

COVID Safe Plan

The following template should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the document. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

[Contacting the Victorian Chamber of Commerce and Industry](#)

The Victorian Chamber's team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

The information contained in this document has been prepared by the Victorian Chamber of Commerce and Industry in this format for the convenience and benefit of its members and is provided as a source of information only. The Victorian Chamber does not accept responsibility for the accuracy of the information or its relevance or applicability in particular circumstances. The information does not constitute, and should not be relied on, as legal or other professional advice about the content and does not reflect the opinion of the Victorian Chamber, its employees or agents. The Victorian Chamber and its employees, officers, authors or agents expressly disclaim all and any liability to any person, whether a member of the Victorian Chamber or not, in respect of any action or decision to act or not act which is taken in reliance, whether partially or wholly, on the information in this communication. Without limiting the generality of this disclaimer, no responsibility or liability is accepted for any losses incurred in contract, tort, negligence, or any other cause of action, or for any consequential or other forms of loss. If you are uncertain about the application of this information in your own circumstances you should obtain specific advice.

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

Our COVID Safe Plan

Business name:	Julie Ryan Dancers
Site location:	48 Monash Road Newborough
Contact person:	Melanie Currie
Contact person phone:	0414981566
Date prepared:	3/11/20

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering a building or other location at the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<i>Hand sanitizer is provided at entry to the building, within the reception, in each studio and kitchen facilities. All personnel are required to sanitize on arrival and when moving between studios. Hand soap and Paper towels are provided in the toilets.</i>
Where possible: enhance airflow by opening windows and/or adjusting air conditioning.	<i>Where appropriate, Windows and external doors will be opened during class time to allow for adequate air flow. Ceiling fans will also be in use to assist with air circulation.</i>
In all areas or workplaces ensure employees wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to employees that do not have their own.	<i>All staff will wear a face mask or face shield through the duration of their shift. All clients and students (13 and over) entering the building will also be required to wear a mask/shield for their entire time at the premise.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to employees on the correct use and disposal of face coverings, other PPE, on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p><i>All staff have completed certification in Infection Control Training- COVID 19. Clear signage will be displayed around the premises to show correct use of face coverings.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>All communal items have been removed (eg. Cutlery, plates, cups etc). All shared exercise equipment is no longer in use.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Cleaning</p>	
<p>Increase environmental cleaning, including between changes of shift and ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>High touch surfaces will be cleaned at the beginning of each shift, in between classes and at the conclusion of each shift. Record will be kept of cleaning schedule. Staff on shift will be responsible for ensuring this is completed.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Business will provide adequate cleaning equipment and supplies and ensure there is adequate stock.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p><i>Where possible no extra staff will be present in the premises when not on shift. Parents will not be allowed on premises unless a prior booking as been made. All new students trialing classes MUST pre book their place provided numbers can cater. All whole team staff meetings will be conducted via ZOOM.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Staff will be limited Only necessary staff will be working across our two venues where is necessary to conduct business, these staff will be solely employed by JRD. Staff who work at secondary employment will be unable to teach in studio in line with the current government restrictions.</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>Staff will be required to fill out a COVID declaration at the beginning of each shift. Staff who are unwell will not attend work until they are symptom free. Staff who present unwell during their shift will be sent home immediately.</i></p>
<p>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.</p>	<p><i>All personnel at the studio, staff, students and visitors will be required to adhere to social distancing measures. Studios will only accept numbers within our safe operating means (1x4m per person).</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of employees.</p>	<p><i>Studios will be marked to clearly show individual dance spaces. Marks will be placed at the entrance to the building to assist with social distancing.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p>Office staff will be working alone. Class teachers will socially distance at all times.</p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p><i>Only necessary personnel will be allowed at the studio during opening hours. Whole staff meetings will be conducted via ZOOM.</i></p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>All staff have completed certification in Infection Control Training- COVID 19. Clear signage will be displayed to remind all patrons and staff about correct social distancing etiquette.</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>All deliveries will be redirected to personal postal addresses for contactless pick up.</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Only necessary personnel will be allowed at the studio during opening hours. Whole staff meetings will be conducted via ZOOM.</i></p>
<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 ‘four square metre’ rule.</p>	<p><i>Clear signage will be displayed with maximum capacity numbers for each studio.</i></p>

