**COVIDSafe Plan – Supported Employment**

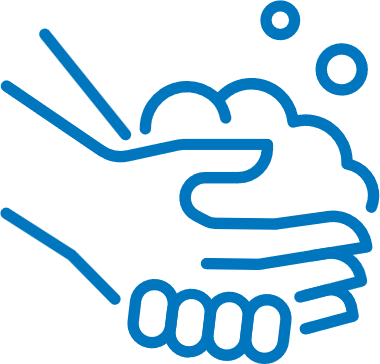


1. **Physical Distancing**

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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** | Admin  Manager |
| 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 | Managers  Team 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 | Managers  Workers |

**2. Face masks**

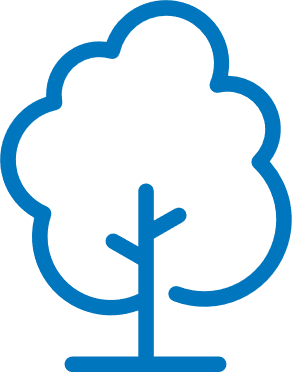
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| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| You must ensure all workers adhere to current face mask requirements. How will you do this?  For more information visit: [coronavirus.vic.gov.au/face-masks](https://www.coronavirus.vic.gov.au/face-masks) | 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. | Manager  Team 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 workspaces  Training/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 Coordinator  Manager  Team 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**

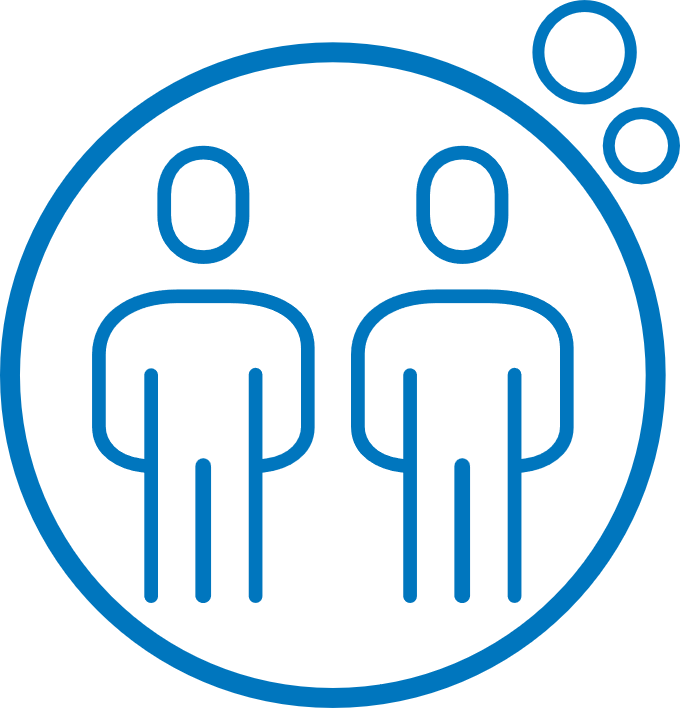
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| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| You **must** **clean and disinfect.**  For more information visit: [coronavirus.vic.gov.au/cleaning](https://www.coronavirus.vic.gov.au/preventing-infection-workplace) | 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. | Manager  Workers |
| You should display a cleaning log in shared spaces. How will you do this? | Cleaning daily – professional cleaners | Manager  Support 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 building  Sanitiser is well stocked & functioning | Admin  Manager |

Icon of a clipboard with ticked list items
 **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. | Managers  Team Leaders  HR 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 writing  Department of Families Fairness Housing, Portland District Health, Emergency Services and Glenelg Shire Council will be informed if any outbreak takes place. | CEO  CEO  Managers |

 **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** | Manager  Supported 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)

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