**COVIDSafe Plan – Supported Employment**



1. **Physical Distancing**

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| RECOMMENDATIONS & REQUIREMENTS | DESCRIBE WHAT YOU WILL DO  | WHO IS RESPONSIBLE |
| * **density quotients** One person per 2 sq. metre
* **display signage** showing maximum amount of people in the allowed space
* shared work areas are only accessible to workers and should only include workers in the density limit
 | **N/A as government regulatory requirements have changed** | AdminManager |
| Where possible aim for workers and visitors to maintain physical distancing of **1.5 metres** in the workplace. How will you do this? | N/A | ManagersTeam leader |
| You should give **training** to workers on physical distancing while working and socialising. How will you do this? | Workers are reminded to to wear facemasks when required by authorities, sanitise.Participants and workers are shown how to: * suitably greet someone and how to avoid non-essential close contact
* Hand & cough hygiene
 | ManagersWorkers |

**2. Face masks**

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| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| You must ensure all workers adhere to current face mask requirements. How will you do this? For more information visit: [coronavirus.vic.gov.au/face-masks](https://www.coronavirus.vic.gov.au/face-masks) | Mask supplies and provision – boxes of disposable masks are located throughout workspaces for workers and participants. Signage – posters are in all workplaces training/guidance is provided for correct fit, use and disposal of PPE. | ManagerTeam Leader |
| You should give **training** and information on how to correctly fit, use and dispose of PPE. How will you do this? | Signage – gentle reminders throughout workspacesTraining/guidance for correct fit, use and bins for disposal of PPE, disposable mask availability. Face masks are worn in accordance with current government guidelines. | Training CoordinatorManagerTeam Leader |
| If your industry is subject to additional industry obligations, you may also be required to:[coronavirus.vic.gov.au/additional-industry-obligations](https://www.coronavirus.vic.gov.au/additional-industry-obligations) | Not subject to additional industry obligations | QA Officer |

**3. Hygiene**

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| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| You **must** **clean and disinfect.**For more information visit: [coronavirus.vic.gov.au/cleaning](https://www.coronavirus.vic.gov.au/preventing-infection-workplace) | Kyeema doesn’t fall under additional industry obligations, and therefore don’t need to clean high touch points twice daily.Cleaning cupboard has a full stock of cleaning and disinfection products.Cleaning/disinfecting surfaces after each group.Workers encouraged to sanitiser on entering room before an activity starts. | ManagerWorkers |
| You should display a cleaning log in shared spaces. How will you do this? | Cleaning daily – professional cleaners | ManagerSupport Workers |
| You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this? | Rubbish bins are available to dispose of paper towels.Sanitiser at front entrance and in all offices and rooms. Soap in bathrooms.Sanitise posters around the buildingSanitiser is well stocked & functioning | AdminManager |

 **4. Record keeping**

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| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| Every Victorian business (with some limited exceptions) **must** use the Victorian Government **QR Code Service** **to check-in** their workers, customers and visitors. How will you do this?For more information visit: [coronavirus.vic.gov.au/about-victorian-government-qr-code-service](https://www.coronavirus.vic.gov.au/about-free-service-victoria-qr-code-app) | * N/A
 | Admin update signage |
| Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this? For more information visit: [coronavirus.vic.gov.au/covid-check-in-marshals](https://www.coronavirus.vic.gov.au/covid-check-in-marshals) | Kyeema is not required to have a COVID-19 Check-in Marshal.  | Manager |
| 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. How will you do this?For more information visit: [coronavirus.vic.gov.au/vaccine](https://www.coronavirus.vic.gov.au/vaccine) | Workers are directed to stay home if they are unwell and to get a covid test. | ManagersTeam LeadersHR Officer |
| It’s strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?This includes having a plan:* to respond to a worker being notified they are a positive case or a close contact while at work to clean the worksite (or part) in the event of a positive case

For additional resources:[business.vic.gov.au/emergency-planning](https://business.vic.gov.au/business-information/tourism-industry-resources/tourism-crisis-management-guide/plan/emergency-planning) | * Business Contingency Plan- COVID
* Business Contingency Plan- GENERAL
* Pandemic & Epidemic Contingency Procedure

If a person with COVID-19 is identified at the workplace:After seeing a Doctor the individual concerned will be allowed to return to work or programs when given the all clear by the doctor; this needs to be in writingDepartment of Families Fairness Housing, Portland District Health, Emergency Services and Glenelg Shire Council will be informed if any outbreak takes place. | CEOCEOManagers |

 **Enclosed spaces and ventilation**

| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
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| You should reduce the time workers spend in enclosed spaces. How will you do this? | Open windows and doors, weather permitting, to improve ventilation and reduce the risk of indoor health concerns such as transmission of covid.Green Fingers and Seawinds work is mostly outdoors | All workers |
| If your industry is subject to additional industry obligations, you may also be required to:* ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolation

How will you do this?For more information visit: [coronavirus.vic.gov.au/additional-industry-obligations](https://www.coronavirus.vic.gov.au/additional-industry-obligations) | **N/A** | ManagerSupported Employees |

**Workforce bubbles**

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| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| 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. How will you do this? | Workers generally work the same shifts. | Team leaders |
| If your industry is subject to additional industry obligations, you may also be required to:* keep records of workers who are working for different employers across multiple premises.

How will you do this?For more information visit: [coronavirus.vic.gov.au/additional-industry-obligations](https://www.coronavirus.vic.gov.au/additional-industry-obligations) | Details of secondary employment are kept on Sentrient LMS (NDIS Standards p.11) | HR |

**Resources:**

WHS and COVID-19: considerations during recovery

[PostCOVID-19.pdf (nds.org.au)](https://www.nds.org.au/images/resources/PostCOVID-19.pdf)

[Coronavirus (COVID-19) information for your industry - WorkSafe](https://www.worksafe.vic.gov.au/coronavirus-covid-19-information-your-industry)

[COVIDSafe Plan | Coronavirus Victoria](https://www.coronavirus.vic.gov.au/covidsafe-plan)

[workplace-additional-industry-obligations-directions-no-57-pdf.pdf](file:///C%3A%5CUsers%5Canna%5CDownloads%5Cworkplace-additional-industry-obligations-directions-no-57-pdf.pdf)