

COVIDSafe Plan

21 September 2021



How to develop or review your COVIDSafe Plan

About this template

- This COVIDSafe Plan template has been developed for businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.
- To comply with public health directions.
- All Victorian businesses with on-site operations must complete and document a COVIDSafe Plan.
- COVIDSafe Plans should be developed in consultation with workers and relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you must meet your obligations under the Occupational Health and Safety Act 2004.
- You must modify your COVIDSafe Plan if you are directed to do so by an Authorised Officer or WorkSafe Inspector.

In addition to the general restrictions for all businesses, some industries are subject to additional obligations due to a higher transmission risk. For more information see: coronavirus.vic.gov.au/additional-industry-obligations.

Understand your responsibilities



This symbol indicates mandatory public health requirements. Your COVIDSafe Plan must detail how you will meet these requirements.

- All other guidance is strongly recommended to keep workplaces COVIDSafe.
- Some requirements and recommendations may not apply to your business and should be marked N/A (not applicable).
- Businesses with multiple worksites must complete a plan for each worksite.

When to review your COVIDSafe Plan

You should review your plan regularly, especially when restrictions change. You do not have to submit your plan to the Victorian Government. You must modify your plan if directed to do so by an Authorised Officer or WorkSafe Inspector. Compliance with COVIDSafe Plans is monitored by virtual and physical inspections.

Share your COVIDSafe Plan with employees

Employees must comply with the COVIDSafe Plan. Where possible, discuss the plan with employees before it is finalised. Employers should share the completed plan with employees and occupational health and safety representatives.

For further guidance on preparing your COVIDSafe Plan or any other questions, visit coronavirus.vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name: Incinerator Galley

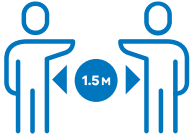
Address: 180 Holmes Road, Aberfeldie, VIC 3039

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Job title: Coordinator, Visual Arts, Festivals and Events

Date reviewed: 4 November 2021

Next review: 14 December 2022



1. Physical distancing



| RECOMMENDATIONS & REQUIREMENTS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|---|--|--|
| <p>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?</p> <ul style="list-style-type: none"> • Density quotients can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue. • You must display signage showing the maximum number of people allowed in the space. • Shared work areas are only accessible to workers and should only include workers in the density limit. • Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis. <p>For more information about restrictions for your workplace, density quotients and signage visit: coronavirus.vic.gov.au/business</p> | <p>Maximum Safe Capacities for each Gallery Space have been determined.</p> <p>Office space and spaces not accessible to the public have a density quotient of 2sq meters.</p> <p>Accessible Public Spaces have a density quotient of 4 sq meters. Signage showing the maximum number is on display at each space.</p> | <p>All Incinerator Gallery Staff including casual duty managers.</p> |
| <p>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?</p> | <p>The Gallery's operating hours are Tuesday to Sunday, 11am – 4pm.</p> <p>The venue must be staffed with a minimum of two staff during operating hours.</p> <p>Permanent staff will be placed on a roster to ensure coverage during the week.</p> | <p>All Incinerator Gallery Staff including casual duty managers.</p> |
| <p>Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?</p> | <p>All desks set with a 1.5m spacing.</p> <p>Staff will be placed on a roster with a minimum to two people onsite.</p> | <p>Team Leader – Incinerator Gallery</p> |

| RECOMMENDATIONS & REQUIREMENTS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|--|---|--|
| <p>You should give training to workers on physical distancing while working and socialising. How will you do this?</p> | <p>Staff encouraged to refresh previous training:</p> <ul style="list-style-type: none"> • DHHS – The COVIDSafe Learning Package - https://health.evelearningex.com/ • COVID Marshall Training/Infection Control Training - https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training • How to wash your hands • DHHS – Facemask wearing requirements - https://www.coronavirus.vic.gov.au/face-masks • Gallery Conditions of Entry. <p>Resources for staff sighting visitor proof of vaccination will be provided. This will include information on:</p> <ul style="list-style-type: none"> • Acceptable forms of evidence • Referrals for questions/complaints they cannot address • Guidelines for difficult customers | <p>Coordinator Visual Arts, Festivals and Events</p> <p>Team Leader, Incinerator Gallery</p> |



2. Face masks



| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|---|---|--|
| <p>You must ensure all workers adhere to current face mask requirements. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/face-masks</p> | <p>Staff will be required to wear facemasks on site.</p> <p>Signage on display in the office and at front desk on correct way to wear a mask.</p> <p>Stock of disposable masks on site.</p> | <p>All Incinerator Gallery Staff including casual duty managers.</p> |
| <p>You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?</p> | <p>Staff encouraged to refresh previous training:</p> <ul style="list-style-type: none"> • DHHS – The COVIDSafe Learning Package - https://health.evelearningex.com/ • COVID Marshall Training/Infection Control Training - https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training • How to wash your hands • DHHS – Facemask wearing requirements - https://www.coronavirus.vic.gov.au/face-masks <p>Signage on display on correct disposal of PPE.</p> | <p>All Incinerator Gallery Staff including casual duty managers.</p> |
| <p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • adhere to extra face mask requirements • appoint Covid Marshals • conduct surveillance testing for COVID-19. <p>How will you do this?</p> <p>For more information visit coronavirus.vic.gov.au/additional-industry-obligations</p> | <p>All gallery staff are trained COVID Marshalls and COVID Check-In Marshalls.</p> <p>Disposable facemasks available for public.</p> <p>Signage of Gallery Conditions of Entry on sight.</p> | <p>Site manager</p> |



