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| WATCH DISABILITY SERVICESCOVID Safe plan  |
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**Our COVID Safe Plan**

Business name: \_\_\_WATCH DISABILITY SERVICES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site location: \_\_\_\_13 Mountain Cres Mulgrave\_/4A Brough St Springvale\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_Bernadette Baillie\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person phone: \_\_\_\_\_0417502948\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date prepared: \_\_\_\_1st April 2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Up dated 1st August 2020

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Hygiene** |
| 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.  | *Order through supplier extra supplies of hand soap, paper towels, and hand sanitiser. (Hunter)**Hand sanitiser placed in all buildings.**All toilets and eating areas.**Use closed bins for rubbish.* |
| Where possible: enhance airflow by opening windows and adjusting air conditioning.  | *Doors and windows to be left open where possible.**At the end of the day ensure all program area doors are open for airflow, eg Sensory room.* |
| 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.  | *Source supplies of face masks,e.g. Chemists**Ensure all staff wear facemasks throughout the day.**Disposable gloves placed in all buildings for staff use.**Staff to wear goggles or face shields.* |
| 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). | *All staff to complete on line training in infection control (DHHS), and How to safely put on and remove face masks.* |
| Replace high-touch communal items with alternatives. | *Remove items that Clients tend to place in their mouths, e.g. toys, blocks etc.**If unable to remove objects ensure constant cleaning of items throughout the day.**Cups, plates etc cleaned in dish washer after use.* |

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Cleaning** |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | *Staff are allocated designated program areas throughout the day. These staff are to clean, with disinfectant, after each activity, lunch and at the end of the day.**Increase cleaning if required during activity.**Toilets to be cleaned after each use.**All buses to be thoroughly cleaned after each use, this includes seats, windows door handles etc.* |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | *Extra supplies ordered to cover increase useage.* |

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Physical distancing and limiting workplace attendance** |
| **Ensure that all staff that can work from home, do work from home.**  | *Staff will work on a roster basis throughout the week. Only require sufficient staff numbers at work to support clients.* |
| **Establish a system that ensures staff members are not working across multiple settings/work sites.** | *Staff work with the same small group of clients throughout the week, at Mulgrave and Springvale campus.* |
| **Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.**  | *All visitors who come to the centre must enter through the front office where their temperature is taken, they sign in the visitors book and use the hand sanitiser at the front desk.**Staff will have their temperature taken before they commence work.**Clients will have their temperatures taken before they enter the premises.**Any staff, visitor or client who presents unwell is unable to enter.**Any staff who feels unwell needs to ring beforehand and not come to work.* |
| **Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.** | *Staff and clients have designated program areas where they remain for the whole day.* |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.** | *Not applicable* |
| **Modify the alignment of workstations so that employees do not face one another.** | No more than three staff in staff room at any one time. |
| **Minimise the build up of employees waiting to enter and exit the workplace.** | *Not applicable* |
| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).** | Staff stay in designated work areas. Staggered lunch breaks. |
| Review delivery protocols to limit contact between delivery drivers and staff. | *All deliveries are through the front office.* |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. | *Staff timetables will be complied each week by the Program Manager, ensuring only necessary staff are on site each day.* |
| 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 ‘[four square metre’ rule.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule)  | *All signage are placed on external doors.* |

| **Guidance** | **Action to ensure effective record keeping** |
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| **Record keeping** |
| **Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.**  | *Visitor sign in book**Staff time sheet**Client attendance sheet* |
| **Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).** | *Staff report any issues directly to the Senior staff member on site.* |

| **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.** | *See COVID -19 Policy and procedures.* |
| **Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.** | *Give attendance folder to DHHS with addresses, names etc.* |
| **Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.** | *Organise with Blue Sky cleaning company to do a deep clean as required.* |
| **Prepare for how you will manage a suspected or confirmed case in an employee during work hours.** | *See COVID-19 Policy and Procedures*  |
| **Prepare to notify workforce and site visitors of a confirmed or suspected case.** | See COVID-19 Policy Procedures |
| **Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.** | CEO to contact WorkSafe, DHHS, NDIS |
| **Confirm that your workplace can safely re-open and workers can return to work.** | *Follow advise from DHHS, NDIS* Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_Bernadette Baillie\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_1st April/1st August 2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.