



COVIDSafe Plan

Site location: GRSC

Contact number: 5142 3550

Version III

Updated: 26 November 2020

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Hygiene</p> <p>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.</p>	<p>Site-specific details</p> <ul style="list-style-type: none"> • 2 hand sanitiser stations are located in the main foyer upon entry • Rubbish bins are available to dispose of paper towels in all public areas including change rooms • Stocks of soap and sanitiser are held on site • Poster and digital information on how to wash and sanitise hands correctly are displayed throughout GRSC • Specific cleaning materials retained for cleaning and sanitising are as per Safework recommendations • Monitor supplies of cleaning products and regularly restock.
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> • Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift • Conference Room air flow is set for fresh air intake • Louvers are clean and without blockage
<p>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.</p>	<ul style="list-style-type: none"> • Indoor staff and attendees must wear face coverings when entering any and all indoor facilities. • Outdoor staff and attendees are required to wear face coverings when a 1.5m social distance is not able to be maintained. • Staff will monitor usage requirements of face coverings regulations and ensure compliance except where medical exception cases apply. • Face masks are available for all GRSC staff • These include re-usable, washable masks (recommended) and single use, disposable masks. • Staff are briefed at the commencement of their roster period on the wearing of masks • Masks are a MANDATORY requirement staff where and when required. • Where <i>Additional</i> PPE is required for specific tasks, it will be provided by supervisors for task specific SOP's.

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	<ul style="list-style-type: none"> The Ops Leader will ensure that all staff wear their masks under the current DHHS requirements and regulations while on-site at the workplace. For tasks deemed 'strenuous', staff are permitted to remove their masks for the duration of the activity, provided that appropriate social distancing is maintained (eg Social Sports Coaching)
<p>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).</p>	<ul style="list-style-type: none"> Staff are reminded of hand and cough hygiene, including how to wash and sanitise their hands correctly Staff are reminded of updated any workplace signage (posters and digital signage in key areas) indicating and reminding of previous and current regulations and requirements. This is further communicated 'face to face' if staff appear to need reminding. COVIDSafe signage is displayed across all of GRSC, for staff and public. Inhouse training in all appropriate areas of COVIDSafe procedures is provided for all GRSC staff
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> Bring in own utensils and plates, no dishwasher use in communal kitchens Staff only use their designated computer/ desk equipment PC's are required to be wiped down and sanitised after each use Dishwasher use for personal items is permitted by staff room.

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<p>Cleaning</p>	

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<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> • Shared staff spaces (eg Reception, Main staff office) to be cleaned twice daily. • High touch surfaces (Exit buttons, door plates and handles etc, and counters) to be cleaned approximately hourly by staff and twice daily by contract cleaner. • Touch point cleaned hourly • Touch screens, shared work equipment is to be cleaned after every use • Workplace cleaning schedule is in place with the authorised contract cleaner. • Additional and ad-hoc cleaning is completed by facility staff. • Staff involved in cleaning duties are trained in the use of the products and processes required including how to use cleaning products safely and correctly (in accordance with manufacturer's instructions) • Material Safety Data Sheets are maintained on-site for all chemicals and SDS are available as per Section 27 Hazardous Substances & Dangerous Goods • Use of fleet or personal vehicles, for transport of personnel, is restricted, in accordance with Victorian Health Officer and
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Monitor supplies of cleaning products and regularly restock • Contact building maintenance for any COVID-19 consumables via the Covid consumables order form. • Products specified by Safework Australia have been identified for use. • Supplies of cleaning products are monitored by the contract cleaner and key area supervisors. • Stock levels are restocked as required • COVID-19 consumables are obtained from Building Maintenance Department via the Covid consumables order form, or from external suppliers if required. • Orders will be arranged by GRSC Operations Leader
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<p>Physical distancing and limiting workplace attendance</p>	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<ul style="list-style-type: none"> • Compliance with Sage 4 restrictions about industry closure and Permitted Worker Permits • Identify the roles that are required to be performed from home or can be adapted to be performed from home • Adapt working arrangements to enable working from home • Regularly assess staff in attendance at the workplace to determine whether they are required to be there • While Stage restrictions regulate facility use by the public, <u>only those staff who need to work on-site</u> • Examples of tasks requiring attendance on site include: <ul style="list-style-type: none"> ○ Social sport facilitation ○ Player/visitor verification ○ Coordination of essential deliveries ○ Provision of critical training ○ Booking facilitation for non-prohibited services

