

# COVIDSafe Plan

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

## Our COVIDSafe Plan

Business name: East Gippsland Shire Council  
Site location: Mallacoota Foreshore Holiday Park  
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Date Prepared/Reviewed: 29<sup>th</sup> October 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing – you must ensure workers and visitors are 1.5 metres apart</b>	
<b>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 <a href="#">‘four square metre’ rule</a>.</b>	<ul style="list-style-type: none"><li>- Signage outlining the maximum number of people allowed inside at any given time has been placed at the entry point of all indoor congregation spaces including the park reception building, camp kitchen and laundries.</li></ul>
<b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff and customers.</b>	<ul style="list-style-type: none"><li>- Floor markings have been placed on the park reception floor 1.5m apart indicating where to stand when checking in to the park. Work stations have been measured and spaced 1.5M apart.</li></ul>
<b>Configure communal work areas and publicly accessible spaces so that:</b> <ul style="list-style-type: none"><li>• there is no more than one worker per four square meters of enclosed workspace</li><li>• workers are spaced at least 1.5m apart</li><li>• there is no more than one member of the public per four square meters of publicly available space.</li></ul> <b>Also consider installing screens or barriers.</b>	<ul style="list-style-type: none"><li>- The park reception area has been configured to reduce the number of staff and guests inside at any one time based on the four-square metre rule and 1.5M distance. Separate signed entry and exit points have been created and the reception area has been separated from the building's library and visitor information spaces.</li><li>- All indoor guest congregation areas including camp kitchens and laundries have been measured and appropriate signage placed at the entry points to notify guests of the maximum number of people inside at any given time based on the four-square metre rule.</li><li>- Trestle tables have been placed in between the reception counter and service area to reduce the risk of guests leaning over the reception counter.</li><li>- Perspex screens have been installed on the reception counter as a barrier in between guests and staff members.</li></ul>

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<b>Modify the alignment of workstations so that workers do not face one another.</b>	<ul style="list-style-type: none"> <li>- All workstations are separated 1.5M apart and are not positioned opposite one another.</li> </ul>
<b>Minimise the build up of workers waiting to enter and exit the workplace.</b>	<ul style="list-style-type: none"> <li>- Shift start times are staggered throughout the day so there is no build-up of workers waiting to enter and exit the workplace.</li> </ul>
<b>Reduce worker levels onsite in accordance with restriction level. Example: if you can work from home you must work from home</b>	<ul style="list-style-type: none"> <li>- Worker levels onsite in the park reception area have been reduced in accordance with the four-square metre rule.</li> </ul>
<b>If industry is classified as restricted or heavily restricted have no car pooling.</b>	<ul style="list-style-type: none"> <li>- Industry is not currently classified as restricted or heavily restricted</li> </ul>
<b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b>	<ul style="list-style-type: none"> <li>- All staff have been trained in line with parks COVID re-opening SWMS document 8663788 location Dataworks Councils document</li> <li>- All staff have been trained in accordance with this COVID-safe plan</li> <li>- All staff have access to the parks COVID-safe folder located in the parks reception building. The parks COVID-safe folder includes the COVID-safe plan, SWMS, re-opening plan, industry restart guidelines, infection control cleaning procedure, PPE disposal guidelines.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Face masks – Wear a face covering</b>	
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	<ul style="list-style-type: none"> <li>- Surplus stock of face coverings, cleaning gloves, cleaning chemicals and hand sanitiser is readily available for staff to use whilst at work. These are stored securely at the park office and cleaning storerooms at each of the parks amenity blocks.</li> </ul>
Identify other measures in place to for additional protection. Example: screens or barriers.	<ul style="list-style-type: none"> <li>- Guests are provided with an email confirmation at the time of making their booking requesting they familiarise themselves with the current COVID-19 restriction levels and QR code scanning process. Guests are provided with a link to download the QR code app prior to arriving at the park.</li> <li>- All guests are required to QR code scan when checking in at the reception building. QR codes are also available on the outside of the park amenity blocks.</li> <li>- Guests who are unable to use a QR code scanner on their mobile phone due to faults or an incompatible phone model are provided with a smart phone pre-loaded with the Service Victoria app. In the case of an outage guests are required to complete a paper self-assessment declaration form including their name and contact details along with the names and contact details of all other parties staying with them.</li> <li>- Guests are required to wear masks when directed by the Victorian State Government. Mask rules and associated signage are reviewed daily. Signage is placed at the reception entry point and amenity block entry points.</li> <li>- The vaccination status of guests visiting the park reception building is required upon entry to ensure they have received two doses of a COVID-19 vaccination.</li> <li>- Guests who have not been vaccinated against COVID-19 are provided with a contactless check in option allowing them to stay at the park without entering the park reception</li> <li>- Contactless check in is offered to all guests 48hrs prior to arriving at the park.</li> <li>- Contactless check in is offered to all guests 48hrs prior to arriving at the park.</li> <li>- The photo identification of all guests visiting the park is requested on check in to ensure they are not travelling from a hotspot area.</li> <li>- Contactless payments are encouraged at reception.</li> <li>- Perspex screens are installed on the reception counter</li> <li>- Trestle tables are installed in front of the reception counter</li> </ul>
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).	<ul style="list-style-type: none"> <li>- The park has a COVID re-opening plan in place which includes a detailed SWMS staff are trained on, document 8663788 location Dataworks Councils document system.</li> <li>- The COVID re-opening SWMS includes training on the correct disposal of face coverings and PPE as outlined by the Environment Protection Authority Victoria</li> <li>- Safe Operating Procedure for face masks, including instructions for washing reusable masks and safely disposing of disposable masks. Has been given to all staff and can be found on the internal intranet page Axis.</li> <li>- Good workplace hygiene signage is in place in the parks reception area in views of staff members.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene – Practise good hygiene</b>	

