



COVID-Safe Plan for Meetings and Workshops

Our COVID-Safe Plan

Organisation name: MITTA VALLEY LANDCARE INC
 Site location: various venues as announced
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Hygiene

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide and promote hand sanitiser stations for use on entering building and other locations within the Community Hall and ensure adequate supplies of hand soap and paper towels are available for attendees.	<p>Table with hand sanitiser on entry, restrooms and in hall</p> <p>Ensure QR codes and registers are strategically placed in full vision of attendees</p> <p>Covid monitors assisting in hall to ensure all attendees either sign in or use a QR code on entry and are wearing appropriate face masks if necessary for the current restrictions.</p>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	Ensure windows and air conditioning is working appropriately.
In areas or community Hall 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.	Organising committee members to ensure masks are available for those without them on entry and direct attendees to wear them at all times as per the current restrictions
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).	Restrictions to be notified to all committee members assisting and emphasis on safe disposal and correct use of Masks and PPE to ensure attendees follow required directions
Replace high-touch communal items with alternatives.	<u>Meals served to</u> attendees with single use cutlery and plates provided to them.

Cleaning

Guidance	Action to mitigate the introduction and spread of COVID-19
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	Committee members setting up to ensure hall, high touch surfaces and restrooms are wiped down with appropriate disinfecting cleaning products prior to attendees arriving and prior to food serve.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	Organisation to ensure purchase and supply of detergent, disinfectant and hand sanitising products and adequate supplies paper towel.

Physical distancing and limiting workplace attendance



Guidance	Action to mitigate the introduction and spread of COVID-19
Ensure that all staff that can work from home, do work from home.	Where appropriate meetings to be run by offering Zoom meeting
Establish a system that ensures staff members are not working across multiple settings/work sites.	N/A
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	On entry to the meeting venue the volunteer staff, speakers and attendees sign in, are wearing appropriate Face masks and other PPE and that anyone attending is not unwell
Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and are spaced at least 1.5m apart. Also consider installing screens or barriers.	Communal areas to be set up to take social distancing @ 1.5m apart and that there is one attendee to four square meters. If necessary, barriers to be erected to direct traffic and social distance correctly
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of people.	Where possible floor marking to remind attendees of social distancing spacing
Modify the alignment of workstations so that staff and attendees do not face one another.	Seating to be arranged in a staggered pattern to ensure no face to face and social distancing is abided by
Minimise the build-up of people waiting to enter and exit the workplace.	Floor marking to ensure social Distancing
Provide training to staff and volunteers on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Committee members and volunteers acting as staff reminded of this plan prior to meeting / Workshop
Review delivery protocols to limit contact between delivery drivers and staff or volunteers.	N/A
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Committee members and volunteers acting as staff reminded of their part in event and the plan prior to meeting / Workshop
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 <u>'four square metre' rule.</u>	Signage notifying of 4 square meter rule with calculation of maximum people allowance for space. Signage on entry to remind of social distancing on arrival as well as personal hygiene at entry and in restrooms

Record keeping



Guidance	Action to ensure effective record keeping
Establish a process to record the attendance of community members, visitors, delivery drivers and workplace inspectors. This information will assist to identify close contacts.	Attendees, Speakers and Volunteer Staff need to register with an Eventbrite online. Q code and written sign in to be provided on entry and everyone monitored to ensure all attendees have contact details noted
Provide guidance to staff and volunteers on the effective use of the workplace OHS reporting system (where available).	Volunteer staff reminded of OHS policy in place

Preparing your response to a suspected or confirmed COVID-19 case

Guidance	Action to prepare for your response
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	
Prepare to assist DHHS with contact tracing and providing staff, volunteer and visitor records to support contact tracing.	Ensure all attendees, guest speaker and volunteer staff have registered with Eventbrite and signed in (by paper or QR Code) and records kept of a minimum one month after event
Prepare to undertake cleaning and disinfection at your premises. Assess whether the workplace or parts of the workplace must be closed.	Notify Hall committee of cleaning requirements if notified of a Covid case
Prepare for how you will manage a suspected or confirmed case in a staff member or volunteer during work hours.	Notify other volunteers and attendees to quarantine get tested from records
Prepare to notify workforce and site visitors of a confirmed or suspected case.	Notify other volunteers and attendees to quarantine get tested from records
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	N/A
Confirm that your workplace can safely re-open and workers can return to work.	Notify other volunteers and attendees to quarantine get tested from records