

# Avenue Neighbourhood House at Eley COVIDSafe Plan – July 2021

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## About the COVIDSafe Plan

The July 2021 COVIDSafe Plan has been developed to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.

This plan is the fourth plan developed by Avenue Neighbourhood House and reflects the most current restrictions and advice from Government.

Avenue Neighbourhood House's COVIDSafe Plan is reviewed and updated routinely when restrictions or public health advice changes.

## COVIDSafe Plan

Business name: Avenue Neighbourhood House at Eley Inc

Plan completed by: Melinda Brown

Date reviewed: 22 July 2021

For the latest information on restrictions in Victoria, visit [coronavirus.vic.gov.au](https://coronavirus.vic.gov.au)



## Practise physical distancing

Requirements	Action
<p>Avenue Neighbourhood House will apply the relevant density quotient to configure shared work areas and publicly accessible spaces.</p> <ul style="list-style-type: none"> <li>• Shared work areas are only accessible to workers, and should only include workers in the density quotient.</li> <li>• Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis.</li> </ul>	<p>Workers and visitors must maintain physical distancing of 1.5 metres. This will be done by:</p> <ul style="list-style-type: none"> <li>• Displaying signs to show participant limits at the entrance of enclosed areas where density quotients apply for your workplace</li> <li>• Minimising the build-up of people waiting to enter and exit the workplace.</li> <li>• Using floor markings to provide minimum physical distancing guides.</li> <li>• Rearrange, remove or cordon off furniture in common areas to practise physical distancing, stagger seating so workers are not facing one another.</li> <li>• Allocate different doors for entry and exit.</li> <li>• Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit.</li> <li>• Stagger break times to reduce crowding in shared spaces and facilitate physical distancing between workers.</li> <li>• Review delivery protocols to limit contact between delivery drivers and staff.</li> </ul>
<p>Avenue Neighbourhood House will continue to provide training to workers on physical distancing expectations while working and socialising.</p>	<ul style="list-style-type: none"> <li>• Educate workers on strategies and work practice changes to maintain physical distancing.</li> <li>• Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions.</li> <li>• Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly.</li> <li>• Reinforcing the importance of not attending work if unwell.</li> <li>• Ensuring appropriate information on the use of face masks and PPE.</li> <li>• Informing workers to follow current public health directions when carpooling. This can be found at <a href="http://www.coronavirus.vic.gov.au">www.coronavirus.vic.gov.au</a></li> </ul>

Requirements	Action
Childcare will maintain limited access into the play area	Parents are not permitted in childcare play area and must drop / collect child at reception.
Singing and Music	Music activities including indoor group singing and wind instruments use can resume with health and safety measures are in place in line with Department of Health advice.



## Wear a face mask

Requirements	Action
Avenue Neighbourhood House at Eley will ensure all workers and participants adhere to current face mask requirements, as outlined at <a href="https://coronavirus.vic.gov.au/face-masks">coronavirus.vic.gov.au/face-masks</a>	<p><b>From 20<sup>th</sup> July 2021 face masks are mandatory in indoor spaces</b></p> <p>Avenue Neighbourhood House will continue to provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>All reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p>



## Practise good hygiene

Requirements	Action
<p>Avenue Neighbourhood House will take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</p>	<ul style="list-style-type: none"> <li>• Avenue Neighbourhood House will</li> <li>• Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment).</li> <li>• Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant.</li> <li>• Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options</li> <li>• Clean between classes.</li> <li>• Make soap and hand sanitiser available for all staff and participants throughout the worksite and encourage regular handwashing.</li> <li>• Provide information about workplace cleaning schedule and how to use cleaning products.</li> <li>• Identify which products are required for thorough cleaning.</li> <li>• Monitor supplies of cleaning products and regularly restock.</li> <li>• Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers.</li> <li>• Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment.</li> <li>• Ensure that there are adequate hand sanitiser stations throughout the worksite.</li> <li>• Ensure rubbish bins are available to dispose of paper towels.</li> <li>• Ensure adequate supplies of soap and sanitiser.</li> </ul>
<p>Hand washing</p>	<p>All Students upon entering the class room must use hand sanitiser</p> <p>All Children upon entering childcare must wash their hands.</p> <p>All staff, participants, students and children have information on how to wash and sanitise their hands correctly</p>



## Keep records and act quickly if workers become unwell

Requirements	Action
<p>Avenue Neighbourhood House will support workers to get tested and stay home even if they only have mild symptoms.</p>	<p>Avenue Neighbourhood House has a business contingency plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> <li>• a plan to respond to a worker being notified they are a positive case or a close contact while at work.</li> <li>• a plan in place to clean the worksite (or part) in the event of a positive case.</li> <li>• a plan to contact the Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts</li> <li>• a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace.</li> <li>• a plan in the event that you have been instructed to close by the Department of Health.</li> <li>• a plan to re-open once agreed by Department of Health and notify workers they can return to work.</li> <li>• communicating to workers the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case</li> </ul>
<p>Avenue Neighbourhood House will keep records of all people who enter the workplace for longer than 15 minutes for contact tracing.</p>	<p>Avenue Neighbourhood House will use the Victorian Government QR Code Service to check-in workers, participants and visitors. For more information see <a href="https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service">https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service</a> .</p> <p>Participants will be informed to check-in using the Government QR Code Service. As a back-up all participants enrolled in a course / program have their attendance recorded on the class roll with contact details on their enrolment form.</p> <p>A manual sign-in COVID attendance register will be at reception for anyone who does not have a mobile phone to record their attendance times and contact details.</p>



## Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>Where possible, Avenue Neighbourhood House will reduce the amount of time staff, participants are spending in enclosed spaces.</p>	<p>Where possible, Avenue Neighbourhood House will</p> <ul style="list-style-type: none"><li>• Enable working in outdoor environments.</li><li>• Move as much activity outside as possible, including, meetings and lunchbreaks and locker rooms.</li><li>• Enhance airflow by opening windows and doors</li><li>• Optimise fresh air flow in air conditioning systems, and.</li><li>• Ensure that windows and air conditioning are set for optimum air flow at the start of each workday or shift</li></ul>