Latrobe Regional Gallery
COVIDSafe Plan

January 2021

Business name:	Latrobe City Council
Site location:	Latrobe Regional Gallery – 138 Commercial Rd Morwell
Contact person:	Rebecca Cole – Director
Contact person phone:	0422 591 704
Date prepared:	06 January 2021

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 available at: - building entry point - reception - upstairs office - staff room - public workshop - back of house workshop - Hand washing facilities are located in the toilets with a constant supply of hand soap and paper towel. Soap and paper towel is also available in the staff kitchen. - Instructions on hand hygiene have been distributed to employees on multiple occasions from March 2020 onwards. These include: - information in our COVID Guidebook - information sheets - posters - reminders in emails **NOTE:** Employees are encouraged to access our COVID Guidebook and information sheets on our Intranet
Where possible: enhance airflow by opening windows and adjusting air conditioning.	- Keep doors open where possible and practicable. - Staff are encouraged to take outdoor breaks every 90 minutes **NOTE:** Adjustment of air conditioning is not possible due to collection management requirements
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.	- The Victorian Government has relaxed the requirements to wear masks and increased again when outbreaks have occurred. All employees must wear face masks if current government rules indicate this while at work unless they come under one of the limited exceptions. - When requirement to wear masks is not a government rule, employees who wish to continue wearing masks will be supported to do so. - All employees have access to disposable and cloth reusable face masks to wear while at work. - Even when face masks are not mandatory, DHHS recommends that they are worn when you are unable to keep 1.5m away from another person. - Leaders across the organisation have been provided with information on how to request new supplies as required.

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Guidance	Action to mitigate the introduction and spread of COVID-19

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).	• All staff have been inducted to new processes and procedures.
	• Information on face coverings have been distributed to employees including:
	    ○ information in our COVID Guidebook
	    ○ Face Mask Instruction document
	    ○ Face Mask FAQ
	NOTE: Employees are encouraged to access our COVID Guidebook and information sheets on our Intranet at any time.

Replace high-touch communal items with alternatives.	• Strict 'clean desk' policy for all staff • Supply of lockers for PT staff to store personal items • Supply PPE (gloves and masks) to support limited exposure • Implement procedures to clean shared tools • Alcohol wipes are used for shared surfaces. • Majority of team have their own mobile phone and computer. • Other staff wipe down phones prior to and between use. • Shared computers for other staff for the limited times they need to use them. • Alcohol wipes are available to wipe down before and after use.
Vehicles	• Vehicles are restricted to one person at a time (unless employees are from the same household) where possible. • Masks must be worn when two or more employees are in the same vehicle. • Alcohol wipes are in vehicles to clean before and after use

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	• Cleaning procedure at each touch point and each transaction • Provision of hand sanitiser for public use at each 'transition' point • Wipe down cabinets and shelves as part of procedure • Cleaning procedure (twice daily) on public stairs handrail • Alcohol wipes are provided for personal cleaning. • Cleaners perform a clean of high touch surfaces including toilets twice a day.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	• There is an adequate supply of cleaning goods on hand at all times with careful monitoring to ensure availability.

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Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	• If employees present to work symptoms of illness or develop these during the day they are sent home. No employee is to be in the workplace when they have any symptoms of illness. • All staff have access to paid sick leave, and can access paid pandemic leave if they have no other leave entitlements available • Visitors (eg contractors) are not to attend our services if displaying signs of illness.
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.	• Staggered use of kitchenette to support physical distancing • Strict 'clean desk' policy for all staff • Supply of lockers for PT staff to store own keyboard, mouse and device • Move FT staff to isolated spaces, PT staff to shared spaces to minimise crossover times • Rooms have been measured to determine the number of people who can be present based on the 4m2 rule and taking in to account the need to maintain 1.5m separation. Signage on doors to meeting rooms indicates the number allowed to access and excess chairs have been removed. • Customer serving areas have perspex screens ('sneeze guards') in place.
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	• All desks have been measured to ensure a distance of 1.5m can be maintained. • Physical distancing floor stickers are located throughout the building to remind employees and visitors to maintain physical distance between each other. • Physical distancing signage with room number limits installed • Clear conditions of entry signage (do not enter if you are unwell, we must record your contact details etc.)
Modify the alignment of workstations so that employees do not face one another.	• Office layout has been altered to support physical distancing • Dividers have been installed at each desk
Minimise the build-up of employees waiting to enter and exit the workplace.	• Worksite is very large with multiple entry/ exit points • Floor stickers are spaced 1.5m apart to advise customers where to queue when entering the building. • Staff can freely enter/exit at staggered times

Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	• All staff have been inducted into new processes and procedures
	• Physical distancing rules have been shared with teams via a number of formats such as:
	   o information in our COVID Guidebook
	   o information sheets
	   o posters
	   o reminders in emails
	
	NOTE: Employees are encouraged to access our COVID Guidebook and information sheets on our Intranet at any time

Guidance	Action to mitigate the introduction and spread of COVID-19
Review delivery protocols to limit contact between delivery drivers and staff.	• Physical distancing is maintained between couriers and employees. • Where possible auto sign to receive is used or contactless delivery drop off. • Where this not possible, pens are not shared and hand hygiene is followed after interactions. • Entry to venue is monitored during business hours
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	• Technicians work in rotated teams of 2 where practical • Changed operating practices support physical distancing
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 bydensity rules.	• Signage is displayed on the front door notifying the public of the number of people who can be present. • Signage on each internal public space advising of the number of people who can be present.

Guidance	Action to ensure effective record keeping
Record keeping	
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.	• All employee, clients, contractors, customers and visitors are required to scan the QR code each time they are present in the building. • Front counter staff are able to manually enter details for anyone who does not have a smart phone •
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	• Employees are advised on a regular basis of the requirement to submit hazards, near misses and incidents in our electronic OHS management system.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	• All business units at Latrobe City Council have business continuity plans (BCP) These BCPs were reviewed in March at the beginning of the pandemic outbreak in Australia.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	• Latrobe City Council has a COVID-19 & Contagious Disease Response Procedure that details the response that will be taken following a confirmed case of COVID-19 in our workplace. This includes the needs to establish possible close contacts as soon as possible.

Guidance	Action to ensure effective record keeping
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	• Latrobe City Council has a COVID-19 & Contagious Disease Response Procedure that details the response that will be taken following a confirmed case of COVID-19 in our workplace. This includes the need to engage a cleaning contractor to perform a deep clean of the facility based on the directions provided by DHHS.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	• Latrobe City Council has a COVID-19 & Contagious Disease Response Procedure that details the response that will be taken following a confirmed case of COVID-19 in our workplace. This includes actions required if someone is suspected of or has a confirmed case of COVID-19 while in our facilities during work hours.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	• Latrobe City Council has a COVID-19 & Contagious Disease Response Procedure that details the response that will be taken following a confirmed case of COVID-19 in our workplace. This includes the need to close the building and notify relevant employees to go home and isolate until further notice. • The Latrobe City Council Communications team has prepared draft correspondence to be issued in various formats as required.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	• Latrobe City Council has a COVID-19 & Contagious Disease Response Procedure that details the response that will be taken following a confirmed case of COVID-19 in our workplace. This includes the need to notify WorkSafe Victoria immediately if we have a confirmed case of COVID-19 in our workplace.
Confirm that your workplace can safely re-open and workers can return to work.	• If we have had a confirmed case of COVID-19 in our workplace it will be closed and deep cleaned by contracted cleaners. The workplace will not reopen until DHHS notify us that it is safe to do so. • Latrobe Regional Gallery has a return to service plan in place which is updated as requirements and restrictions are updated.

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

Signed:

Name: Rebecca Cole

Date: 06 January 2021

More information

For the latest advice, information and resources go to www.dhhs.vic.gov.au/coronavirus

The Coronavirus Help Line 1800 675 398 operates 24 hours a day, seven days a week. If you require translating or interpreting services, call 131 450.

If you have any queries in relation to Coronavirus please email COVID-19@latrobe.vic.gov.au.

Employee Assistance Provider - Converge International 1300 687 327.

Policies & Procedures

- Occupational Health and Safety Policy
- COVID-19 Guidebook
- COVID-19 & Contagious Disease Response Procedure
- Infection Control Procedure

Additional Information

- COVID-19 FAQ - Face Masks
- COVID-19 – Face Mask Instructions
- COVID-19 – Face Masks & Volunteers
- Remote Work Operational Guide
- Situational Leave COVID-19 Matrix

Intranet Pages

- COVID-19 Information
- Health and Wellbeing Page