







COVID Safety Plan

Premises name: **Town of Bassendean Volunteers Centre**

Agrees to the following:

- | | |
|--|---|
| <input type="checkbox"/> Maintain mandatory contact registration | <input type="checkbox"/> Encourage physical distancing |
| <input type="checkbox"/> Maintain hygiene standards and conduct frequent cleaning | <input type="checkbox"/> Advise staff to stay home if unwell |

-  **Refer to the COVID Safety Guidelines for information on the expectations for COVID Safety Plans and to assist you in** completing this plan. These are available at wa.gov.au
-  Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
-  **The COVID-19 pandemic is an evolving situation –** review your plan regularly and make changes as required.
-  **Print and display the COVID Safety Plan Certificate** available at the end of this form.

Premises details

Premises name:	Volunteers Centre	Prepared by:	Shanel De Silva
Type of premises:	Local Government	Position title:	Senior Community Development Officer
Street address:	50 Old Perth Road Bassendean	Completion date:	21.02.2022
Contact no:	(08) 9377 8034	Revision date:	As Required
Email:	mail@bassendean.wa.gov.au		

*** For the sections below, please complete the form and attach additional pages or information as required.**

1. Contact registration

- What will be done to implement contact registration requirements?

Consider: **legal requirements to manage, store and dispose of contact registration records; ensuring SafeWA QR codes are easily accessible, ensuring option of hard copy register is available.**

- SAFEWA QR Codes are on display at the entrance of the Volunteers Centre, and at all entrance/exit points.
- A hard copy Contact Tracing form is available at the Volunteers Centre.
- All workers (including volunteers) have been requested to sign in when entering a TOB workplace or facility, regardless if it is their normal place of work.
- Although the QR Code and posters are on display, Volunteer Services workers will encourage patrons and workers to sign in when entering the premises.
- Sign in records will be kept for a minimum of 28 days.

2. Physical distancing

- What will be done to encourage physical distancing principles?

Consider: **physical distancing for staff and patrons; management of waiting areas etc.**

- **Floor markers and visible signage** have been placed in the Centre to remind patrons and workers to practice physical distancing and to avoid congregating in any area.
- In accordance with any **maximum occupancy directions**, these will be calculated for each public area and workspace. Clear and visible signage stating the maximum number of people permitted in each room or area will be placed on the front entrance door and inside the front entrance. These requirements will be monitored and enforced by the Volunteer Services workers.
- With only one main entrance to the Volunteers Centre, workers and members of the public will need to use this to enter and exit the building. It is not anticipated that this area will become congested due to high levels of foot traffic. A **traffic flow plan has not been implemented** at this stage, but foot traffic will be monitored and considered if required.

- For the workers working in the office at the Volunteers Centre, the Town has ensured that there is **adequate physical distancing** between each worker. Where possible, **flexibility in working arrangements**, including working remotely, will continue to apply for staff based at the Volunteers Centre. Where workers must attend the workplace, workers will be rostered on the same shifts at a single worksite and there will be no overlap of workers during shift changes (if relevant).
- A number of physical distancing measures have been implemented, in accordance with the Safe Work Procedure, including:
 - a. **Break rotations**, to minimise the number of people in the kitchen and amenities area at any one time.
 - b. Where possible, workers will be encouraged to either eat lunch in an **open outdoor space or at their workstation**.
 - c. Any **worker interactions** are to be undertaken in compliance with the physical distancing protocol of at least 1.5 metres apart.
 - d. **Meetings** including de-briefs and team meetings are to be held online through Teams etc., through phone conferences, in an outdoor environment or in an indoor area that complies with physical distancing and the maximum square metre/person requirements. No employee is to attend face to face meetings with external parties unless authorised by their Line Manager.
 - e. Where possible, **access to the Volunteers Centre** for external persons and contractors will be prohibited and restricted for urgent business purposes only.
 - f. Restrictions will apply to Town of Bassendean workers (including Volunteers) when carpooling or operating the Community Transport Vehicle.

3. Hygiene

- How will you ensure hygiene and cleaning standards are maintained?

Consider: hygiene protocols and practices; supply of cleaning and sanitiser products etc.

- **COVID information** and recommended **hygiene practices will be promoted** through posters placed throughout the Volunteers Centre, Safe Work Procedures, on the FAQ page and through other internal comms.
- Workers who are **unwell** are directed to **stay home**.
- **Visible signage** will be placed on the front door and inside the front entrance, urging persons **not to enter the premises if they are unwell**. Any worker or person who appears to be unwell will be politely requested to leave the premises. If a worker is unwell with COVID-like symptoms, the **'Suspected or Confirmed Case of COVID-19 Procedure'** is to be followed.
- The Town has a **good supply of hand sanitiser, hospital grade cleaners and disinfectants, gloves, masks etc.** available to staff and in stock. An infrared forehead thermometer has been purchased for use within the Volunteers Centre if and when required. Safety Data Sheets are provided for all chemicals used within the workplace.

