

COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

Business name:	Wendouree Centre for Performing Arts (BGS Educational Services)
Site location:	1220 Howitt Street Wendouree, Victoria, 3355
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Contact person phone:	0422 025 536
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In addition to the COVIDSafe Plan, BGS Educational Services acknowledges that they work collaboratively with other organisations. It is the responsibility of the Hirer to ensure that they implement follow the direction of the WCPA Manager to implement this COVIDSafe Plan and the risk mitigation strategies contained below.

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none">• Hand Sanitising stations are installed in the foyer and surrounding areas.• Soap dispensers and disposable towel is available in all toilets• Hand sanitiser and paper towel is available in the box office• Portable sanitisers are available in each area and use is encouraged• Signage is displayed in promote locations to promote good hand hygiene• World Health Organisation signs are located in bathrooms and main hand sanitising stations to promote the correct hand washing and hand sanitising technique.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• Room doors will remain open while rooms are occupied, where possible.
In areas or workplaces 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.	<ul style="list-style-type: none">• All staff and hirers are required to wear a fitted face mask in line with current government requirements, unless a valid exemption applies• Face mask signage reminders installed.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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).</p>	<ul style="list-style-type: none"> • Staff provided educational resources from the government and Safe Work including updates relating to safely returning to the workplace and the correct use and disposal of face masks. • Educational signage placed in prominent locations throughout the building
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • Permanent staff provided with clear directions regarding venue use. • Signs displayed with room capacity limits • Spray and paper towel in communal areas and staff asked to spray down touch services after use • Students, accompanying staff and visitors required to access food and drink outside the building

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> • Cleaners have been contracted to clean surfaces after hirer use. • Hirers are asked to clean touch surfaces at reasonable intervals throughout the hire period. • Surface cleaning equipment is made available in all areas.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Cleaners engaged to monitor levels of sanitiser and liquid soap daily and replenish as required

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<ul style="list-style-type: none"> Staff attend the premises as required for the running and security of the venue.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> Where possible staff do not work across multiple campuses and/or settings unless absolutely necessary
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> All staff have been directed to not attend the workplace if they are unwell, have symptoms, have been in contact with a confirmed case or have been directed to isolate. Visitors required to complete COVID-19 declaration Staff asked to monitor their own temperature on a daily basis
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> there is no more than one worker per four square meters of enclosed workspace workers are spaced at least 1.5m apart there is no more than one member of the public per two square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> All rooms have been assessed and allocated a capacity based on size, allowing 2 square meters per person Physical Distancing markers placed on the floor Numbers of groups required prior to attendance to ensure capacity limits form part of planning
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> Floor markings in placed and more regularly placed in areas that are likely to create a congregation of staff.
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<ul style="list-style-type: none"> Workstations inspected and modified as required

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • Stagger entrance of groups entering and exiting the venue • Physical distancing markers placed near entrances and exits
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • Staff informed through return to work induction
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • Any deliveries are to be made out of peak times to reduce contact.
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> • Physical distancing considered at the planning stage for all groups
<p>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 ‘four square metre’ rule.</p>	<ul style="list-style-type: none"> • Room capacity numbers visible in all spaces

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> • All adults to login to the Pass Tab system at the entrance to the floor, iPad wiped down between use, sanitiser provided next to iPad. • Hirers to provide and retain a list of all individuals entering the hired space.

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • Staff to use online incident reporting system provided as part of induction to document incidents.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> • In the case of an outbreak, the venue would be immediately closed pending appropriate environmental deep cleaning. • Staff and/or hirers and/or visitors presenting with COVID symptoms would be isolated and then sent home and advised to be tested for COVID 19. • The WCPA Manager would be informed immediately to access lists from Pass Tab and contact Hirers.
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • Names and contact details of all adults and visitors are kept via Pass Tab • Names of students and a designated hirer contact number kept to allow contact tracing.
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<ul style="list-style-type: none"> • BGS Educational Services would follow Department recommendations and requirements. • If a positive case was confirmed WCPA would be closed pending Government approved environmental cleaning processes.
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<ul style="list-style-type: none"> • All workers and visitors informed to stay home if unwell or to go home if they become unwell.
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<ul style="list-style-type: none"> • It is the responsibility of the WCPA Manager to ensure that prior to anyone attending the campus that BGS Educational Services have a full list of all individuals attending the venue. • It is the responsibility of the WCPA Manager to ensure each partner school or hirer advises of a Nominated Responsible Person who will provide contact details for each individual who attends the venue. • It is the responsibility of the WCPA Manager to ensure all staff sign in and sign out via Passtab to ensure a current register is maintained. If required, the WCPA Manager will contact these staff.

Guidance	Action to prepare for your response
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • It is the responsibility of the Manager of the WCPA to advise and work with the Company CEO to ensure WorkSafe and the Department are notified along with any other require reporting authorities.
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> • A Risk Assessment will be completed outlining the risks of opening the building and commencing the programs. • It is the responsibility of the WCPA Manager and the Company CEO to consider the situation and only resume activities once the Department has confirmed that it is safe to do so.

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed _____

Name _____

Date _____