

COVID Safe plan

Our COVID Safe Plan

Business name:	The Greater Metropolitan Cemeteries Trust
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Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Hygiene</p>	<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.
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<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.
<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>	<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"> Staff have been advised of the correct use of PPE and correct hygiene techniques 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.

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<ul style="list-style-type: none"> Replace high-touch communal items with alternatives. 	<ul style="list-style-type: none"> All staff that can work from home are working from home. The use of hot desks has ceased. No equipment on desks is being shared (headsets, keyboards etc.) for the essential staff still working in offices. 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.

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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"> GMCT contract cleaners have increased their cleaning and sanitising routines to provide comprehensive hygiene control. Cleaning staff are available at short notice for additional cleaning and sanitising when required. 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.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> Stocks are routinely monitored and replenished by dedicated purchasing and stock control staff. Adequate supplies of all appropriate PPE (e.g.: gloves, masks) soap, paper towels and disinfectant at all sites.

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 can work from home are working from home and 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. Fortnightly Working from Home Check-in Surveys are conducted to ensure staff are supported whilst working remotely. Staff required to be onsite have Permitted Worker Permits. Staff required to be onsite also have DHHS Essential Worker Letter, GMCT Staff I.D and security card with them as a form of I.D. 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"> Staff are not permitted to work across multiple offices. Maintenance, security and Project Management staff are required to maintain strict social distancing and hygiene measures when they are required to access another worksite. 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 being conducted at all sites using handheld non-contact thermometers every morning. 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.

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	<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.
<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. All essential office based staff working from the office have a 4 square metre spacing in place between their workstation and any other workstations. All reception areas are closed and have been installed with acrylic screen barriers in place for urgent pre-booked appointments
<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.
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> All essential office based staff working from the office have a 4 square metre spacing in place between their workstation and any other workstations.
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p>Not applicable for GMCT:</p> <ul style="list-style-type: none"> The majority of office staff are working from home. One way systems and signage are in place in offices where appropriate.
<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 every second seat in lunchrooms to adhere to social distancing & regular toolbox talks updates and reminder,
<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 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.

Guidance	Action to ensure effective record keeping
Record keeping	
<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"> On site customer appointments are pre- arranged with all contact details recorded. Contractors engaged to work on GMCT worksites are required to inform GMCT representative prior to attending site. Chapel attendance records are kept of all visitors.
<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 have received training on how to use GMCT's on-line incident reporting system.

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>	<p>GMCT's Business Continuity Team meet at a minimum once per week 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. This includes:</p> <ul style="list-style-type: none"> 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.
<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 at least twice per day 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"> • <i>A list of all staff who have been tested is maintained with a record of date test conducted and test results received being recorded.</i> • <i>Staff can only return to site when a negative result is confirmed.</i>
<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"> • <i>This requirement is captured in GMCT's on-line incident reporting system.</i> • <i>The OHS department is responsible for notifying WorkSafe and informing the Executive Team in accordance with OH&S Incident Reporting protocols.</i>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>The Business Continuity Team constantly monitors and assesses the latest Government Covid-19 announcements and develops appropriate responses for staff. These include:</i></p> <ul style="list-style-type: none"> • <i>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.</i> • <i>Building Floorplans have been reviewed to calculate area capacity and layout to be able accommodate given the 4m squared ruling.</i> • <i>One way systems and communal areas have been identified and managed with signage and physical barriers where viable</i> • <i>Stocks of appropriate PPE (masks), sanitiser, disinfectant are closely monitored and reordered to maintain required stock levels.</i> • <i>Return To Office' plan in planning phase in preparation for the time it is required</i> • <i>A Return to Office Working Group responsible for consulting with staff and management has been established to commence discussions on returning staff back to the office when restrictions allow.</i>

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

Signed 

Name Dimi Patitsas

Date 11/08/2020