

# COVID Safe plan

## Our COVID Safe Plan

Business name:	Quantin Binnah Community Centre
Site location:	61 Thames Boulevard Werribee
Contact person:	Christine Barca
Contact person phone:	9742 5040
Date originally prepared:	5 <sup>th</sup> August 2020 (Version 1)
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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<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>	All sites have hand sanitiser dispensers installed at the entrance to each section of the building. Additionally, adequate supplies of soap and paper towels are also provided in the bathrooms.
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	All sites are encouraged to work where possible with windows open to encourage air flow.
<b>Face Masks are no longer required to be worn at QB.</b>	Staff may choose to wear a mask at the service. If staff are well enough to be at work but are recovering from illness they may also chose to wear a mask.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><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></p>	<p>Staff have been provided with information regarding the correct use and disposal of PPE and good hygiene practices.</p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p>This activity is no longer required.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<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>	<p>All areas of the service have specific cleaning plans and protocols in place. High touch areas are disinfected at least 2 x daily.</p>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p>We ensure adequate cleaning supplies appropriate to childcare are provided.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Staff can return to working in the office with CV measures in place</b></p>	<p>All staff can work on site unless they are unwell and or isolating.</p>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p>This provision is no longer required.</p>
<p><b>We will screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<p>IF AND WHEN REQUIRED We will implement these procedures</p>
<p><b>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>	<p>Communal work spaces have been configured appropriately.</p>
<p><b>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>Floor Markings have been in place to provide minimum physical distancing</p>
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<p>Work stations do not face each other</p>
<p><b>Minimise the build-up of employees waiting to enter and exit the workplace.</b></p>	<p>Employees enter the ground floor building at different times due to different shifts. The automatic doors are wide and there is ample room for entering and exiting the work place</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Training has been provided to staff regarding physical distancing during any breaks.
Review drop off and pick up of children and delivery protocols to limit contact between parents and educators and delivery drivers and staff.	Parents adhere to each site requirement for drop off and delivery. In most cases, this means that parents do not enter the education and care space. This also provides additional safety for children in at risk situations.  Delivery Drivers have limited access – it is a “drop and go” policy.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Rosters are developed according to Legislation and appropriate ratios for care.
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> .	This rule is in place for QB when required.

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
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.	QB has a process to record the attendance of all delivery and maintenance personal. All visitors, service providers are required to check in at QB sites with the screening questionnaire and use the site QR code.  All service users (children) and their family’s details are recorded on our electronic enrolment systems.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	Staff have been recently updated on the WHS reporting process at QB
COVID Vaccinations for ECEC	It is no longer mandated for ECEC staff to be vaccinated. QB recommends that staff be vaccinated to support a safe environment for all staff and the community.

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b>	QB has developed a BCP – now at version 22
<b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b>	QB is prepared to assist DHHS with contact tracing and visitor tracing to support contract tracing.
<b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b>	QB is prepared to undertake cleaning and disinfection and assess when the workplace or parts of the workplace must be closed.
<b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b>	QB has prepared how we will manage a suspected or confirmed case in an employee during work hours.
<b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b>	QB has prepared how we will notify our workforce and site visitor of a suspected or confirmed case.
<b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b>	This action is no longer required
<b>Confirm that your workplace can safely re-open and workers can return to work.</b>	QB is prepared to confirm that your workplace will be able to safely re-open and advise workers can return to work.

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

Signed *Christine Barca*

Name: Christine Barca - CEO QB

Date 8<sup>th</sup> July 2022