19training.gov.au/login</a>) and download their certificate.</li> <li>Prominent placement of Good Hygiene Practice posters.</li> <li>Have plenty of lined bins available throughout the Community House with bins to be emptied daily.</li> <li>Reinforcing the importance of not attending work if unwell or possibly been in contact with someone who may be unwell.</li> </ul>                                                                                                                                                                               |
| <b>Replace high-touch communal items with alternatives.</b>                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Provide disposable cups, stirrers and individually packaged tea, coffee and sugar.</li> <li>Encourage use of own writing materials.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Guidance                                                                                                                                                              | Action to mitigate the introduction and spread of COVID-19                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>Cleaning</b>                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b> | <ul style="list-style-type: none"> <li>• Provide sanitising boxes in all rooms and areas of the Community House, in several (safe) areas of the Childcare room and in the Community Garden. Sanitising boxes to include anti bacterial/viral spray for cleaning surfaces (high alcohol content), paper towel, tissues and high content alcohol wipes.</li> <li>• Surfaces to be regularly sprayed and then wiped daily with disposable paper.</li> <li>• Childcare room is cleaned and sanitised daily</li> <li>• Childcare and Community House is professional cleaned twice weekly</li> </ul> |
| <b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b>                                                                           | <ul style="list-style-type: none"> <li>• Sanitising boxes and cleaning goods (see above) to be regularly checked and replenished.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| Guidance                                                                                                                                                                                                 | Action to mitigate the introduction and spread of COVID-19                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Physical distancing and Vaccination Status</b>                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b>                                                           | <ul style="list-style-type: none"> <li>• Covid Marshalls greet all onsite people at the main entrance</li> <li>• Ensure all staff, children, volunteers and visitors sanitise their hands when entering the Community House.</li> <li>• Ensure all staff, volunteers and visitors have their vaccination status sighted. Double Vaccination is required upon entering the CSCH facilities.</li> <li>• COVID Marshalls to record Vaccination certificate – date and sign</li> <li>• Ensure that staff that do not feel well do not attend the Community House.</li> </ul> |
| <ul style="list-style-type: none"> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> | <ul style="list-style-type: none"> <li>• Ensure that socially distanced work and learning spaces are adhered to in accordance with the allowed person notices for each work space.</li> <li>• Ensure that staff stagger their times to be in the kitchen.</li> <li>• Encourage those that are in the garden to socially distance in different parts of the garden.</li> </ul>                                                                                                                                                                                            |
| <b>Minimise the build up of workers waiting to enter and exit the workplace.</b>                                                                                                                         | <ul style="list-style-type: none"> <li>• Ensure that staff enter the Community House prior to parents dropping off their children for childcare.</li> <li>• Ensure parents socially distance themselves from each other when dropping off or collecting their child/ren and adhere to social distancing markers.</li> </ul>                                                                                                                                                                                                                                              |

| <b>Guidance</b>                                                                                                                                                                      | <b>Action to ensure effective record keeping</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>Record keeping</b>                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Full Vaccination Certificates</b><br><i>** includes people with a medical exemption and children under 16 years of age who are exempt from proof of vaccination requirements.</i> | <ul style="list-style-type: none"> <li>All onsite visitations will be met by COVID Marshall and vaccination status sighted and recorded.</li> <li>Once vaccination is confirmed, a repeat of this process is not required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Establish a process to record the attendance of workers, volunteers, children and families. This information will assist employers to identify close contacts.</b>                | <ul style="list-style-type: none"> <li>Anyone attending the Community House or Community Garden is to QR code their attendance upon arrival.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b>                                                                       | <ul style="list-style-type: none"> <li>Educate staff on how to meet OHS requirements, including recording information about any incidents.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Guidance</b>                                                                                                                                                                      | <b>Action to prepare for your response</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Preparing your response to a suspected or confirmed COVID-19 case</b>                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b>                                                | <ul style="list-style-type: none"> <li>Business Continuity Plan has been established and regularly updated according to staged restrictions.</li> <li>Identify the roles and responsibilities of the employer and workers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</b>                                                                        | <ul style="list-style-type: none"> <li>Outline Manager's key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing.</li> <li>Manager to establish a process and ensure readiness to provide records to DHHS and contact relevant staff members, including rosters and worker details.</li> <li>Manager to outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing.</li> <li>The Manager to contact DHHS with records from the period commencing 48 hours prior to the onset of symptoms in the suspected case.</li> </ul> |
| <b>Prepare for how you will manage a suspected or confirmed case during work hours.</b>                                                                                              | <ul style="list-style-type: none"> <li>Refer to CSCH COVID Exposure plan (traffic light process) and follow the steps. (attached)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</b>                   | <ul style="list-style-type: none"> <li>Where a case is confirmed to have been in the workplace, arrange for DEEP cleaning to be undertaken ADAP - in accordance with DHHS guidance.</li> <li>Management and COM to undertake a risk assessment to determine whether the entire or parts of the Community House should be closed.</li> </ul>                                                                                                                                                                                                                                                                               |
| <b>Prepare to notify workers and site visitors (including close contacts)</b>                                                                                                        | <ul style="list-style-type: none"> <li>Put into action communicating with workers and other contacts of a confirmed case, using contact details collected on the register and associated work/volunteer rosters of the Community House.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                        |

| Guidance                                                                                                                                                           | Action to ensure effective record keeping                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b><br/> <b>DHHS – 1300 651 160</b></p> | <ul style="list-style-type: none"> <li>• Manager to contact WorkSafe and DHHS of a confirmed case by phoning the hotline and providing formal written notification within 48 hours.</li> <li>• Comply with any directions from DHHS and WorkSafe as to closure and cleaning.</li> <li>• Contact Dept. Education for closure purposes</li> <li>• sevr@edumail.vic.gov.au (1300 338 738)</li> <li>• CCSAssessments-VIC@dese.gov.au</li> </ul> |
| <p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>                                                    | <ul style="list-style-type: none"> <li>• Confirm a worker (with a suspected or confirmed case) does not have COVID-19 before returning to the service.</li> <li>• Manager to notify WorkSafe and DHHS that the Community House will be reopening.</li> </ul>                                                                                                                                                                                |

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

Signed 

Name \_Tracey Burt

Date 28<sup>th</sup> October 2021



