

COVID Safe plan

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

Our COVID Safe Plan

Business name:	Greater Dandenong City Council
Site location:	Walker Street Gallery, Dandenong
Contact person:	Holli Taylor, Coordinator Arts & Cultural Development
Contact person phone:	8571 5134, 0466 388 682
Date prepared:	25/11/20

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<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><i>Hand sanitiser provided in each work area, and all contractors (e.g. facilitators/ artists) accessing the building are required to sanitise upon arrival. Adequate supply of hand soap and paper towels in each work area.</i></p> <p><i>Hand Sanitiser for the public is located at:</i></p> <ul style="list-style-type: none"> • Main entrance, • Customer service desk, • Gallery 2 – toilets corridor • Side entrance • Theatre <p><i>Additional Hand sanitisers for staff use is located at:</i></p> <ul style="list-style-type: none"> • Behind customer service desk • Kitchenette • Staff offices <p><i>Cleaners will top up hand sanitisers on a regular basis.</i></p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>Air conditioning will be set to accommodate ready air flow.</i></p>
<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>	<p><i>Face coverings have been provided and are worn by all staff, contractors and deliveries.</i></p> <p><i>Additional masks are available for use by the public and can be handed out by customer service staff.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
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).	<i>Guidance has been provided. CEO demonstration of correct use of face coverings in an all-staff video. Posters throughout workplace on good hygiene practices</i>
Replace high-touch communal items with alternatives.	<i>All high-touch communal items are cleaned regularly throughout each day.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<i>All high-touch communal items are cleaned regularly throughout each day. The front desk space will be cleaned regularly between staff shifts, ensuring that each staff member keeps their own laptop and headset with them to limit use of items between staff members. Updates have been made to the site with IT providing monitors and docking stations at each new desk set up for each staff member facilitating laptops to be plugged in and used as appropriate.</i>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<i>Adequate supplies have been provided in all workplaces.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	<i>In place across the organisation with only essential staff working on-site, a roster has been provided to direct staff to work part time from home and part time in the office. This will accommodate minimum staff in the office at any given time for risk, safety and welfare purposes. Tuesdays – Fridays there will be a maximum of three staff rostered to Walker Street Gallery during public opening hours with no staff onsite when closed to the public on Monday.</i>
Establish a system that ensures staff members are not working across multiple settings/work sites.	<i>Staff are rostered onsite to Walker Street Gallery only, i.e. a “bubble” has been set up to limit staff working across multiple settings.</i>
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<i>Have repeatedly put messaging out to all staff and contractors, that if they are unwell then to stay at home. Work from home is highest priority wherever possible. Staff onsite are required to declare they are well for work before each shift. All staff will be required to register via the Walker Street Gallery QR code upon arrival. All contractors are required to declare they are well and haven't been in contact with cases, before entering the building. QR codes sign in will also be required for anyone on site for 15 minutes or more.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
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>Completed in all workplaces.</p> <p>Sneeze guard will be installed in all customer contact areas prior to opening to the public.</p>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	Completed in all workplaces
Modify the alignment of workstations so that employees do not face one another.	Staggered approach to workstation layout has been adopted.
Minimise the build-up of employees waiting to enter and exit the workplace.	With so few people working on-site, there is no build-up of employees or contractors waiting to enter or exit. Arrangements have been made for contractor and programming access to be via the side entrance only, with all patrons being directed through the main front entrance to streamline activities and better monitor density quotients.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Information has been provided to all staff and contractors in email communications, posters, CEO messaging about the need to maintain physical distancing. Along with online inductions completed by all staff or contractors entering the hub.
Review delivery protocols to limit contact between delivery drivers and staff.	<p>Staff to manage receipt of goods. Deliveries are staggered to ensure they are spread out throughout the day.</p> <p>Delivery drivers and contractors will be directed to the side entrance to limit interactions wherever possible.</p>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Work rosters have been reviewed and revised.
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 .	Signage is in place in public areas of all Council workplaces and community buildings.

Guidance	Action to ensure effective record keeping
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.	All patrons, staff and any contractors will be required to sign in via the dedicated Walker Street Gallery QR code which is displayed at all entrance points.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	All staff and contractors have been informed of the requirement to report incidents and events, and were informed via Induction protocols and sign off.

Guidance	Action to prepare for your response
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.	<i>Council Business Continuity Plans completed and are now updated for Stage 4 restrictions. Continuous review is ongoing.</i>
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<i>Council is maintaining regular contact with DHHS as part of emergency response and will assist as necessary.</i>
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<i>Plans and contracts are in place for cleaning of buildings with additional cleans booked in. Further cleaning will be scheduled between any programming activity.</i>
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<i>Procedure is in place for dealing with suspected or confirmed cases per Council guidelines.</i>
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<i>Procedure is in place for dealing with suspected or confirmed cases per Council guidelines.</i>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<i>Procedure is in place for dealing with suspected or confirmed cases per Council guidelines.</i>
Confirm that your workplace can safely re-open and workers can return to work.	<i>COVID-safe plan and return to workplace planning documentation have been reviewed and approved by the COVID working group. On site meeting has occurred between Coordinator Arts & Cultural Development and Coordinator Emergency Management. All requirements have been identified and implemented accordingly.</i>

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

Signed: 

Name: Martin Fidler
Director Community Services

Date: 26/11/2020