

ACHIEVE AUSTRALIA COVID19 SAFETY PLAN – HEAD OFFICE

1. Wellbeing of staff and clients

* **Exclude staff, visitors and clients who are unwell**

1. **Identifying and minimising staff risk**

* Employee sign-on procedures declaring exposure and symptoms
* Travel monitoring procedures
* Meeting and travel restrictions
* Work from home for non-frontline/service delivery staff
* Key person risk: Blue/Green team for management and non-frontline staff
* IT readiness for increased working from home
* Work from home assessment (remote working audit)
* Work from home supports

1. **Workplace Hygiene – preparation and education**

* Employee Communications via weekly briefing
* Employee E-learning
* Signage at each site about employee’s procedures *(how to wash hands, coughing etiquette, social distancing)*

1. **Visitor policy and Daily Sign-on sheets**

* **Provide staff with information and training on Covid-19, including when to get tested, physical distancing and cleaning**.

1. **Infection control - preparation and education**

* Infection control flowchart and signage and each site at each site *(potential symptoms and next steps)*
* Testing for symptoms -thermometers purchased for each site
* Staff sign-on declaration declaring exposure and systems

1. **Workplace Hygiene – preparation and education**

* Employee Communications via weekly briefing
* Employee E-learning
* Signage at each site about employee’s procedures *(how to wash hands, coughing etiquette, social distancing)*
* **Make staff aware of their leave entitlements if they are sick or required to self-isolate**

1. **Where there is suspected COVID19 case**

* Staff – Directed to go home, and seek GP direction
* Disinfection of common areas and space
* Additional precautionary infection control measures
* Infection control team - educates staff on infection control measures and protections

1. **Where there is a confirmed COVID19 case**

* Infection control team – educates staff – go through procedures after outbreak
* Industrial clean and agreement with a cleaner
* Staff isolation and minimal staffing procedures where we have an outbreak
* Tactical response team deployment (see below)
* Staff wellbeing checks and public health checklist (staff) and employees completed daily

1. **Leave policy**

* Leave policy during Co-Vid19 - Sick leave and carers leave clarification – sick vs self-isolation vs school close
* Introduction of Special leave COVID19 – 2 weeks additional leave for staff who have been exposed as result of workplace
* **Daily conditions of entry for visitors and clients**

1. Signage displayed at reception
2. Daily sign on sheets to be completed by all staff
3. Visitor approval required by Executive Team prior to attending site
4. Physical Distancing

* **There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website. If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and close proximity where practicable**.

1. **The Stage 1 return to work date for North Ryde Head Office**

Staff has been confirmed for Monday 6 July. We will still have the Blue/Green Team in place however Wednesdays will be a day where no staff will be working at the North Ryde Office:

Monday/Tuesday – Blue Team

Wednesday – Office closed

Thursday/Friday – Green Team

1. **Workstations**

Your manager will provide details of which team you will be in and also your workstation.

Due to some changes in teams from last time, we have had to move workstations for some staff so that the guidelines for social distancing are still maintained.

1. **ICT Equipment**

If you have taken IT equipment home, you are not required to bring back to the office at this stage.

For staff returning to the office in Stage 1 we will be monitoring on a case by case basis as to what equipment they will require to work in the office.

1. **Staff Declaration Form**

A Staff Declaration Form is required to be completed and sent to your manager each day before you enter into the office. These forms are located in reception.

* **Assign workers to specific workstations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use**

All staff are to use their allocated desks which has been planned to ensure social distancing is maintained.

In areas such as the printing room, there are restrictions on the number of persons permitted in the area and this is sign posted to ensure maximum numbers are maintained.

For those wanting to use Executive Offices when vacant, to make personal calls or conduct private conversation, these rooms have been assessed and sign posted with maximum numbers permitted.

* **Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing**

1. **Meeting Rooms**

There can only be a certain number of people in a meeting room and the breakout areas at any time.  All meeting rooms/break out areas will have signage on the tables to indicate where staff can sit during meetings.

The small office nearest the kitchen has now been turned into a Quiet Room and can be booked via the Meetings Rooms menu.  As there still will be meetings conducted via Zoom, Microsoft Teams etc this is a room for anyone to book if they are involved in any of these meetings

* **Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.**

1. **The Stage 1 return to work** date for North Ryde Head Office staff has been confirmed for Monday 6 July.