- A supply of **Rapid Antigen Test (RAT)** kits has been ordered and will be used in accordance with Government directions and the Town's procedures.
- **Alcohol based hand sanitiser and signage** has been placed at the front entrance of the Volunteers Centre and inside the work area.
- The workplace is **monitored** to ensure that hygiene supplies are available and re-stocked as required.
- **Masks must be worn in all indoor areas**, including workplaces and vehicles.
- A **Cleaning Procedure** has been distributed with the cleaning kit to each workplace, and all workers have been provided with the COVID-19 Environmental Cleaning for Workplaces for Non-Health Care Setting Guideline released by the Department of Health as an attachment to the Safe Work Procedure.
- Cleaning of the office will be completed by the **Cleaning Contractor** on a daily basis.
- Cleaning of **common (high) touch areas and surfaces** (i.e. door handles, appliances, table tops, taps and hand washing stations etc.) are to be completed twice a day in accordance with the 'Cleaning of Common Touch Areas Procedure'. Cleaning of these areas is the responsibility of all workers in that workplace and is to be completed on a roster basis. A register is in place to ensure that cleaning is completed and a record is maintained.
- Where possible, **high touch communal items will be replaced** with hygienic alternatives, for example, single use or contactless options.
- **Cleaning of personal work spaces** are required to be undertaken every day. If the work space is used by more than one worker, it is to be cleaned and disinfected before and after the shift.
- Workers operating **Council vehicles, the Community Transport Vehicle or other plant** are to adhere to the hygiene guidelines in the Safe Work Procedure.
- A **Contractor trained in COVID-19 sanitation services** has been sourced to conduct any urgent deep cleans in the event that there is an outbreak or confirmed case of COVID-19 at the Volunteers Centre.
- The purchase of **sneeze guards** will be considered if deemed beneficial to limit the risk of exposure for workers and members of the public.
- **Air flow** will be enhanced as much as possible by opening doors and windows, and air conditioning will be adjusted to optimise fresh air flow.
- Where possible, the **number of people in unventilated areas** will be reduced.
- Where possible, **equipment**, stationary and other items such as phones, cutlery, crockery etc. are **not to be shared**. Where possible, workers are not to 'hot desk' and use another workstation that is not their own.
- Workers (including volunteers) who have a **suspected or confirmed case of COVID-19** are to notify the Town on the **Notification Form** (available on the FAQ page).
- A **Risk Assessment** has been undertaken for **vulnerable workers** to consider control measures in order to reduce their risk of infection. The Line Manager must conduct any further reviews or amendments to work arrangements in consultation with the vulnerable worker. Workers have been encouraged to discuss any conditions which might make them more vulnerable to the effects of COVID-19 with their GP/Line Manager.
- Employees were offered a **flu vaccination** as part of the Town's Annual Influenza Vaccination Program, and the vaccinations have been completed.

- The Town is complying with the Mandatory Vaccination Policy and is sighting worker **COVID-19 vaccination certificates** and maintaining a Register. Workers at the Volunteers Centre have not been captured under the Mandatory Vaccination Policy but have been encouraged to provide this evidence, and the workers have complied with this request.
- **Individual Safe Work Procedures** will be developed for any vulnerable or unvaccinated worker (that is not mandated under the Mandatory Vaccination Policy) in order to minimise their exposure and infection risk.

4. Training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

Consider: **staff training; records of training; additional education; signage; guidance material etc.**

- Every Town of Bassendean worker has received a **COVID: Safe Work Procedure** relevant to their work area, which incorporates all the required measures to keep themselves and others safe from COVID-19.
- An **electronic presentation** (and induction package) has been rolled out to all employees based at the Volunteers Centre to confirm all measures in place for the prevention and management of COVID-19 and the strategies outlined in this Plan.
- Workers are provided with **education** through the FAQ page, posters, emails, SMS messages, intranet posts, toolbox and team meetings.
- All **Town of Bassendean Contractors**, their employees and Sub-Contractors, have been required to complete and sign a Declaration Form, confirming all prevention and management measures implemented to protect themselves, Town of Bassendean employees and community.
- A World Health Organisation video on **how to fit and wear a face mask** has been uploaded to the FAQ page.

5. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

Yes ✓

The Town of Bassendean acknowledges our obligations arising from the Emergency Management Act and the directions made under that Act.

The Town of Bassendean also acknowledges our obligations and responsibilities under existing legislation and regulations, including occupational and health legislation, and will ensure that these are complied with.

6. Response Planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.

- The Town will adhere to the '**COVID-19: Suspected or Confirmed Case within the Workplace Procedure**' which has been developed in accordance with Department of Health and Government WA Guidelines and requirements.
- The Town will contact the COVID-19 Public Hotline if we become **aware that someone with COVID-19** has been at this workplace.
- **Contact tracing** measures are in place and the Town will work with the Department of Health in providing the required information and assisting in the identification of close contacts.
- **Communication systems** have been implemented. Workers have been directed to check FAQ page and any urgent information or directions will be communicated through SMS.
- A **plan** has been developed to maximise business continuity should there be an exposure in the workplace, and in the event that the Volunteers Centre must close, or services are modified (see attached).
- Support mechanisms for workers that are impacted by COVID-19 are in place.



Premises name:

Volunteers Centre, 50 Old Perth Road, Bassendean

COVID Safety Plan Certificate

Welcome. We are a business implementing COVID-safe principles.



Contact registers



Physical distancing



Frequent cleaning and disinfection



Staying home when unwell

Prepared by:

Date

We're doing our part to help keep you safe. Please respect the rules and our staff.