

# CCG Copy Centre Warragul Covid Safe Management 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 1/2/2022
This plan is subject to change in accordance with directions provided by the Victorian Government and the Public Health Order Directions.	

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and workplace attendance</b>	
<div style="border: 1px solid red; padding: 2px; display: inline-block; color: red; font-weight: bold;">Mandatory</div> <b>1. Workplace attendance Vaccinations requirements</b>	<p>The Copy Centre is open to the public and staff are required onsite to operate the business.</p> <p>All workers at CCG have provided evidence that they:</p> <ul style="list-style-type: none"> <li>• are fully vaccinated; or</li> <li>• are medically exempt from vaccination.</li> </ul> <p>Any staff member who has high risk health needs are monitored on a case by case basis by their manager with an option to work from home where possible and dependent on their job requirements.</p>
<div style="border: 1px solid red; padding: 2px; display: inline-block; color: red; font-weight: bold;">Mandatory</div> <b>2. Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b>	<p>Customers attending the Copy Centre must check in prior to entering. Customers who are not vaccinated are able to complete remote ordering and delivery.</p> <p>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.</p>
<b>3. 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.</b>	<p>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.</p>

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<p><b>4. Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<p>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.</p>
<p><b>5. Modify the alignment of workstations so that employees do not face one another.</b></p>	<p>All desks and workstations are spaced accordingly.</p>
<p><b>6. Minimise the build up of employees waiting to enter and exit the workplace.</b></p>	<p>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.</p>
<p><b>7. Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<p>All staff and customers are informed of social distancing requirements with posters and information displayed in prominent places.</p>
<p><b>8. Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p>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.</p>
<p><b>9. Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p>The shop staff numbers ensure there are no issues with physical distancing.</p>
<p><b>10. 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.</b></p>	<p>The shop has clear signage and number limits that are visible to all. Staff will ensure customer numbers do not exceed the number limit</p>

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<b>Workplace requirements</b>	
<b>11. Staff requirements</b>	<p>All staff who start to display symptoms of COVID-19, or worked at the Copy Centre during their infectious period or who receive notification of being a close contact of a positive case must notify a CCG Director or Manager and leave immediately and get tested.</p> <p>CCG's response action will be dependent on the persons test result.</p>
<b>12. Positive case in the workplace</b>	<p>If CCG receives notification the staff member returns a positive result and was working at the Copy Centre while infectious, CCG will identify and inform other workers/visitors who were in contact with the positive person as per the Contact Assessment Management Guidelines in Appendix 1.</p> <p>CCG Management must be notified immediately and CCG will notify the Department of the confirmed case.</p> <p>The individual must report the result to the Department of Health system website at: <a href="https://www.coronavirus.vic.gov.au/rapid-antigen-tests#report-a-positive-result-on-a-rapid-antigen-test">https://www.coronavirus.vic.gov.au/rapid-antigen-tests#report-a-positive-result-on-a-rapid-antigen-test</a>. (Rapid antigen tests   Coronavirus Victoria) or via the coronavirus hotline at 1800 675 398.</p> <p>CCG will inform staff they must adhere to the testing requirements for close contacts and exposed persons as listed on the Coronavirus website. They are required to:</p> <ul style="list-style-type: none"> <li>• use a rapid antigen test if they have symptoms, or get a PCR test if they can't access a rapid antigen test</li> <li>• strongly recommend using a daily rapid antigen test for 5 days if they don't have symptoms.</li> </ul> <p>If there has been 5 or more cases within a 7-day period, CCG will notify the department using the COVID-19 outbreak notification form located on the coronavirus website.</p>
<b>13. Recording Results</b>	<p>CCG will collect, record and store the following information:</p> <ul style="list-style-type: none"> <li>• a list of employees who have been notified that they may have been exposed,</li> <li>• the results of any COVID-19 test of those exposed persons (employees only).</li> </ul>
<b>14. Positive Case Isolation requirements:</b>	<p>All staff must adhere to the Departments guidelines regarding isolating. Currently all staff and students who test positive must isolate for 7 days and must not attend the campus during the isolation 7 day timeframe.</p>
<b>15. Returning to work</b>	<p>Returning to work is dependent on the type of contact and exposure level. Refer to Appendix 1</p>

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<b>Hygiene</b>	
<b>16. 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.</b>	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.
<b>17. Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	The shop has air conditioning and the main entry door can remain open for air circulation depending on the weather.
<b>18. 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.</b>	All people who enter the shop (except where exemptions apply) must wear the facemask as per the Department guidelines most recent directive. Additional PPE is allocated to staff who require use of the items.
<b>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).</b>	CCG staff were provided with the Departmental link to the correct use and disposal of facemasks and regularly reminded to follow good hygiene practices.
<b>20. Replace high-touch communal items with alternatives.</b>	The kitchen area is used for accessing food and drink only and have signage providing the permitted number of users in each area. Small staff numbers allow for use of own items and area management.