We will still have the Blue/Green Team in place however Wednesdays will be a day where no staff will be working at the North Ryde Office:

Monday/Tuesday – Blue Team

**Wednesday – Office closed**

Thursday/Friday – Green Team

1. **Traveling to and From Work**

Stage 1 of the return to work has been risk assessed and will exclude persons required to use public transport. For this reason, such staff members will remain working from home.

* **Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant**

1. **External Visitors**

At this stage no external visitors are allowed to the North Ryde Office.

* **Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).**

1. **Safe Distancing**

For our transition back into the workplace, it is important that we remain vigilant in terms of our own safety and that of our colleagues.

All staff are to ensure safe distancing is upheld. Signage is located at each workstation row, on meeting room doors and Executive Offices.

All meeting room tables, and lunchroom table have stickers to remind staff where it is safe to sit.

* **Use telephone or video for essential meetings where practical**.

All staff should continue to use telephone or video conferencing practices for all meetings. Face to face meetings are to be approved by the divisional GM and Executive Manager. Only critical face to face meetings will be approved.

* **Review regular deliveries and request contactless delivery and invoicing where practical**

Arrangements are in place that deliveries at Head Office will be contactless. All deliveries will be left at the Front Doors for collection.

* **Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical**.

All lifts have been sign posted with a maximum number of two (2) persons per lift.

Staff have access to the stair well direct from the car park to the first floor and may use the stairs as an alternative.

Safe distancing of 1.5m on the stairs is to be maintained.

* **If staff or workers need to travel together in the same vehicle:**
* **encourage passengers and drivers to spread out, using front and back seats**
* **workers should only handle their own tools and bags where possible**
* **have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant**
* **encourage workers to set the air-conditioning to external airflow rather than recirculation.**

Staff are not permitted to carpool so far as reasonably practicable. In the event of using a fleet car for business purposes, staff are to ensure that bacterial wipes are located in the vehicle and ensure that the car is wiped cleaned (frequently touched surfaces such as steering wheel, console and gear sticks, prior to and after the journey). If more than one person is required on the journey, staff are to ensure that safe distancing is considered and where possible the driver and passengers are to be separated using front and back seats.

* **Have strategies in place to manage gatherings that may occur immediately outside the premises.**

**Staff should avoid gathering in groups, meaning two or more persons in outside areas and car parks.**

1. Hygiene and Cleaning

* **Provide hand sanitiser at multiple locations throughout the workplace**

Hand sanitiser is available to all staff and are located in various areas of the office for convenience.

Staff are to maintain regular hand washing and use hand sanitiser in between hand washing.

* **Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.**

1. **Office Cleaning**

The office will have a general clean everyday expect for Wednesdays. This will be a no staff day and an antibacterial deep clean will take place on this day.

* **Ensure bathrooms are well stocked with hand soap and paper towels and have posters with instructions on how to wash hands.**

Bathrooms are well stocked and are checked regularly throughout the day by the building manager.

If you notice that stocks are low, please report this to the Office Manager.

Hand washing signage is located in each bathroom area.

* **Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.**

1. **Infection control - preparation and education**
   * Infection control flowchart and signage is located at each site and include *(potential symptoms and next steps)*
   * Staff sign-on declaration declaring exposure and systems

* **Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer’s instructions.**

1. **Antibacterial Cleaning Products**

* Products to clean your workstations are available near the kitchen
* A hand sanitiser will be placed on each workstation and key areas of the office

1. **Chemical Use and PPE**

Staff are to wear gloves when cleaning and ensure they are familiar with the safe use of the chemical. Staff are to wash hands thoroughly before and after with soap and water.

1. Record Keeping

* **Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.**

1. **Record Keeping**

Staff sign on declaration forms are located at reception. All staff attending Head Office are to ensure they have completed the forms on arrival.

The completed forms are to be provided to the HR Team and these records will be held securely and in confidence for a minimum of 28 days.

If any staff are unwell, even with mild symptoms of cough, fever, sore throat or headache they will not be able to attend the workplace.

1. **Where there is suspected COVID19 case**

* Staff – Directed to go home, and seek GP direction
* Disinfection of common areas and space will be completed
* Additional precautionary infection control measures will be implemented
* Infection control team - educates staff on infection control measures and protections
* **Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.**

All staff using a company mobile phone must have the COVIDSafe app installed as requested.

* **Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50**

**a. Groups and practices to support COVID Planning and Response**

* + Cross-organisation working party
  + Infection control team
  + Monitor current advice and best practice

The Infection Control Team will be responsible for working with NSW Health and SafeWork in the event of a confirmed case of COVID with the assistance of the Executive Management Team.