

COVID Safe plan

Our COVID Safe Plan

Business name:	The Greater Metropolitan Cemeteries Trust
Site locations:	1187 Sydney Road, Fawkner Corner Cemetery Road and Ely Court, Keilor East 56 Box Forest Rd, Glenroy 2-14 Dohertys Rd, Altona North 128 Victoria Road, Lilydale
Contact person:	Dimi Patitsas, Chief People & Risk Officer
Contact person phone:	0419 713 556
Date reviewed:	29 September 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	<ul style="list-style-type: none"> All sites have sanitiser dispensers (with instructional signage) at admin buildings, offices, workshops, kitchens. Stocks are routinely monitored and replenished by dedicated purchasing and stock control staff. All sites have adequate supplies of soap, paper towels and disinfectant All kitchens, bathrooms have instructions on how to wash hands. GMCT enlisted the professional services of an occupational hygienist in a recorded online Q& A session to respond to and address a range of staff questions and concerns that were emerging. This session is available to staff as a reference point. All communal equipment (crocery & cutlery) is being removed from use. All employees are being provided with personal issue plates and cutlery. Single-use plates, bowls, mugs and cutlery will also be made available. All employees are being issued with antibacterial surface wipes as well as hand sanitising gel and directed when / how to sanitise desks, touchpoints and other surfaces. GMCT has increased the frequency of cleaning.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> Building windows that can be opened are recommended to be opened to ensure fresh air is circulated. When travelling in company vehicles, the use of air conditioning are not recommended for use and should be avoided. Instead vehicle windows should be left slightly open to have a diluting flow of air and set ventilation controls to fresh air not re-circulating air.
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 are provided with suitable face coverings (masks/shields) PPE stocks are monitored and restocked as required. Regular staff communications are sent to staff via 'all staff' emails and team tool box talks requesting stock levels to be reviewed and additional PPE stock to be requested when stock is low.

<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"> • <i>Staff have been advised of the correct use of PPE and correct hygiene techniques</i> • <i>Regular messaging is distributed to staff through intranet updates, regular toolbox talks, all staff emails and posters in staff common areas eg: lunchrooms, bathrooms and noticeboards.</i>
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Guidance	Action to mitigate the introduction and spread of COVID-19
<ul style="list-style-type: none"> • Replace high-touch communal items with alternatives. 	<ul style="list-style-type: none"> • <i>All staff that can work from home must work from home during the period of the lockdown beginning 6 August 2021.</i> • <i>The use of hot desks has ceased. Desk share agreements have ceased during the lockdown period</i> • <i>No equipment on desks is being shared (headsets, keyboards etc.) for the -staff working in offices.</i> • <i>All staff have been issued with individual 60ml hand sanitiser bottles (min 60% alcohol) – fit in pocket and easily replenished from larger dispensers in every office/kitchen/workshop area/ reception.</i>

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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"> • <i>GMCT contract cleaners have increased their cleaning and sanitising routines to provide comprehensive hygiene control.</i> • <i>Cleaning staff are available at short notice for additional cleaning and sanitising when required.</i> • <i>Staff have access to disinfectant wipes to use when needed to wipe down surfaces, headsets, phones and keyboards at the beginning and the end of each shift.</i>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • <i>Stocks are routinely replenished by dedicated purchasing and stock control staff.</i> • <i>Adequate supplies of all appropriate PPE (e.g.: gloves, masks) soap, paper towels and disinfectant at all sites.</i> • <i>PPE and COVID safe supply stock checked and recorded via monthly SHICS (inspection) by each work area.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<ul style="list-style-type: none"> • All staff that may need to work from home have been supported with the provision of appropriate IT equipment, ergonomic review, assessment and advice. • All staff have access to resources and information on working remotely regarding health & wellbeing, stretching and taking breaks. • When staff are directed to work from home work from home, fortnightly Working from Home Check-in Surveys are conducted to ensure staff are supported whilst working remotely. Survey will be activated when required if the lockdown period extends past a 14 day period. • Regular team meetings and check-ins from Managers and Supervisors are made to respective teams. • Staff and their families have access to EAP as required.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • Maintenance, Security, OHS and Project Management staff are required to maintain strict social distancing and hygiene measures when they are required to access another worksite. • Employees attending any site must check in online if they are not going to enter a building fitted with swipe card access • A record of staff 'primary working location' is being maintained, detailing secondary site visits if they occur. • Operations teams have been split into micro-teams, starting and finishing at different locations with lunch breaks occurring in different lunchrooms and within staggered times.
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> • Temperature checks are available at all sites using handheld non-contact thermometers when required. • All staff have been informed of the need to be tested • All Staff have been informed that if they are showing any symptoms or fit the criteria for testing to stay away from work until a negative result is obtained. • Pandemic Leave is available for staff to use whilst waiting for test results and if they have a positive test to use for quarantine periods. • All staff getting tested report their results to OH&S who maintain a register of all staff being tested and results.

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> • Any positive results will be notified to WorkSafe. • Contractors are providing their COVID plans with major contractors on-site conducting their own temperature checking as required. • Furniture removalists/ accommodation contractors engaged for accommodation project works inside a GMCT building site will provide evidence of double vaccine and a negative COVID-test result completed within 48 hours prior to working onsite.
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • Outdoor teams have been split into smaller micro-working groups with separate facilities to minimise risk of cross contamination and cross infection. These micro groups will remain activated during the lockdown period. • Additional portable lunchrooms have been installed to assist with micro teams keeping safe distance and not sharing communal spaces • All essential office based staff working from the office have a 4 square metre spacing in place between their workstation and any other workstations. • Communal areas such as lunch rooms and meeting rooms have been assessed to identify maximum capacities which will allow 1.5m social distancing. Signage has been erected at all communal locations. • Sneeze screens have been installed on all desks as an extra measure.

