

310 CCG COVID Safe Management Plan

Our COVID Safe Plan

Business name:	Community College Gippsland (CCG) Copy Centre
Site location:	3/57 Smith Street, Warragul
Contact person:	Sue Geals
Contact person phone:	0400 509 984
Date prepared:	6/8/2020 – Revised 15/12/2020

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.	CCG provides hand sanitiser at the entrance of the shop and paper towel, disposable gloves, cleaning spray and sanitiser are located in staff work/amenities area. Posters with information on product use are provided.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	The shop has air conditioning and the main entry door can remain open for air circulation depending on the weather.
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.	All people who enter the shop (except where exemptions apply) must carry a facemask and wear the facemask if directed by the shop staff as per the Department guidelines. Additional PPE is allocated to staff who require use of the items.
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).	CCG staff were provided with the Departmental link to the correct use and disposal of facemasks and regularly reminded to follow good hygiene practices.
Replace high-touch communal items with alternatives.	Communal staff room/kitchen areas are used for accessing food and drink only and have signage providing the permitted number of users in each area. Staff use their own mugs and water bottles that are not shared and are required to use the sanitiser provided prior to using communal facilities and tea/coffee making items.

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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).	All staff are required to clean and disinfect their individual workspace and equipment used before and after use. Staff have their own computer work stations and are not shared with other staff members. The contract cleaners have been employed additional hours to complete Covid specific cleaning in each campus
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	The shop is provided with cleaning products. The facilities manager monitors the products and ensures sufficient products are always available.

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.	The Copy Centre is open to the public and staff are required onsite to operate the business. Where specific work projects can be completed at home, the manager will allocate work projects to staff members to work offsite as long as there is adequate staffing in the shop to remain open.
Establish a system that ensures staff members are not working across multiple settings/work sites.	The Copy Centre staff work in the shop only and are not required to work across other CCG facilities.
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	Customers attending the Copy Centre do not remain in the shop longer than 15 minutes and are pick up and drop off only. All employees received regular and clear instructions to stay at home if unwell. No person is allowed to enter the shop if they are unwell with signage provided to inform customers of the requirements.
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.	The shop has clear signage of the maximum number of people allowed into the shop. The reception area has barriers in place to ensure a minimum of 1.5 metres between people. The office space and desks are spaced appropriately with the 4sqm rule.
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	Desks and tables in larger areas have been spaced accordingly with the 4sqm rule and staff are aware of social distancing requirements when using areas that may be accessed by a few people.
Modify the alignment of workstations so that employees do not face one another.	All desks and workstations are spaced accordingly.

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Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of employees waiting to enter and exit the workplace.	The shop staff numbers ensure there are no issues of congregation at entry and exit points. Staff who are in attendance do not enter and leave at the same time.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	All staff and customers are informed of social distancing requirements with posters and information displayed in prominent places.
Review delivery protocols to limit contact between delivery drivers and staff.	Delivery drivers and contractors are required to adhere to all standard distancing protocols with 'no-touch' practices implemented through technology. Normal deliveries do not take longer than 15 minutes.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	The shop staff numbers ensure there are no issues with 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 by the 'four square metre' rule.	The shop has clear signage and number limits that are visible to all. Staff will ensure customer numbers do not

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.	The Copy Centre staff daily attendance is taken as normal work hours unless logged into CCG's HR management system and recorded. The nature of the business means the customers are drop off and pick up only and are not in the shop for longer than 15 minutes so records are not currently kept. Printing businesses in Regional Victoria are not currently listed on DHHS as having to record every short term (- 15 minutes) customers details. Where a staff member or customer is in the shop longer than 15 minutes, there details will be taken and logged into the Covid Workplace Attendance Register.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	All CCG staff undergo an induction with OHS a component of the training. All employees are able to access OHS reporting documentation. CCG's OHS committee is made up of a broad group of staff within the organisation to ensure every department is represented and has a person to assist in any issues.

