

## COVID SAFE PLAN - Vermont South Learning Centre

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Date of last review: 12/01/2022

### 1. Physical Distancing

REQUIREMENTS & RECOMMENDATIONS	ACTIONS	UPDATES – JANUARY 2022
<ul style="list-style-type: none"><li>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces.</li><li>Density quotients can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue.</li><li>You must display signage showing the maximum number of people allowed in the space.</li><li>Shared work areas are only accessible to workers and should only include workers in the density limit.</li><li>Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis.</li></ul>	<p>Signs showing DQ max. numbers permitted are displayed at the entrance of each room and in public foyer space, as required.</p> <p>Office staff/tutors/room hirers ensure DQ limits are not exceeded, as per current requirements.</p> <p>Shared office space only accessible to staff, with desks spread out adequately in the space.</p>	<p>No density quotient for most areas in the centre at this time, with exception of Café and Function Room.</p> <p>Signs displayed to reflect relevant 2sqm rule (indoors) for Café and Function Room (event hirers).</p>
<ul style="list-style-type: none"><li>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.</li></ul>	<p>To minimise the build-up of people waiting to enter and exit the workplace class start times adjusted to ensure minimising of people arriving/leaving at the same time.</p> <p>Many courses offered as blended delivery.</p>	<p>Ongoing</p> <p>Most courses will continue to be offered as blended delivery in 2022.</p>
<ul style="list-style-type: none"><li>Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace.</li></ul>	<p>Floor markings in place in centre foyer to provide minimum physical distancing guides.</p> <p>Delivery protocols in place to ensure minimum contact between workers and delivery drivers.</p>	<p>Ongoing</p>

<ul style="list-style-type: none"> <li>You should give training to workers on physical distancing while working and socialising.</li> </ul>	<p>Provide information to workers on strategies and work practice changes to maintain physical distancing</p> <p>Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions.</p>	<p>Staff provided with update on current DQ and social distancing requirements, including face masks to be worn indoors at all times except at home.</p> <p>Signage around the centre, as required</p>
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## 2. Face Masks

REQUIREMENTS & RECOMMENDATIONS	ACTIONS	UPDATES – JANUARY 2022
<ul style="list-style-type: none"> <li>You must ensure all workers adhere to current face mask requirements.</li> </ul>	<p>Purchase and provide adequate supplies of face masks and disposable gloves (PPE) for workers that do not have their own</p> <p>Signage displayed at front entrance of main building, art room and function room re requirements for wearing of face masks as per current government regulations, for both indoors and outdoors. (for staff and visitors).</p> <p>Monitor use of face coverings for workers, unless a lawful exception applies.</p>	<p>Adequate supplies on site.</p> <p>Face masks to be worn at all times indoors.</p>
<ul style="list-style-type: none"> <li>You should give training and information on how to correctly fit, use and dispose of PPE.</li> </ul>	<p>Training/information provided for staff and volunteers re type, when and how masks are to be worn.</p> <p>Provide information provided re availability of disposable masks for staff and visitors.</p> <p>Provide information re cloth masks to be washed each day after use.</p> <p>Signage displayed around centre</p>	<p>Ongoing - provide update of information to staff/volunteers.</p>

## 3. Hygiene

REQUIREMENTS & RECOMMENDATIONS	ACTIONS	UPDATES – JANUARY 2022
<ul style="list-style-type: none"> <li>You must clean and disinfect shared spaces at least twice a day. This includes high-touch</li> </ul>	<p>Clean surfaces with appropriate cleaning products, including detergent and disinfectant.</p>	<p>Ongoing</p>

communal items such as doorknobs, telephones, toilets and handrails.	<p>High touch surfaces identified. Cleaning/disinfecting of high touch surfaces to be completed min. of twice daily by centre staff – office staff, café staff, tutors.</p> <p>Cleaning services for centre – Regular schedule in place. Cleaning for Function Room on weekends – between events. Cleaners scheduled for a regular Saturday evening clean.</p> <p>Avoid sharing of equipment where possible.</p> <p>Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so.</p> <p>Cleaning guidelines developed for tutors to implement after their sessions.</p> <p>Room hirers who hire the Party Pack – provide disinfectant/cloths to wipe down the toys that are used.</p>	
<ul style="list-style-type: none"> <li>You should display a cleaning log in shared spaces.</li> </ul>	Cleaning log developed and displayed in shared spaces.	Ongoing
<ul style="list-style-type: none"> <li>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing.</li> </ul>	<p>Monitor and purchase cleaning product supplies as required, to ensure adequate supplies available at all times.</p> <p>Hand sanitiser stations placed at front entrance of main building as well as at the entrance of each room.</p> <p>Provide information and signage on hand and cough/sneeze hygiene, including how to wash and sanitise hands correctly.</p> <p>Signage promoting use of hand sanitiser and regular handwashing posted around the centre.</p>	Ongoing

