

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:	Julie Kiernan
Contact person phone:	03 5232 9531 / 0414 495 748
Date prepared:	28 th September 2020 <i>Revision Date: 1st April 2021</i>

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.	Hand sanitiser and contact register stations have been established at each entry point to COPACC. Clear and visible signage is displayed throughout the venue. Paper towels are provided in the washrooms and use of electric hand dryers is discouraged.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	The heating/air conditioning system has been adjusted for optimum airflow during operation hours. Windows, internal and external doors will be opened where practicable and as long as security and the safety of venue attendees is not compromised. 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.
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.	Disposable gloves and masks are provided for staff and visitors, at each hand sanitiser and contact register station. Visitors and staff are recommended to wear a face mask whilst in venue, but this is not a requirement of entry. Where 1.5m safe distancing cannot be achieved the wearing of a face mask is highly recommended and is encouraged. If you have concerns or queries, please check with COPACC's COVID Contact Person (named above).

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>Where practicable, 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.</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.</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 limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p>This is a Council directive – please refer to COS intranet.</p> <p>All employees are now able to return to office location for work. Formal requests can be made for flexible working arrangements and working from home, and these will be considered by management on an individual and business-needs basis in accordance with obligations under the National Employment Standards (NES), Fair Work Act and Council policies.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites, as applicable.</p>	<p>This is a Council directive – please refer to COS intranet.</p>
<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.</p> <p>All attendees are requested to scan the QR code which is linked to Services Victoria.</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>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 four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<p>Distancing floor stickers have been placed in appropriate areas around the venue.</p> <p>Sneeze guards have been installed for the COPACC Office and Cinema Box Office.</p> <p>When the Barista/Bar is in operation, measures are put in place to ensure adequate social distancing between staff and patrons.</p> <p>Social distancing is monitored during show entry and exit, with staggered entry and exit process employed.</p>
<p>Use floor markings to provide minimum 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>

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of workers waiting to enter and exit the workplace.	Rosters are developed to take into account the staggered entry and exit of staff; also the option to enter/exit the venue via multiple avenues – main entry, side entry, stage door, through Civic Hall from Rae Street, etc
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	This has been implemented by Council – please refer to COS intranet.
Review delivery protocols to limit contact between delivery drivers and staff.	Minimal occurrence at COPACC, but social distancing measures are in place.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Rosters are developed to take into account the staggered entry and exit of staff; also the option to enter/exit the venue via multiple avenues – main entry, side entry, stage door, through Civic Hall from Rae Street, etc
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 ‘two square metre’ rule .	Signage is displayed for each venue space within the precinct.

Guidance	Action to ensure effective record keeping
Record keeping	
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>QR code scanning has been established as the registration process; this will be reviewed and updated as required.</p> <p>Manual contact registers are to be saved to CM in accordance with Council directive.</p> <p>Staff are required to scan the QR code or manually complete the registration process.</p>

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>	<p>In the event of a suspected or confirmed case please follow the Operation Procedure: Managing a Suspected or 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
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>Business continuity plans reviewed and updated in March 2020.</p> <p>Current project underway to review maturity business continuity framework with Risk and OHS Coordinator.</p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p>In the event of a suspected or confirmed case please follow the Operation Procedure: Managing a Suspected or 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>
<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>	<p>In the event of a suspected or confirmed case please follow the Operation Procedure: Managing a Suspected or 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>
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<p>In the event of a suspected or confirmed case please follow the Operation Procedure: Managing a Suspected or 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>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p>In the event of a confirmed case please follow the Operation Procedure: Managing a Suspected or Confirmed Case of COVID-19 in the Workplace and complete the 'Worker diagnosed with or suspected of contracting COVID-19 Tracing' form which is included as part of the operating procedure. 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
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>In the event of a confirmed case please follow the Operation Procedure: Managing a Suspected or Confirmed Case of COVID-19 in the Workplace. Notification to WorkSafe is detailed in the 'Inform' section and must be completed by the person receiving the report.</p> <p>COVID-19 Intranet Page: https://intranet.colacotway.vic.gov.au/departments/environment-and-community-safety/covid-19-updates-resources-staff</p>
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p>Once DHHS has notified the organisation that they are able to re-open the workplace, the Pandemic Co-ordinator and the Manager People and Culture will manage the re-opening and co-ordinating the return of employees to the workplace</p>

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

Signed *J Kiernan*

Name Julie Kiernan

Date 1st April 2021