

COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

Business name: Skillinvest
Site location: 15-17 Dimboola Rd, Horsham, Victoria, 3400
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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 have been set-up at both entry points to the office, (front and rear entry). Hand soap and paper towels are also located at all toilet facilities. Sanitising buckets have been set-up with kits of supplies including cleaning products, sanitiser, gloves, paper towel & disinfectant wipes and placed on each working station within the office.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Air conditioning is only being used in certain areas of the office now due to the majority of staff working remotely.</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>All Skillinvest staff have been instructed to wear face coverings as per government guidelines. Some staff have supplied their own, however the office has ensured staff have access to disposable masks if required. Recently we purchased 1,000 masks to accommodate these needs and for our consultants to have a small number available to assist with Hosts and A&T's if needed.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<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>	<p><i>Links to training videos were circulated to all staff regarding all facets of COVID management and prevention. Posters relating to good hygiene practices were also put up around the office in prominent locations, including in all toilet areas.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>High touch areas such as photocopiers, kitchens, etc are regularly cleaned, and have had additional cleaning products placed into these areas for all staff to wipe down after using.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>Cleaning and disinfecting equipment and consumables were made readily available to all staff, who were responsible for cleaning and disinfecting their immediate area multiple times daily.</i></p> <p><i>Contract cleaners are also used to clean facilities throughout the week,</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>A bulk purchase was made during the early stages of COVID and stock-takes have been conducted since to ensure supplies are maintained. A storage area has been set-up to store excess products and are supplied to staff on an as-needs basis. Staff have been instructed to contact reception should they be running low on cleaning products.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p><i>The majority of staff have been set up to work remotely since the 6th April 2020. Currently we only have a very small number of staff working from within the office at any given time. This is more around managing mental health than workload. A schedule has also been put together limiting the amount of staff in the office.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Due to most staff (90%) working remotely, this is not an issue. For any staff that are working in the office all desks are set up in line with guidelines and distancing.</i></p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p><i>All Skillinvest staff have been advised that they are not to attend the office if they are unwell. Staff have also been instructed to have a COVID test if they are showing any flu-like symptoms, however mild, and to self-isolate until the test result is known.</i> <i>Attendance registers are located at 2 locations within the office, (front and rear) for all visitors, including staff.</i></p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<p><i>All workstations are configured to ensure the spacing and social distancing requirements are met.</i></p> <p><i>Each room within the office has a sign on it as to the permitted maximum number of people allowed in that room at any given time as per the 4m² rule.</i></p> <p><i>All indoor areas have 1.5m social distancing signage and crosses on floors where appropriate. These areas also have signage indicating the maximum number of people allowed in accordance with the 4m² rule.</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p><i>Floor markings have been placed in high communal areas such as reception and kitchen area.</i></p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p><i>Due to the way in which desks/offices are set up, and the small number of staff working in the office, this is in line with guidelines.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of workers waiting to enter and exit the workplace.	<i>We have closed the office to external people, and due to the nature of the office structure and small number of staff working in the office at the moment, there is no issue with build up here.</i>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<i>Training material relating to all facets of COVID management and prevention are readily available to staff. There are also a multitude of explanatory posters relating to these expectations on prominent display throughout all campus facilities. Lunchrooms and kitchens also have signs on them as to the maximum number of people that can be present in that room at any given point in time. Posters are displayed throughout the office regarding social distancing, hygiene and health.</i>
Review delivery protocols to limit contact between delivery drivers and staff.	<i>Delivery drivers are required to report to reception upon arrival at the office. COVID signage is located at the front door and a sanitising station located immediately upon entry. A 1.5m sticker is located at the front counter indicating where all visitors are to stand. The majority of incoming goods/mail is being collected by our receptionist from the Post Office.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>Due to the spread-out nature of the office and low staff numbers this is not an issue. All social distancing guidelines have been put in place.</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>As previously indicated, each room/office within the office has a sign on it as to the permitted maximum number of people allowed in that room at any given point in time. This is strictly enforced.</i>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<i>All attendees to the office are required to sign in via the COVID-19 sign register. All visitors report to the front office, however another register is placed inside the rear entrance to the office to capture staff entering the office this way.</i>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Skillinvest has an OH&S Committee with representatives made up of Skillinvest employees (including Management) with representation covering each of the Skillinvest sites.</i></p> <p><i>Staff members are to report any OH&S related matters or issues to the OH&S representative of each respective site as well as their Line Manager or General Manager in that Manager's absence so that the matter can be dealt with promptly.</i></p>

Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>Skillinvest has in place a procedure for dealing with a suspected case of COVID-19 or confirmed case of COVID-19.</i></p> <p><i>Managers have been provided with the 'Procedure for Dealing with a Suspected Case of COVID-19 or Confirmed Case of COVID-19'. This outlines the steps required for reporting a suspected or actual case.</i></p> <p><i>Staff have been briefed on the process and their requirements as an employee.</i></p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p><i>Refer to 'Procedure for Dealing with a Suspected Case of COVID-19 or Confirmed Case of COVID-19'.</i></p> <p><i>Advice to be taken from DHHS and WorkSafe.</i></p>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<p><i>Refer to 'Procedure for Dealing with a Suspected Case of COVID-19 or Confirmed Case of COVID-19'.</i></p> <p><i>Advice to be taken from DHHS and WorkSafe.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<p><i>Refer to 'Procedure for Dealing with a Suspected Case of COVID-19 or Confirmed Case of COVID-19'.</i></p> <p><i>Advice to be taken from DHHS and WorkSafe.</i></p>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p><i>Refer to 'Procedure for Dealing with a Suspected Case of COVID-19 or Confirmed Case of COVID-19'.</i></p> <p><i>Advice to be taken from DHHS and WorkSafe</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>Refer to 'Procedure for Dealing with a Suspected Case of COVID-19 or Confirmed Case of COVID-19'.</i></p>

Guidance	Action to prepare for your response
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p><i>Advice to be taken from DHHS and WorkSafe and follow their directive prior to re-opening the workplace.</i></p>

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

Signed _____

Name _____

Date _____