



COVIDSafe Plan

Geelong Arts Centre
Ryrie Street Building

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1. Ensure physical distancing

Requirements	Action
<p>You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:</p> <ul style="list-style-type: none"> • Displaying signs to show patron limits at the entrance of enclosed areas where limits apply • Informing workers to work from home wherever possible <p>You may also consider:</p> <ul style="list-style-type: none"> • Minimising the build-up of people waiting to enter and exit the workplace • Using floor markings to provide minimum physical distancing guides • Reviewing delivery protocols to limit contact between delivery drivers and workers 	<ul style="list-style-type: none"> • Capacity stickers are displayed in each space • Floor markers have been placed in the lift • Posters have been placed around the organisation reminding people to stay 1.5 metres apart • Staff are encouraged to work from home if they can • Markers have been put on the floor in the Ground Floor Foyer for dance class pupils to queue in a socially distanced fashion • Only members of the public engaging in activities on site will be allowed into the building
<p>You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:</p> <ul style="list-style-type: none"> • There is no more than one worker per four square metres of enclosed workspace • There is no more than one member of the public per four square meters of publicly available space indoors 	<ul style="list-style-type: none"> • Capacity stickers are displayed in each work area • Currently no public have access to the building unless engaging in organised activities on site such as dance classes • All Foyers and Studios have capacity stickers at the entrance to the space
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> • Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au 	<ul style="list-style-type: none"> • Staff are provided with a copy of our Return to Work Handbook • All staff working on site are required to complete a questionnaire based on the handbook

2. Wear a face covering

Requirements	Action
<p>You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice.</p> <p>This includes: Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own</p>	<ul style="list-style-type: none"> • There is a section in the Return to Work Handbook about wearing masks at work including directions on donning and doffing disposable masks • Disposable masks are available to staff at the sign in desk
<p>You should install screens or barriers in the workspace for additional protection where relevant.</p>	<ul style="list-style-type: none"> • Barriers are in place around desks in Creative Engine
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.</p>	<ul style="list-style-type: none"> • Staff are provided with a copy of our Return to Work Handbook • All staff working on site are required to complete a questionnaire based on the handbook • Managers and Supervisors will take responsibility for ensuring their teams wear their masks as directed in the staff handbook

3. Practise good hygiene

Requirements	Action																		
<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean surfaces with appropriate cleaning products, including detergent and disinfectant • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so • Clean between shifts 	<ul style="list-style-type: none"> • Cleaners clean and disinfect all areas at the beginning of each day Mon – Sat • Communal areas and high touch items are disinfected with wipes 3 more times during the day – High touch points at Ryrie Street have been identified as: <table border="1"> <thead> <tr> <th>Level</th> <th>Area/surface</th> </tr> </thead> <tbody> <tr> <td>ground</td> <td>Lift buttons</td> </tr> <tr> <td>ground</td> <td>After hours door keypad</td> </tr> <tr> <td>ground</td> <td>After hours door handles (both sides)</td> </tr> <tr> <td>ground</td> <td>After hours inner door handles (both sides)</td> </tr> <tr> <td>ground</td> <td>unlocked toilets - handles, sink, bench, taps, toilet buttons</td> </tr> <tr> <td>1</td> <td>Lift buttons</td> </tr> <tr> <td>1</td> <td>unlocked toilets - handles, sink, bench, taps, toilet buttons</td> </tr> <tr> <td>2</td> <td>Lift buttons</td> </tr> </tbody> </table>	Level	Area/surface	ground	Lift buttons	ground	After hours door keypad	ground	After hours door handles (both sides)	ground	After hours inner door handles (both sides)	ground	unlocked toilets - handles, sink, bench, taps, toilet buttons	1	Lift buttons	1	unlocked toilets - handles, sink, bench, taps, toilet buttons	2	Lift buttons
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	2	toilets - handles, sink, bench, taps, toilet buttons			
	2	CE - kitchen area - fridge handle, bench, sink, taps and tables			
	2	CE - door handles to meeting rooms			
	3	Lift buttons			
	3	toilets - handles, sink, bench, taps, toilet buttons			
	3	Kitchenette - bench, handles, sink, taps			
	3M	toilets - handles, sink, bench, taps, toilet buttons			
	4	Lift buttons			
	4	toilets - handles, sink, bench, taps, toilet buttons			
	4	Kitchenette - bench, handles, sink, taps			
	inside lift	buttons			
	fire escape	handrail going down the stairs			
	<ul style="list-style-type: none"> Studios are disinfected with wipes between dance classes Mon – Sat 				
	<table border="1"> <tr> <td style="text-align: center;">Studio disinfecting</td> </tr> <tr> <td>Sanitise studio door handles (both sides)</td> </tr> <tr> <td>Sanitise down barre bars</td> </tr> <tr> <td>Sanitise down white cube bench tops</td> </tr> </table>		Studio disinfecting	Sanitise studio door handles (both sides)	Sanitise down barre bars
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You should display a cleaning log in shared spaces.	
You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.	<ul style="list-style-type: none"> Soap is available in all our bathrooms Hand sanitiser is available at automatically activated stations on all levels of the building in the lift lobbies and at the building entrances