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<ul style="list-style-type: none"> <li>- The cleaning schedule for all park communal areas has been increased to a minimum of two full cleans per day.</li> <li>- Staff are trained to ensure work areas are sanitised at the beginning and end of every shift and not to share workspaces with other staff members.</li> <li>- High touch areas such as the reception check in counter and entry doorways are sanitised using alcohol wipes at regular intervals throughout the day.</li> </ul>
<p><b>Identify which products are used for thorough cleaning. Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>- Cleaning supplies are ordered in surplus and a large surplus stock of cleaning chemicals are always available onsite stored in the parks amenity block store rooms and bulk storage rooms.</li> <li>- The parks amenity blocks are cleaned daily using chloroclean which is a bleach-based cleaning product applied using a hydrofoam sprayer to provide full coverage and sanitisation of all areas which are then scrubbed and hosed.</li> <li>- General purpose cleaning products including disinfectant, window cleaner, toilet cleaner and air freshener are used for secondary cleans of all communal spaces and kitchens.</li> <li>- Alcohol wipes are used for cleaning high touch surfaces in the parks reception areas.</li> <li>- Hand soap is provided inside all park amenity blocks and kitchens.</li> <li>- Hand sanitiser is provided at the parks reception entry point and inside reception at the guest check in point and at all staff work spaces.</li> <li>- Hand sanitiser stations are installed at the entry point of all male and female amenity blocks and camp kitchens</li> </ul>
<p><b>Replace high touch communal items with hygienic alternatives, for example single use or contactless options where possible to do so. Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>- The park has removed public use computers from its reception area.</li> <li>- All high touch communal items (reception till) have a cleaning process after use in place.</li> <li>- Pens and paper have been replaced with QR codes</li> <li>- Contactless check in is offered to all guests 48hrs prior to arriving at the park</li> </ul>
<p><b>Provide and keep records of cleaning logs. To identify when cleaning has been performed.</b></p>	<ul style="list-style-type: none"> <li>- Cleaning time logs are completed by staff members after each clean is completed and they are displayed on the amenity block doors. Cleaning time logs are checked regularly by the park supervisor.</li> </ul>
<p><b>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></p>	<ul style="list-style-type: none"> <li>- Hand sanitiser station setup at park reception entry point. Hand sanitiser stations setup on all check in tables inside park reception. Hand sanitiser stations setup at all staff desks.</li> <li>- Hand sanitiser stations are installed at the entry point of all male and female amenity blocks and camp kitchens</li> <li>- Hand soap stations are installed inside all amenity blocks and kitchens throughout the caravan park.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Provide and promote hand sanitiser and good hygiene for use by customers on entry to businesses.</b>	<ul style="list-style-type: none"> <li>- Signage has been installed on the reception counter and at the entry of all amenity blocks and kitchens promoting good hygiene.</li> <li>- Sanitise hands here signage has been placed at the reception entry point</li> <li>- Conditions of entry signage has been placed at the reception entry point</li> </ul>
<b>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>	<ul style="list-style-type: none"> <li>- The park has a COVID re-opening plan in place which includes a detailed SWMS staff are trained on, document 8663788 location Dataworks Councils document system.</li> <li>- The COVID re-opening SWMS includes training on the correct disposal of face coverings and PPE as outlined by the Environment Protection Authority Victoria</li> <li>- Safe Operating Procedure for face masks, including instructions for washing reusable masks and safely disposing of disposable masks. Has been given to all staff and can be found on the internal intranet page Axis.</li> <li>- Basic Infection Control training provided through councils ELMO training system provided to all park staff.</li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<b>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.</b>	<ul style="list-style-type: none"> <li>- Guest details are recorded in the parks reservation system including their name, address and telephone number. Email addresses are also requested whenever possible.</li> <li>- Check in and check out times are recorded in the parks reservation system.</li> <li>- All guests are required to QR code scan when checking in at the reception building.</li> <li>- Guests who are unable to use a QR code scanner on their mobile phone due to faults or an incompatible phone model are provided with a smart phone pre-loaded with the Service Victoria app. In the case of an outage guests are required to complete a paper self-assessment declaration All staff members attending the building are required to QR code scan at the beginning of their shift.</li> <li>- All other visitors to the building including contractors and community members are required to QR code scan in.</li> <li>- All staff members and anyone else attending the building who are unable to use a QR code scanner on their mobile phone due to faults or an incompatible phone model are provided with a smart phone pre-loaded with the Service Victoria app. In the case of an outage a paper self-assessment declaration form is completed.</li> <li>- Backup paper forms are uploaded into Dataworks and physical copies are destroyed after 28 days.</li> <li>- Authorised worker permits are provided to staff members approved to work onsite if directed by the State Government during statewide lockdowns</li> </ul>

Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> <li>- All staff have been trained on how to use the workplace OHS reporting system Elumina.</li> <li>- How to guides are located on the councils intranet Axis for reference.</li> </ul>
If industry is classified as restricted or heavily restricted have staff and visitors declare they are free of symptoms before entering the building.	<ul style="list-style-type: none"> <li>- Industry is currently classified as open with a COVID Safe Plan in place.</li> </ul>
Establish a process to record the attendance of workers: Staff training records	<ul style="list-style-type: none"> <li>- Staff training records are saved in ELMO</li> <li>- Staff COVID SWMS for reopening is signed and dated by staff after completing.</li> <li>-</li> </ul>
Establish a process to record the attendance of workers: Staff rosters and working locations	<ul style="list-style-type: none"> <li>- Rosters are provided to staff members fortnightly in advance.</li> <li>- Rosters are stored digitally in the shared H drive.</li> <li>- Authorised worker permits are provided to staff members approved to work onsite if directed by the State Government during statewide lockdowns</li> </ul>

Guidance	Action to avoid interactions in enclosed spaces
Avoiding interactions in an enclosed space	
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> <li>- Adequacy of windows and screen doors checked and there is suitable airflow available throughout the building.</li> <li>- Number of air conditioners checked and there is an adequate number available based on the building size.</li> <li>- Air conditioners are adjusted as required each day.</li> <li>- Fly screen doors are used to allow airflow</li> </ul>

Guidance	Action to avoid interactions in enclosed spaces
Move as much activity outside as possible. Example: meetings, lunchbreaks	<ul style="list-style-type: none"> <li>- Meetings are conducted using skype, teams or zoom whenever possible.</li> <li>- Weekly team meetings are held outdoors in a large open space with social distancing in place.</li> </ul>