<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 and barriers/signage are in place in applicable areas. • Sneeze screens have been installed on all desks as an extra measure.
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> • All staff working from the office have at least 1.5 metre spacing in place between their workstation and any other workstations. Sneeze screens have also been installed (attached to partitions) to help mitigate the spread of COVID. <p>An average of no more than one person per four square meters of floor space is maintained.</p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • One way systems and signage are in place in offices where appropriate. • Signage continues to be displayed both on walls, doors and flooring to remind the need to maintain physical distance.
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>Information and advice on physical distancing requirements have been communicated to staff via:</p> <ul style="list-style-type: none"> • all staff emails • GMCT's Intranet • posters on noticeboards • removing seating in lunchrooms to adhere to social distancing & regular toolbox talks updates and reminder • An on-line induction as well as an on-site induction has been implemented.
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • There are specific drop off areas and entry protocols for contactless delivery.
<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"> • Outdoor teams have been split into smaller micro-working groups with separate facilities and a greater spread of times for breaks to minimise risk of cross contamination and cross infection. • Reduced seating capacity in lunchrooms/ kitchens has been implemented to ensure physical distancing is in place.
<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"> • Areas still open to the public (eg: Mausoleums & Chapels) have clear and up to date signage prominently placed. • Receptions are now operating with visitor sign in, 1.5m distancing, signage and total numbers allowed clearly displayed. • QR codes have been placed at the entrance of all GMCT buildings. There is also an online check in that can be utilised for visitors, general public, contractors and employees. • An average of no more than one person per four square meters of floor space is maintained.
<p>Guidance</p>	<p>Action to ensure effective record keeping</p>
<p>Record keeping</p>	

<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> • <i>On site customer appointments are pre- arranged with all contact details recorded.</i> • <i>Contractors engaged to work on GMCT worksites are required to inform GMCT representative prior to attending site.</i> • <i>Chapel attendance records are kept of all visitors.</i> • <i>QR codes and option of sign-in sheet are now in place at all main entrances.</i> • <i>Staff attendance is captured through the use of access cards</i> • <i>Online check in via the GMCT website has been established for ease of check in and to assist in capturing staff that do not enter a building.</i>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • <i>Staff have received training on how to use GMCT's on-line incident reporting system.</i>

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"> • GMCT's Business Continuity Team meet at intervals following Victorian Premiers press conference since the start of the pandemic to discuss and develop ways of managing the situation in an ever-evolving environment reviewing changes to conditions and restrictions as they occur. Topics covered include: Review and updating of the Business Continuity Plan • Identification of essential staff required who do critical onsite • Identification of staff that can work remotely • Ensuring essential services can be delivered by analysis of individual staff competency and skill sets, to identify who may be available to backfill in case of staff needing to quarantine
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • Contractors engaged to work on GMCT worksites are required to inform GMCT representative prior to attending site. • On site customer appointments are pre-arranged with all contact details recorded. • Chapel attendance records are kept of all visitors. • QR Codes and sign-in sheets are now in situ at all main entrances. All visitors and contractors are required to record their attendance using the QR Code. • Online check in is available through GMCT website. • A single contact has been identified to be available 24hrs in the case that contract tracing is required.
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> • Cleaning and disinfecting by contract cleaning company taking place over a 4 hour period during the day with preference given to area where public interact i.e Chapels, function rooms, receptions, and sales rooms then office buildings • Workplace areas accessible to the general public have been closed or had access restricted; including all reception areas, outdoor pergolas and bandstand/gathering point structures. • Information and advisory signage is in place.
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> • Staff showing signs or suspected of being in close contact with someone who has tested positive for Covid-19 is required to leave site immediately to be tested and self-isolate until a negative result is confirmed. • A flowchart for any suspected workplace staff exposure has been developed, communicated and is accessible to all staff to confirm process to follow. Process is in line with DHHS guidelines. • Staff with a positive Covid-19 test result is required to remain away from the workplace until cleared by health professional to have a negative result and be safe to return to the workplace

Guidance	Action to prepare for your response
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • A list of all staff who have been tested is maintained with a record of date test conducted and test results received being recorded. • Staff can only return to site when a negative result is confirmed and all symptoms have passed.
<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"> • This requirement is captured in GMCT's on-line incident reporting system. • The OHS department is responsible for notifying WorkSafe and informing the Executive Team in accordance with OH&S Incident Reporting protocols.
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>The Business Continuity Team constantly monitors and assesses the latest Government Covid-19 announcements and develops appropriate responses for staff. These include:</p> <ul style="list-style-type: none"> • Consultation of staff via on-line surveys to assess how they feel about returning to the office and under what circumstances they would feel safe returning to the office. • Building Floorplans have been reviewed to calculate area capacity and layout to be able accommodate given the 4m squared ruling. • One way systems and communal areas have been identified and managed with signage and physical barriers where viable • Stocks of appropriate PPE (masks), sanitiser, disinfectant are closely monitored and reordered to maintain required stock levels. • Return to Office (RTO) plan in implementation phase in preparation for 'RTO Phase 4' as of 6th June. At this point RTO will cease and all COVID related activities will become Business as Usual. • GMCT continue to consult with staff, management and subject matter experts to ensure a smooth and reasonable return to office.

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



Name Dimi Patitsas

Date 06-08-2021