

COVIDSafe Plan

23 September 2020

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 vic.gov.au.

How to develop your COVIDSafe Plan

1. Understand your responsibilities

Information on public health directions applying to employers is available at (hyperlink) 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. Practise 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: (symbol of 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 vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name: Bianca Fenn School of Music

Plan completed by: Bianca Hopkins

Date reviewed: Sunday 8 November

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:

We have taken chairs out of the waiting rooms to ensure the appropriate distance is left between them.

We have requested all staff run appointments on time to ensure no/less waiting times for students.

We have requested all students wait in their vehicles until their lesson time.

We have measured each room to confirm there is adequate space to maintain 1 person per 4sqm. Each room has a sign on it clearly marking how many people are allowed in each room at a time.

We are not currently running group classes to minimise the amount of people on site.

Administrators will be working from home - available to teachers and students via phone and email.

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

Action:

We have measured each room to confirm there is adequate space to maintain 1 person per 4sqm. Each room has a sign on it clearly marking how many people are allowed in each room at a time.

We are not currently running group classes to minimise the amount of people on site.

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 (hyperlink) vic.gov.au

- Informing workers to work from home wherever possible

Action:

A meeting is scheduled for Sunday 8 November to inform workers on physical distancing expectations from us and the government. This information will be reinforced with documentation and posters displayed to help them remember when onsite.

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: Fill in.

In our meeting we will discuss who requires assistance with gaining face masks. We will also have disposable masks available to staff from the office.

Requirements:

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

Action: Fill in.

We will not be having an administrator in our office to prevent people from stopping at the desk on our entry. This has proven to be a congested part of the school in the past and we want to avoid this by encouraging all students to speak directly to their teachers or by contacting admin via phone or email.

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: Fill in.

These details will be discussed in the meeting and disposable masks will be made available to staff to ensure they have dry, hygienic and compliant masks.

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

3. Practise 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: Fill in.

Each room has been equipped with cleaning product and paper towel. Teachers will be required to wipe down all shared equipment and surfaces in between each student (for cleaning of instruments - paper towel must be sprayed and wiped onto the instrument, rather than directly sprayed).

The shared spaces and surfaces in the rest of the school (kitchens, toilets, reception, doors) will be cleaned at the beginning of each day by either Dayna or Bianca. A cleaning log will be kept detailing times cleaning was completed and the responsible person.

There is an air hand dryer in the student toilet, the staff toilet is equipped with paper towel to dry hands rather than a communal towel.

The main entry doors will be kept open for ventilation and to prevent people from having to share the handles.

You should display a cleaning log in shared spaces.

Action: Fill in.

The shared spaces and surfaces in the rest of the school (kitchens, toilets, reception, doors) will be cleaned at the beginning of each day by either Dayna or Bianca. A cleaning log will be kept detailing times cleaning was completed and the responsible person.

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

Action: Fill in.

Hand sanitiser has been positioned at each main entry to the school and in each teaching room. Teachers and students will be required to use the hand sanitiser at the beginning of each lesson.
Hand soap is provided in the bathrooms and kitchens.

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: Fill in.

Staff will be required to fill out an online form each day detailing any symptoms they have. If they show any symptoms of illness, they will be asked to stay at home and if able, to teach online.

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.

We are fortunate enough to be able to continue to teach from home online. In the situation of a positive case at work, all teachers and students will be asked to stay at home for online lessons until further notice. This will allow us the space and time to follow up the above requirements.

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

Action: Fill in.

Our online booking calendar details student contact information and includes our teachers information. Students and parents will be asked to update their contact details if they have changed since their initial enrolment before returning onsite. A text message will be sent to each client with a response requested to confirm the correct number and as a sign of agreement to our Covid safe plan before they come onsite.

QR codes will also be available at each main entry for anyone coming onsite who is not an enrolled student. Parents and carers will be asked to wait for students in their vehicles rather than waiting onsite.

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

Action: Fill in.

At the beginning of each shift, teachers will need to complete an online form including details of symptoms and their temperature. Any students showing symptoms of illness will be temperature checked. If their temperature reads higher than 37 degrees, they will be asked to wait offsite for 15min before being retested. If their temperature still reads high, they will be asked to leave the school and get Covid tested.

Our sick policy has been updated to encourage any students will symptoms of illness to arrange an online lesson rather than coming onsite.

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: Fill in.

We have a large warehouse with a roller door which can be opened for staff to have breaks in with sufficient airflow.

Each teacher has their own room they can stay in for isolation.

Windows and doors can be kept open in between lessons.

The staff have their own kitchen and toilet to access separate to students and parents.

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: Fill in.

Our teachers work independently.

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: Fill in.

N/A

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.