## 4. Record Keeping

REQUIREMENTS & RECOMMENDATIONS	ACTIONS	UPDATES – JANUARY 2022
<ul style="list-style-type: none"> <li>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors.</li> </ul>	<p>Vic Gov QR Code check in system in place.</p> <p>Service Victoria Kiosk check-in service for checking in visitors on our iPad in place.</p>	<p>Staff contact details updated.</p> <p>Room Hire Agreement and Guidelines updated.</p>

	<p>Manual sign in available for visitors without a smart phone or if internet access is not available.</p> <p>Update staff contact details to ensure current.</p> <p>Room Hirer Agreement includes all relevant requirements for QR code check-in.</p> <p>Signage displayed around the centre.</p> <p>Office staff trained to facilitate use of app by visitors and participants.</p>	
<ul style="list-style-type: none"> <li>Some venues must have a COVID Check-in Marshall at all public entrances whenever the facility operates who are required to check that all people coming into the workplace both check in and are fully vaccinated or have a medical exemption.</li> </ul>	<p>Staff stationed at all entrances to the centre to monitor check-in and sight vaccination status.</p> <p>Check-In Marshall processes developed and implemented.</p> <p>Signage displayed around the centre.</p> <p>Room Hirer Agreement (signed) includes requirement to provide a Check-in Marshall whenever they are delivering a program/event onsite.</p>	<p>Updated RH Agreements detailing CIM requirements and signed off.</p> <p>Check-in Marshalls in place.</p> <p>Signage re Vaccination requirements at all entrances to the centre.</p>
<ul style="list-style-type: none"> <li>You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact</li> </ul>	<p>Ensure all staff are aware of requirement to stay home even if only mild symptoms.</p> <p>Provide information on financial support that may be available whilst waiting for test results.</p>	Ongoing
<ul style="list-style-type: none"> <li>It's strongly recommended that you develop a business contingency plan to manage any outbreaks.</li> <li>This includes having a plan: <ul style="list-style-type: none"> <li>to respond to a worker being notified they are a positive case or a close contact while at work</li> <li>to clean the worksite (or part) in the event of a positive case</li> <li>to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts</li> </ul> </li> </ul>	<p>Process for responding to a positive notification at the centre – for workers, anyone showing symptoms and close contacts.</p> <p>Process for identifying and notifying close contacts.</p> <p>Process established for any additional cleaning required, by cleaning company, if a positive case occurs.</p> <p>Process for ensuring Dept of Health are notified and provided with all information required. Manager holds responsibility for this.</p>	<p>All staff/volunteers/contractors to sign in when onsite.</p> <p>Staff/volunteer records checked to ensure information is current.</p> <p>New guidelines provided by Vic Govt for managing cases, outbreaks, isolation requirements etc.</p> <p>Deep cleaning no longer a requirement.</p>

<p>to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace</p> <p>if you have been instructed to close by the Department of Health</p> <p>to re-open your workplace when cleared by the Department of Health and notify workers to return to work.</p>	<p>Process established for ensuring WorkSafe are notified if positive case occurs. Manager holds responsibility for this.</p> <p>Plan and processes developed for if the centre is instructed to close.</p> <p>Plan and processes developed which includes actions required for re-opening the centre.</p>	<p>Requirement now is to notify WSV if 5 or more positive cases in a 7 day period.</p>
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## 5. Enclosed Spaces and Ventilation

REQUIREMENTS & RECOMMENDATIONS	ACTIONS	UPDATES – JANUARY 2022
<ul style="list-style-type: none"> <li>You should reduce the time workers spend in enclosed spaces.</li> </ul>	<p>Enabling working/activities in outdoor environments, where practicable.</p> <p>Set up outdoor seating for Café</p> <p>Hold meetings outdoors where practicable</p> <p>Enhancing airflow by opening windows and doors whenever possible.</p> <p>Optimising fresh air flow in air conditioning systems</p>	<p>Ongoing</p> <p>Purchase new tables/chairs/umbrellas</p>

## 6. Workforce Bubbles

REQUIREMENTS & RECOMMENDATIONS	ACTIONS	UPDATES – JANUARY 2022
<ul style="list-style-type: none"> <li>You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical.</li> </ul>	<p>Maintain information re Tutors who work at other centres.</p>	<p>Ongoing</p>

## 7. Communication

REQUIREMENTS & RECOMMENDATIONS	ACTIONS	UPDATES – JANUARY 2022
<ul style="list-style-type: none"><li>All stakeholders to be notified via email, phone or SMS when government restrictions are changed</li></ul>	<p>Groups to be notified:</p> <ul style="list-style-type: none"><li>Staff – office /tutors / café / maintenance</li><li>Contractors</li><li>Cleaners</li><li>Room hirers</li><li>Students</li><li>Board</li></ul>	<p>All parties to be sent relevant communications in relation to changes to Public Health Orders for restrictions and any other requirements.</p>