Guidance	Action to create workforce bubbles.
Create workforce bubbles	
Establish a system that ensures staff members are not working across multiple settings/work sites.	<ul style="list-style-type: none"> <li>- Due to Mallacoota's remote location staff employed at the Holiday park are not employed at other locations.</li> </ul>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> <li>- Rosters reflect the new reception office layout which considers physical distancing. Shifts are staggered throughout the day.</li> <li>- Staff members who can work from home are required to work from home whenever possible</li> </ul>
Communication to workers to get tested and stay home if they become unwell.	<ul style="list-style-type: none"> <li>- Weekly internal newsletter advises staff to get tested and stay home if they feel unwell.</li> <li>- Process if a staff member is unwell can be found in the way we do business now.</li> <li>- Staff are trained in the parks COVID-safe plan and SWMS for reopening</li> <li>- Staff are regularly reminded and encouraged by their direct supervisor to stay home and get tested if they feel unwell.</li> </ul>
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	<ul style="list-style-type: none"> <li>- All guests checking in must produce photo identification as part of the screening procedure.</li> <li>- All staff members are required to be fully vaccinated.</li> <li>- All visitors to the park reception area are required to be fully vaccinated before entering.</li> <li>- Staff are encouraged to stay home if they are unwell.</li> </ul>

Guidance	Action to create workforce bubbles.
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> <li>- All large deliveries are handled outside the office in an open-air space whenever possible.</li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<ul style="list-style-type: none"> <li>- The park has identified a remote administration team</li> <li>- The park has identified staff members who can work from home</li> <li>- The park has created a contactless check in system</li> <li>- The park has established remote communication methods for guests onsite</li> <li>- Follow the Mallacoota Foreshore Holiday Park re-opening procedure. Document 8663788 stored on council internal document system ECM Dataworks</li> </ul>
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> <li>- QR code systems are in place for contact tracing</li> <li>- Backup sign in forms are readily available for the purpose of contact tracing.</li> <li>- Historical guest data is available via the Newbook reservation system</li> </ul>
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<ul style="list-style-type: none"> <li>- Follow the East Gippsland Shire procedure for closure of facility.</li> <li>- Complete a site-specific risk assessment.</li> <li>- Complete deep clean training with infection control cleaners</li> <li>- Complete the DHHS <b>Coronavirus (COVID-19) cleaning guidelines for workplaces Appendix 5: training completion register template.</b></li> <li>- Complete infection control cleaning utilising the DHHS <b>Coronavirus (COVID-19) cleaning guidelines for workplaces Appendix 4: cleaning schedule for COVID deep cleans</b></li> <li>- Complete the DHHS <b>Coronavirus (COVID-19) cleaning guidelines for workplaces Appendix 7: COVID-deep 'Certificate of Completion' template</b></li> </ul>
Prepare for how you will manage a suspected or confirmed case in an worker during work hours.	<ul style="list-style-type: none"> <li>- Appendix 1 of Council's organisational response plan, East Gippsland – The Way We Do Business Now, documents Council's procedure for responding to cases of suspected or confirmed cases of COVID-19.</li> </ul>
Prepare to notify workers and site visitors (including close contacts)	<ul style="list-style-type: none"> <li>- Appendix 1 of Council's organisational response plan, East Gippsland – The Way We Do Business Now, documents Council's procedure for responding to cases of suspected or confirmed cases of COVID-19.</li> <li>- Notify the appropriate authorities so that contact tracing can commence. Notify as advised by the appropriate authorities.</li> </ul>

Guidance	Action to prepare for your response
<b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b>	<ul style="list-style-type: none"> <li>- <i>Notification of a positive case will occur by the Risk Management Team as per the procedure for responding to cases of suspected or confirmed COVID-19.</i></li> </ul>
<b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b>	<ul style="list-style-type: none"> <li>- <i>Follow the parks re-opening procedure. Document 8663788 stored on council internal document system ECM Datworks.</i></li> </ul>

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

Signed

Name

Date