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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.	CCG will continually review and update the BCP as per Department Guidelines and Stage Restriction levels change. The risk management strategy is in place in the event of a campus closure.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	CCG will assist any Department with contract tracing utilising the Campus Attendance Registers, the COVID HR spreadsheet and current HR systems to support with information.
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	The CEO or Senior Management Team (SMT) will implement the Departmental cleaning guidelines dependent on the situation and the whole shop would be closed for deep cleaning if required.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<p>The CEO or SMT will contact DHHS on 1800 338 663 and follow directions.</p> <p>The SMT will utilise the guidelines from the DHHS as listed in Appendix 1 to support the immediate response action of a confirmed case of Covid in the workplace.</p> <p>The CEO and SMT will implement the ISV Fact Sheet Reactive School Closure Process for Schools/Organisations</p> <p>Refer to Appendix 1</p>
Prepare to notify workforce and site visitors of a confirmed or suspected case.	CCG SMT will implement the internal Emergency Communication Plan to inform all staff, students and stakeholders on what the next step process will be.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<p>The CEO or SMT will notify WorkSafe Victoria.</p> <p>The CEO may utilise the Covid Hotline (1800 020 080).</p> <p>Refer to Appendix 1 for the list of emergency contacts and responses.</p>
Confirm that your workplace can safely re-open and workers can return to work.	<p>The CEO will take direction from the DHHS in consultation with ISV on when the Campus may re-open.</p> <p>The SMT will enact the internal Emergency Communication Tree process for informing all stakeholders of returning to work and campus opening.</p>

This plan was developed on the 7/8/2020 and revised on the 15/12/2020

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

Signed 

Date 15/12/2020

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APPENDIX 1 Actions:

1. The CEO or SMT will contact DHHS on 1800 338 663 when a customer or staff member:
 - is a confirmed case
 - has been in close contact with a confirmed case.

 2. The CEO may utilise the COVID-19 hotline (1800 020 080).

 3. The CEO will notify WorkSafe on 13 23 60 immediately after becoming aware that:
 - an employee, customer, independent contractor, employee of the independent contractor or self-employed person has received a confirmed diagnosis of coronavirus (COVID-19) and;
 - the employee, independent contractor, employee of the independent contractor or self-employed person has attended the workplace within the relevant infection period.
- *** Notification is required regardless of whether DHHS is already aware of the case.
4. The CEO and SMT will implement the ISV Fact Sheet Reactive School Closure Process for Schools/Organisations

Management of a confirmed case or outbreak at the workplace Immediate Actions:

If the person with a confirmed case of coronavirus (COVID-19) is deemed to have attended work while infectious, or could possibly have acquired coronavirus at work, the following steps should be undertaken:

1. Determine what areas of the workplace were visited or used by the confirmed case by referring to records of staff attendance at the workplace. The more accurate these details are and the more readily available, the more confident DHHS can be about which areas of the workplace need to be closed and for how long.
2. Consult with DHHS on whether the workplace or part of the workplace is required to close for a short period to facilitate cleaning and enable contact tracing. DHHS will determine whether to assign an outbreak management team and deploy DHHS staff to attend the workplace to perform a risk assessment and provide advice.
3. Work with DHHS to provide details that will assist in contact tracing such as records of staff attendance and up-to-date contact details for staff should they be required. DHHS will contact anyone who is identified as a close contact of the case. In some circumstances, DHHS will ask the company to make first contact with relevant staff members with agreed messages.
4. Open outside doors and windows to increase air circulation and close off the affected area before commencing cleaning and disinfection.
5. Organise for the cleaning and disinfecting of all areas that were used by the confirmed case. The workplace or part of the workplace as determined by DHHS should remain closed until this is completed.
6. Wider cleaning and disinfection of the site, paying particular attention to high-touch areas as may be advised by DHHS.
7. Any staff member who tests positive for coronavirus (COVID-19) should remain at home in self-isolation until they have been notified by DHHS that they have met the criteria for release. The staff member should follow DHHS guidance and their employer's policy with regards to return to work.

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8. Ensure staff who are identified to be close contacts of a person with coronavirus (COVID-19) by DHHS do not come to work for 14 days after their last close contact with the positive case, as they must self-quarantine for this period. During self-quarantine, the staff member should watch for symptoms and seek medical assessment and testing if they develop symptoms such as fever, sore throat, runny nose, shortness of breath or a loss of their sense of taste or smell.
9. If the case or cases are deemed an outbreak, DHHS will maintain active involvement throughout the course of the outbreak including providing advice on when the workplace can re-open or when the outbreak is considered resolved.
10. The workplace should work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business.
11. Following a coronavirus (COVID-19) case at a workplace, risk management controls and infection prevention measures should be reviewed in order to reduce risk of further coronavirus (COVID-19) exposures.

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