

COVID Safe plan

Our COVID Safe Plan

Business name:	Communicat
Site location:	Level 1, 541 King St., West Melbourne, Vic. 3003
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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.	<i>Hand sanitiser stations in place at the entrance to each location and at various places within.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>We have arranged for a minimum of staff to attend the office so that the risk of airflow issues is minimised.</i>
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.	<i>We have arranged for a minimum of staff to attend the office so that the risk of airborne contamination is minimised. Staff wear facemasks en route to/from work.</i>
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).	<i>All staff have been provided with training in the correct use and disposal of face masks and good hygiene practices.</i>
Replace high-touch communal items with alternatives.	<i>Where possible this has been done, e.g. we do not use towels or tea-towels.</i>

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).	<i>Cleaning is conducted by staff who attend the office and also comprehensive cleaning weekly. We have a minimum number of staff attending the office in order to minimise the risk of cross contamination.</i>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<i>Adequate supplies of cleaning products have been secured.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	<i>The majority of staff have worked from home since March 2020.</i>
Establish a system that ensures staff members are not working across multiple settings/work sites.	<i>We only have one work location.</i>
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<i>Visitors are not permitted to enter our office unless they have received prior authorisation and provide a health declaration, which is then subject to approval by the Managing Director.</i>
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.	<i>Staff practice social distancing in respect of their work space.</i>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<i>Not necessary due to the minimal number of staff attending the office.</i>
Modify the alignment of workstations so that employees do not face one another.	<i>Not applicable at Communicat.</i>
Minimise the build up of employees waiting to enter and exit the workplace.	<i>Not an issue at Communicat due to most staff working from home.</i>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<i>All staff have been instructed to observe social distancing rules.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Review delivery protocols to limit contact between delivery drivers and staff.	<i>Delivery drivers are not permitted to enter.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>Not applicable.</i>
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 .	<i>Not relevant to Communicat.</i>

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.	<i>All staff and visitors have to complete and sign on entry a daily declaration covering COVID-19 conditions.</i>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<i>Staff are aware of how to report any OH&S incidents or concerns.</i>

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.	<i>Communicat has an Outbreak Management Plan which is regularly updated and has an Outbreak Management Team in place.</i>
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<i>Communicat is committed to assisting DHHS if requested.</i>
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<i>The Outbreak Management Plan covers these matters.</i>
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<i>The Outbreak Management Plan covers this matter.</i>

Guidance	Action to prepare for your response
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>The Outbreak Management Plan covers this matter.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>This has been noted.</i></p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>The Outbreak Management Plan covers this matter.</i></p>

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

Signed



Name Malcolm White

Date 6 August 2020