

COVIDSafe Plan

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

Our COVIDSafe Plan

Business name: Colac Otway Shire
Site location: Colac Otway Performing Arts & Cultural Centre (COPACC)
95-97 Gellibrand Street, COLAC VIC 3250
Contact person: Zoe Gallo Reid
Contact person phone: 03 5232 9514

Date prepared: **Revision Date: 27th April 2022**

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.	<p>Hand sanitiser and contact check-in register stations have been established at each entry point to COPACC.</p> <p>Clear and visible signage is displayed throughout the venue.</p> <p>Paper towels are provided in the washrooms; electric hand dryers are available but use is discouraged.</p>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<p>The heating/air conditioning system has been adjusted for optimum airflow during operation hours.</p> <p>Windows, internal and external doors will be opened where practicable and as long as security and the safety of venue attendees is not compromised.</p> <p>If you have any heating/cooling questions, please contact with COPACC's COVID Contact Person (named above), or a member of COPACC staff at the COPACC Office.</p>
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.	<p>Disposable gloves and masks are provided for staff and visitors, at each hand sanitiser and contact register station.</p> <p>Masks are no longer required in indoor settings, however they are still provided should patrons wish to use them. Staff in a hospitality position, such as bar service, are still required to wear a mask.</p> <p>All persons should endeavour to maintain 1.5m safe distancing.</p> <p>If you have concerns or queries, please check with COPACC's COVID Contact Person (named above).</p>

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>	<p>Colac Otway Shire has provided links to training on the use, wearing and disposal of face coverings and PPE – please refer to Intranet.</p> <p>Instructions posters are displayed throughout the COPACC precinct.</p> <p>All staff are requested to watch and complete the “Instructions on correct use of facemasks” located on the intranet https://intranet.colacotway.vic.gov.au/departments/environment-and-community-safety/covid-19-updates-resources-staff</p> <p>All staff are requested to complete https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</p> <p>All staff are also encouraged to register and complete the 'Infection Control in the Workplace' free short course provided by South West TAFE - https://www.swtafe.edu.au/infection</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>Disposable cups will be used at any tea/coffee beverage stations, and single-use, sealed sachets for consumables (tea, coffee, sugar) provided.</p> <p>Where possible and practicable, individual bottles of water will be provided in place of glass 'share' bottles and glasses. Visitors will be encouraged to bring own water bottles.</p> <p>Where practicable, doors will be wedged open to minimise contact.</p>

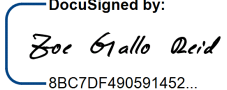
Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>Contract cleaners continue to regularly clean venue areas and daily cleaning of high touch surfaces in the Gallery Foyer, Toilets and Cinemas 1 and 2 is being coordinated by the Colac Cinemas Manager and staff team or Council's contract cleaners.</p> <p>Staff are required to sanitise their own workspace before and after use.</p> <p>COPACC staff will be responsible for cleaning of COPACC meeting spaces before and after sessions. Responsibility also for side stage, auditorium and ancillary areas pre, during and post shows.</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>Advice and guidance on appropriate cleaning products has been provided by Council's Health Protection Team.</p> <p>Operations Coordinator and Business Events Officer to monitor and maintain adequate supplies of all cleaning products for COPACC staff and precinct use.</p> <p>Duty Supervisors to also monitor and make recommendations for restocking to the Operations Coordinator.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and workplace attendance	
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p>QR codes for contact tracing and information posters are displayed throughout the precinct. Either COPACC or Cinema staff to be rostered as Covid Marshal</p> <p>All attendees are requested to scan the QR code which is linked to Services Victoria. All attendees and patrons at events in venue are required to be double-vaccinated and required to provide evidence (digital certificate) at the time of entry, or evidence of authorised medical exemption.</p> <p>If an employee is unwell he/she must not attend their workplace. They should immediately get tested for coronavirus and must notify employers if they are a positive case. Workers who test positive must not work.</p>
<p>Use floor markings to encourage physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>Distancing floor stickers have been placed in appropriate areas around the venue.</p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p>COPACC Office is compliant.</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>This has been implemented by Council – please refer to COS intranet.</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>Minimal occurrence at COPACC, but social distancing measures are in place.</p>

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>In the event of a suspected or confirmed case, please follow the Operation Procedure: Managing a Suspected of Confirmed Case of COVID-19 in the Workplace. This along with the COVID Confirmed Case and Direct Contact Flowchart is located on Council's Intranet and are included as part of the Organisation COVID SAFE PLAN.</p> <p>COVID-19 Intranet Page: https://intranet.colacotway.vic.gov.au/departments/environment-and-community-safety/covid-19-updates-resources-staff</p>

Guidance	Action to prepare for your response
Preparing your response to a suspected, probable or confirmed COVID-19 case	
Notification of Rapid Antigen Test (RAT) positive result	<p>Anyone who tests positive on a Rapid Antigen Test (RAT) will be considered a <i>probable</i> case and be subject to the same requirements as confirmed cases from a PCR test – they must isolate immediately for seven days and notify their contacts, including their employer.</p> <p>It will be mandatory to report the result of a positive RAT to the Department of Health through an online form or by phone – ensuring people can access the care and information they need, including monitoring for worsening symptoms and financial support for isolation.</p> <p>A PCR test continues to be recommended for people who test positive on a RAT but don't have symptoms and who aren't contacts. Due to the increased accuracy of RATs in higher-risk groups, PCR tests will be discouraged for contacts or people with symptoms.</p> <p>The online and phone reporting system will go live on 7 January. The process includes a series of simple questions including a symptom check for triaging care. Privacy will be protected, and translation support will be available through the Coronavirus hotline.</p>
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	Business continuity plans reviewed and updated in October 2021.
Prepare to notify the Department of Health – Only if Required.	<ul style="list-style-type: none"> - If there has been 5 or more cases within your workplace within a 7-day period, you are required to notify the department via the COVID-19 outbreak notification form. - https://www.coronavirus.vic.gov.au/covidoutbreak-notification-form - Establish a daily venue register of all working personnel on site, including visitors, crew, touring parties. Register will include date, time in and time out and contact details. - These records will be accessible readily and will be used to provide the Department of Health with information if necessary. - The person to first contact the Department of Health and notify the actions taken is Zoe Gallo Reid
Prepare for how you will manage a suspected or confirmed case in a worker during work hours.	<p>In the event of a suspected, probable or confirmed case, please follow the Operation Procedure: Managing a Suspected of Confirmed Case of COVID-19 in the Workplace. This along with the COVID Confirmed Case and Direct Contact Flowchart is located on Council's Intranet and are included as part of the Organisation COVID SAFE PLAN.</p> <p>COVID-19 Intranet Page: https://intranet.colacotway.vic.gov.au/departments/environment-and-community-safety/covid-19-updates-resources-staff</p>

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

Signed  *Zoe Gallo Reid*
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Name Zoe Gallo Reid
Manager
Date 27 April 2022 | 16:11:10 AEST