4. Keep records and act quickly if workers become unwell

Requirements	Action
<p>You must support workers to get tested and stay home even if they only have mild symptoms.</p>	<ul style="list-style-type: none"> • Staff are required to stay home if unwell or showing any symptoms. For staff in roles where they can work from home and who feel well enough to work, they may continue to work from home with approval from their manager. • The following conditions have been put in place to support staff to maintain a safe workplace: <ul style="list-style-type: none"> ○ Infection Control Protocol developed ○ Managers to complete a review of all roles and identify roles that must be onsite and discuss with individuals ○ Risk Assessment and COVID-19 specific Safe Work Method Statements developed for onsite required roles ○ Encourage staff to download the COVID Safe App (note this is not a requirement)
<p>You must develop a business contingency plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results • Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period • Having a plan in place to clean the worksite (or part) in the event of a positive case • Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts • Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace • Having a plan in the event that you have been instructed to close by DHHS • Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work 	<pre> graph TD A[Is the staff member presenting with symptoms? • Fever, chills, cough • Sore throat • Shortness of breath • Runny nose • Loss of sense of smell] --> C B[Has the staff member had close contact** with someone with COVID-19? ** close contact means having face-to-face contact for more than 15 minutes or alternatively sharing a closed space with someone for more than 2 hours] --> C C[Staff member to proceed directly home or directed to the closest isolation room whilst transportation is arranged - no public transport • Supply mask and gloves to person • Manager or colleague to inform HR & Facilities and complete an Incident Report] --> D C --> E C --> F D[Staff member • Refer to DHHS advice • Get tested • Self-isolate for required length of time • List all areas of workplace you attended and email through to HR • Contact HR with test results] --> G E[HR • Advise CEO and request a site closure decision • Advise DHHS and WorkSafe if required • Advise Creative Victoria • Advise OH&S committee and Incident Response Team] --> G F[Facilities • Arrange for a deep clean of isolation room, workspace and communal areas frequented by staff member i.e. toilets, kitchen etc.] --> G G[Staff member • If positive, advice HR of any staff or external people exposed to in workplace • Ensure clearance to return to work is sent to HR prior to returning to the workplace] --> H H[HR • Contact staff members potentially exposed • Ensure clearance to return to work is received from employee • Investigate and close Incident Report] </pre>

You must keep records of all people who enter the workplace for contact tracing.	<ul style="list-style-type: none"> • Every person entering the building completes the sign in sheet at the entrance including temperature check and health declaration • Dance students are recorded on the contact tracing sheet provided by the teacher for each class and attendance is confirmed by the Foyer attendant along with temperature checking • Contact tracing sheets are scanned by Creative Engine Attendants daily and stored in the Shared Drive
You should implement a screening system that involves temperature checking upon entry into a workplace.	<ul style="list-style-type: none"> • Every person entering the building completes the sign in sheet at the entrance including temperature check and health declaration • Dance students are recorded on the contact tracing sheet provided by the teacher for each class and attendance is confirmed by the Foyer attendant along with temperature checking

5. Avoid interactions in enclosed spaces

Requirements	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> • Enabling working in outdoor environments • Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms • Enhancing airflow by opening windows and doors • Optimising fresh air flow in air conditioning systems 	<ul style="list-style-type: none"> • Staff are encouraged to work from home if possible • Air conditioning system has been serviced and is working at optimum fresh air flow

6. Create workforce bubbles

Requirements	Action
You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.	<ul style="list-style-type: none"> • All staff have been made aware that they should not work across multiple sites • Rosters have been adjusted so Cleaners and other staff performing disinfecting work, only work at Ryrie Street
You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.	Nil action