Guidance		Action to ensure effective record keeping	
Record keeping			
<p>Establish a process to record the attendance of customers, clients, visitors, workplace inspectors and delivery drivers. This information will assist employers to identify close contacts.</p>		<p><i>Accurate class rolls will be kept by admin staff and teaching staff. All visitors to the building must be pre-approved and will sign in with the admin staff. All visitors over 18 will also be required to fill out a COVID declaration upon arrival. Students will be temperature tested upon arrival (a reading of 38 will result in parents being contacted and the student sent home)</i></p>	
<p>Provide guidance to employees on the effective use of the workplace OHS reporting system.</p>		<p><i>Staff who feel a student is unwell for any reason are required to send the child home. A form will be filled out to document reason for exclusion and action taken.</i></p>	

Guidance		Action to prepare for your response	
Preparing your response to a suspected or confirmed COVID-19 case			
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>		<p><i>In the event COVID outbreak occurs, the studio will be closed for in depth cleaning. Contact tracing will occur and those affected will be notified, will be advised to be tested, isolate for 14 days and will return once a negative result has been received. In the event the studio cannot reopen, classes will be conducted online.</i></p>	
<p>Prepare to assist DHHS by providing employee and visitor records to support contact tracing.</p>		<p><i>All records will be kept up to date and accurate to allow for DHHS to support contact tracing.</i></p>	

Guidance	Action to prepare for your response
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>Cleaning will be undertaken at the beginning and end of each shift, high contact areas cleaned in between classes and an in depth clean done twice a week.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>If an employer is advised by an employee that they have symptoms of COVID-19 or are a confirmed case the employer should enquire as to when the employee first developed symptoms. The infectious period is taken to be from 48 hours prior to symptom onset up until the point at which the person isolates. The employer should determine whether they attended work during this period.</i></p> <p><i>This document sets out to provide workplaces with the information they need to perform these actions, before contact is made by DHHS.</i></p> <p><i>The response actions required by an employer may include:</i></p> <ul style="list-style-type: none"> <i>– Directing the employee(s) to return home or isolate at the workplace until that can be arranged</i> <i>– Conduct a risk assessment.</i> <i>– Close part or all of the workplace.</i> <i>– Undertake a comprehensive clean of part or all of the workplace.</i> <i>– Identify and notify workplace related close contacts.</i> <i>– Liaise with DHHS or their nominee to determine further actions.</i> <p><i>A person is a suspected case when they have symptoms compatible with COVID-19 in the absence of an alternative diagnosis. Symptoms include a fever of $\geq 37.5^{\circ}\text{C}$, night sweats, chills, acute respiratory infection (such as cough, shortness of breath, sore throat), loss of smell, and/or loss of taste. When there is a single suspected case at a workplace:</i></p> <ul style="list-style-type: none"> <i>• The employee should be supported to leave work to go home/get tested. They should travel by private transport where possible, or by taxi or rideshare if necessary. A mask should be worn. They should not travel by public transport.</i> <i>• If they are unable to leave immediately, they should be supported to isolate at work, preferably in a separate room. They must wear a mask and remain 1.5m from others at all times.</i> <i>• The employer must advise the employee to undergo a COVID-19 test and self-isolate until the test result is known.</i> <i>• Where the suspected case was present at the workplace in the period commencing 48 hours prior to the onset of symptoms, it is possible that they were infectious while at work. Employers must take all</i>

Guidance	Action to prepare for your response
	<p><i>practicable steps to manage the risks posed by the suspected case, including appropriate cleaning.</i></p> <ul style="list-style-type: none"> • <i>The employer should ensure cleaning of their personal workspace and any areas in the work premises frequently used by the worker, including high-touch surfaces likely to have been frequented by the suspected case.</i> • <i>Employers should inform all workers (including the health and safety representative) to be vigilant about the onset of symptoms of COVID-19 and advise all workers to be tested and self-quarantine if they become symptomatic.</i> • <i>Employers must ensure materials and records are in order to support contact tracing, particularly from the period of 48 hours prior to the onset of symptoms in the suspected case.</i> <p><i>It is not necessary to vacate the site (in part or whole) or undertake a risk assessment in response to up to two suspected cases.</i></p>
<p>Prepare to notify the workforce and site visitors of a confirmed or suspected case.</p>	<p>Principal and staff will be notified of the case. Classes will end immediately. Parents will be contacted to collect their children.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>All records will be gathered to pass onto the relevant authorities.</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>Full deep cleaning will take place. Staff must isolate and return a negative result and be symptom free to return to work.</i></p>