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<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • We will seek to reduce the amount of Staff needed to work across multiple sites where safe and possible. • Work rosters will establish designated 'preferred work sites' for casual and part time staff, where possible. • Shift changes and shift swaps will be managed and authorised by the Supervisor. • Workforce management system records (Humanforce) will record where staff have worked.
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> • A QR system will be put in place for all staff to sign in to before starting each shift. • A QR system will be put in place for all entries and attendees to sign in to before the enter onto or into any GRSC facility.
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • workers are spaced at least 1.5m apart • the public are spaced at least 1.5m apart 	<ul style="list-style-type: none"> • Seating in indoor spaces will be adjusted to ensure maintenance of social distancing. • Sanitising equipment and chemicals are provided for staff to 'self-sanitise' work locations whenever this is deemed appropriate. • Regular cleaning and sanitising regimes include staff only and public areas • Staff training will be conducted in areas where social distancing can be maintained. • Social distancing provisions have been applied to all public change rooms, showers, etc.
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • Physical distancing floor markings are in place at Reception. • Directional arrows will provide entries the indication on which direction that are to go for entry and exiting of the main building

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<p>Modify the alignment of workstations so that workers do not face one another.</p>	<ul style="list-style-type: none"> • Workstations are adequately spaced from each other, or separate office space can be provided • Staff are put onto separate duties as much as possible in order to maintain social distance as much as possible.
<p>Minimise the build-up of workers and attendees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • This situation is not an issue for GRSC. At no time has there ever been a problem with staff entering or exiting any venue due to congestion. • In the case of this type of event happening. A separate entry or exit point can quickly be put into place utilizing the West side access doors.
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • At commencement of roster staff will be briefed on the importance of maintaining social distancing, personal hygiene, use of PPE etc. • Staff are encouraged to take their breaks outside or off site. • Start and finish times and break times, are staggered whenever possible, to reduce cross over of staff. • Staff are encouraged to leave the worksite immediately after conclusion of their shift.
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • Delivery firms are providing contactless delivery with non-contact delivery acknowledgement • Delivery sites are designated to reduce physical contact and handling • Scheduled drop off/ pick up times are nominated whenever practicable.

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<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> • Workstations are adequately spaced from each other. • Seating arrangements are known to all permanent staff. • Paths of travel for entry and exit are designated. • Indoor exit points at the restroom hallways • Density quotient information is in place (digital and hard copy) and stipulates (one person per four square meters) or less, in accordance with VHO regs. • Staff are encouraged to take their breaks outside or off site. • Start and finish times, break times, are staggered whenever possible, to reduce cross over of staff as much as possible. • Staff are encouraged to leave the worksite immediately after conclusion of their shift. • Rosters and roster changes are communicated electronically • Roster changes are managed and approved by leadership team (only).
<p>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 ‘1.5m social distance’ rule.</p>	<ul style="list-style-type: none"> • Density spacing is ensured at GRSC via signage and staff interjection. • Density quotient posters and signage are in place in all relevant areas - designated for one person per four square meters. • Physical distancing floor markings are in place at GRSC Reception, corridors and waiting areas. • In the public areas of the café, the seating area will not seat more than 20 people in the area. • Seating in indoor spaces will be adjusted to ensure maintenance of social distancing. • Social distancing provisions have been applied to all public change rooms, showers, etc.

Guidance	Action to ensure effective record keeping
Record keeping	
<p>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.</p>	<ul style="list-style-type: none"> • Up-to-date contact details for all staff, being obtained through wellness calls • Complete attendance registers for those who are present at a site longer than 15 minutes for all workers, subcontractors, customers, clients and visitors (including workplace inspectors) to the worksite • Exceptions apply to customers entering retail businesses • Records are only to be used for tracing COVID-19 infections, and must be stored confidentially and securely. • Records can be kept electronically or in hard copy. Records should be kept for 28 days. • Pens used to record details should be wiped with an alcohol wipe between users. <p><u>Site-specific details</u></p> <ul style="list-style-type: none"> • Up-to-date contact details for all rostered GRSC staff will be retained in Humanforce. • Staff attendance on site is recorded via Humanforce and mandatory login and log out. • Customer attendances are securely recorded via QR code system. • Our people counter will provide us with information on how many attendees are in the building. • Contractor attendances are recorded via the Contractor 'Sign In book' • Hard copy records, where used, will be retained for a minimum of 28 days.
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • Upon facility reactivation, GRSC staff will be reminded of the process and importance of using the workplace OHS reporting system. This will include reporting: <p>As per normal procedures under Section 12: Incident reporting and investigation</p> <ul style="list-style-type: none"> • COVID management plan for suspected & confirmed cases • Suspected case (refer to Promapp) • Confirmed case (refer to Promapp)



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