3. Hygiene



| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|--|--|--|
| <p>You must clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/cleaning</p> | <p>Gallery contracted cleaner rostered for cleaning of shared spaces, twice a day.</p> <p>Contractor keeps a log of cleaning requirements</p> | <p>Coordinator Visual Arts, Festivals and Events</p> <p>Team Leader, Incinerator Gallery</p> <p>Contracted Cleaner</p> |
| <p>You should display a cleaning log in shared spaces. How will you do this?</p> | <p>Log accessible in the cleaner's cupboard.</p> | <p>Coordinator Visual Arts, Festivals and Events</p> <p>Team Leader, Incinerator Gallery</p> <p>Contracted Cleaner</p> |
| <p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?</p> | <p>Hand sanitiser pumps/stations at entry and exit points for public and staff</p> <p>Regular checks of bathroom facilities to ensure they are well stocked with hand wash and paper towels</p> <p>Ensuring display of posters with instructions on how to hand wash/hand rub at sink and handwashing areas (eg: at sinks in the toilets)</p> <p>Display of signage with information on ways to limit the spread of germs, including not touching their face, sneezing into their elbow and staying home if feeling sick</p> <p>Increased access and use of closed bins within the venue</p> | <p>All Incinerator Gallery Staff including casual duty managers.</p> |



4. Record keeping



| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|---|---|--|
| <p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/about-victorian-government-qr-code-service</p> | <p>Victorian Government QR Code Service Check In signage at Gallery entrance points and at front desk.</p> <p>Kiosk and hard copy sign in sheet available at front desk for visitors without a smart phone.</p> <p>Information on hard copy sign in sheets are kept securely for 28 days and then securely destroyed.</p> | <p>All Incinerator Gallery Staff including casual duty managers.</p> |
| <p>Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/covid-check-in-marshals</p> | <p>Staff working onsite will require to be designated at front of house for part of the day to ensure visitors:</p> <ul style="list-style-type: none"> • Sign in through QR check in, kiosk or providing information on the sign in sheet • Provide acceptable proof of full vaccination status | <p>All Incinerator Gallery Staff including casual duty managers.</p> |
| <p>You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/vaccine</p> | <p>Staff provided with information and resources on Gallery conditions of entry.</p> <p>Staff provided with information on the symptoms of COVID 19.</p> <p>Staff are instructed not to come in if displaying these symptoms and to get tested.</p> <p>Staff briefed on procedure on what do to if a confirmed case has entered the building or if staff have been identified as a close contact.</p> | <p>Coordinator Visual Arts, Festivals and Events</p> <p>Team Leader, Incinerator Gallery</p> |

| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|---|--|--|
| <p>It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?</p> <p>This includes having a plan:</p> <ul style="list-style-type: none"> • to respond to a worker being notified they are a positive case or a close contact while at work • to clean the worksite (or part) in the event of a positive case • to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace • if you have been instructed to close by the Department of Health • to re-open your workplace when cleared by the Department of Health and notify workers to return to work. <p>For additional resources: business.vic.gov.au/emergency-planning</p> | <p>In enacting the procedure, if it is advised the venue must be closed for deep cleaning, the Venue Closure procedure will be actioned.</p> <p>Procedure includes review of scheduled program, exhibitions and venue maintenance impacted by the closure.</p> <p>Communications Plan delivered in development with Council Comms and Gallery team.</p> <p>Venue will reopen once cleared by DHHS going through the reopening checklist.</p> | <p>Manager, Community Development</p> <p>Senior Coordinator, Performing and Visual Arts</p> <p>Coordinator Visual Arts, Festivals and Events</p> <p>Team Leader, Incinerator Gallery</p> |



Enclosed spaces and ventilation

| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|--|--|--|
| <p>You should reduce the time workers spend in enclosed spaces. How will you do this?</p> | <p>Doors open to the office to allow for suitable airflow. Air conditioners settings modified if required.</p> <p>Doors to gallery entrance left open if the weather is appropriate.</p> | <p>All Incinerator Gallery Staff including casual duty managers.</p> |
| <p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate. • conduct surveillance testing. <p>How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/additional-industry-obligations</p> | <p>Council's HR currently does not have a questionnaire or requirement for staff to declare they are symptom free.</p> <p>Gallery staff are informed that they should not be coming to work onsite at the gallery if they are presenting symptoms.</p> | <p>Manager, Community Development</p> <p>Senior Coordinator, Performing and Visual Arts</p> <p>Coordinator Visual Arts, Festivals and Events</p> <p>Team Leader, Incinerator Gallery</p> |



6. Workforce bubbles

| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
|---|---|--|
| <p>You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?</p> | <p>Work rosters will be in place during opening hours of the gallery.</p> | <p>All Incinerator Gallery Staff including casual duty managers.</p> |
| <p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • limit or stop workers working across multiple sites where practical • keep records of workers who are working for different employers across multiple premises. <p>How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/additional-industry-obligations</p> | <p>Not Applicable.</p> | <p>Site Manager</p> |