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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<b>21. Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b>	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.  Contract cleaners are employed and complete cleaning regularly.
<b>22. Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b>	The shop is provided with cleaning products. The facilities manager monitors the products and ensures sufficient products are always available.

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<b>23. 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.</b>	<ul style="list-style-type: none"> <li>• The Service Victoria QR Code check in system is mandatory to record all visitors entering building</li> <li>• Staff attendance is monitored by normal employment contractual arrangements and detailed in HR3.</li> <li>• Visitors who do not use the QR code system are signed in manually</li> </ul>

Guidance	Action to prepare for your response
<b>Business Continuity</b>	
<b>24. Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b>	<p>CCG will continually review and update CCG's Covid Management Strategies in response to the Governments Guidelines. CCG implements the following business processes to support continued delivery of services by:</p> <ul style="list-style-type: none"> <li>• Identifying the roles and responsibilities of staff and move to an online, contactless service delivery model</li> <li>• Preparing for absenteeism of staff members required to quarantine or self-isolate</li> <li>• Communicate with the community including contractors in the event of a positive case and physical business closure for quarantining time frames if required</li> </ul>

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APPENDIX 1 COVID-19 Close Contact Assessment Management

# CONTACT ASSESSMENT AND MANAGEMENT MATRIX

Case = a confirmed or probable case of COVID-19.

Contact = any staff member or contractor who has contact with a confirmed or probable case of COVID-19 in a non-household setting.

### EXPOSURE EVENT RISK ASSESSMENT

An exposure event is contact with a confirmed or probable case of COVID-19 during their infectious period.<sup>1</sup>

- The business conducts a risk assessment for each exposure event using the contact assessment and management matrix.
- Individuals are identified as workplace contacts or low risk.
- Individuals must follow the testing requirements for their assessed level of risk (low risk or contact).

#### Lower risk exposure scenario:

Contact with a case in their infectious period that is:

- face-to-face (<1.5m) and transient (<1 minute)
- OR
- distanced (>1.5m) and any duration in a large (>100m<sup>2</sup>) indoor<sup>2</sup> or outdoors space
- AND
- does not meet the criteria for higher risk

#### Higher-risk exposure scenario:

Contact with a case in their infectious period that is:

- face-to-face (<1.5m) and prolonged (>15 minutes)
- OR
- direct physical contact (for example, shaking hands)
- OR
- distanced (>1.5m) and very prolonged (>2 hours) in a small indoor space (<100m<sup>2</sup>)

Lower risk

Workplace contact

Masks correctly worn by the case and contact lowers the risk of exposure. Note: time periods are cumulative across a period of one day (for example, two separate 10-minute exposures should be assessed as a 'prolonged' (>15 min) exposure).

### QUARANTINE AND TESTING REQUIREMENTS

Lower risk	Monitor for symptoms and do a rapid antigen (RA) test if symptoms develop (or PCR if RA not available).
Workplace contact	<p>A workplace contact must have a RA test if they have symptoms (or PCR if RA test not available) and isolate until a negative result is returned.</p> <p>Daily RA testing for 5 days after contact notification is strongly recommended. There are no quarantine requirements and contacts may return to work if they are asymptomatic and RA test (or PCR if RA test not available) is negative.</p> <p>If a RA test is positive, contacts must <a href="#">notify the department</a> and isolate for 7 days. Contacts must also notify the workplace if they have been at work during their infectious period..</p>

THE PRESENCE OF SYMPTOMS ALWAYS REQUIRES TESTING

<sup>1</sup> A case's infectious period should be taken 48 hours before onset of symptoms until release from isolation. If a case is asymptomatic, they should be assumed to be infectious from 48 hours before the initial positive test (refer to the [Case, Contact and Outbreak Management Policy](#)).

<sup>2</sup> Indoor space means an area, room or premises substantially enclosed by a roof and walls that are floor-to-ceiling or at least 2.1 meters high, regardless of whether the roof or walls or any part of them are permanent or temporary, or open or closed.

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