

# COVID Safe plan

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

## Our COVID Safe Plan

Business name: **Hampton Park Community House**  
Site location: **16-20 Stuart Ave Hampton Park**  
Contact person: **Kate Madden**  
Contact person phone: **0407482315**  
Date prepared: **6 August 2020**

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>	<p>A hands-free alcohol-based hand sanitizer ( with &gt;60% alcohol) station is provided for mandatory use in the foyer of Hampton Park Community House. Upon entering the building all Permitted Staff, permitted parents carers and children sanitise their hands.</p> <p>Hand soap, paper towels and disinfectant wipes are provided and available to all staff.</p> <p>Supplies are regularly replenished as required</p>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<p>Doors are open to the garden area in the Children's Services Area and there is air flow throughout the building.</p> <p>Staff are encouraged to regularly access fresh air (every 2 hours)</p>
<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.</b>	<p>HPCH Permitted staff wear required face mask covering as required: Family Services wear face masks (as prescribed) and Children's Services staff where clear plastic face covering as required. The organisation actively promotes the wearing of face masks to the community (Face Mask Fundraiser) Disposable gloves are available to staff for use and regular hand washing encouraged.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<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>Staff have participated in the Covid Safe training provided online. Records are retained of training in staff files.</p> <p>A protective clear plastic shield has been installed in the reception area and barriers are in place to prevent public (permitted parents/carers) to access the rest of the facility.</p>
<b>Replace high-touch communal items with alternatives.</b>	<p>Disinfectant wipes are used to regularly clean communal items like security key pads, kitchen equipment (microwave ovens and fridge).</p> <p>Using individual pens is encouraged and disinfectant wipes is provided for pens used communally (i.e. sign-in register)</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b>	<p>Permitted staff regularly clean high touch services and disinfect work areas. Additional building cleaning is provided by an external contractor.</p> <p>Cleaning contractors have read, understand and confirmed their capacity to meet the hygiene requirements at Hampton Park Community House.</p>
<b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b>	<p>Front office staff and Managers ensure that we have and adequate supply of cleaning products.</p> <p>HPCH has applied for grants (ongoing) to enable the purchase of PPE and cleaning products</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<b>Ensure that all staff that can work from home, do work from home.</b>	<p>All administration staff are working remotely for as long as required.</p> <p>Additional IT support, lap tops and home office equipment has been provided to ensure the administrative and business operations continue.</p> <p>Training to access platforms like zoom and micro soft team has been provided and is ongoing.</p> <p>Regular team meetings are held and support for staff well-being is provided via zoom de-briefs and counselling (as required)</p> <p>Staff working remotely have completed a Working from home check-list and provided it to management.</p>
<b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b>	<p>HPCH staff do not work across multiple sites with the exception of critical instances when a Family Services workers may be required to attend to a client (i.e. sighting a child under 2 yrs.)</p> <p>In these instances, the FS staff ensure they are compliant with the required hygiene, social distancing and other legislation as outlined in the general guidance for community service organisations, Child and Family Services have a duty of care to all clients, including children/young people, parents, adults and staff.</p>
<b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b>	<p>Temperatures are taken and recorded of all staff and individuals accessing the facility and screening questions asked regarding the health of staff attending the facility.</p> <p>Staff that are feeling unwell must notify their manager and socially isolate until such time they can provide a certificate from their GP that they are able to attend work.</p> <p>No staff that is unwell or experiencing flu-like symptoms will be permitted access to the facility or work when unwell.</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>Staff maintain social distancing and a rostering system applies to minimise numbers of staff are permitted on the premises at the same time in line with current requirements (i.e. max 5 staff during Stage 4)</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>Floor markings are provided to indicate minimum physical distancing requirements these include:</p> <ul style="list-style-type: none"> <li>• a specially designed physical distancing mat in the foyer</li> <li>• kid friendly physical distancing sitting mats in the children's services area.</li> </ul> <p>Markers are provided in areas where staff may congregate (meeting room)</p>
<b>Modify the alignment of workstations so that employees do not face one another.</b>	<p>In instances where staff share an office space, desks are situated 1.5 meters apart and staff do not face each other. When staff work together in a shared office face masks are worn at all times.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b>	<p>Staff are informed and aware of social distancing expectations. They have read and signed that they understand the expectations of COVID Safe measures in place (Policy, Program Area Procedures) and participated in mandatory online training.</p> <p>Staff are encouraged to minimise social contact where ever practicable.</p> <p>Information posters and markers remind all staff to comply with these rules.</p>
<b>Review delivery protocols to limit contact between delivery drivers and staff.</b>	<p>Staff taking receipt of the delivery of essential food and goods follow protocols to limit contact between the delivers and staff.</p> <p>These include all deliveries to be contact free - left outside the building</p>
<b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b>	<p>Managers roster their permitted workers on to ensure limited contact and physical distancing.</p> <p>HPCH complies with the regulatory requirements (i.e. only 5 staff permitted on site at the same time).</p> <p>Staff are encouraged to take time-off on a rotation basis and no voluntary work is permitted currently.</p> <p>Staff may only access the building between their permitted work hours.</p> <p>Permitted work permits have been provided to relevant staff.</p>
<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>	<p>Signage and floor markings (mats) are visible and provided. Currently the facility is closed for the general public.</p>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<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.</b>	<p>HPCH has a Covid tracking register in place where contact details, temperature, time and length of stay of individuals attending the service are recorded, these records are retained for 28 days and can be provided to the relevant authorities on request.</p>
<b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b>	<p>All staff have read and understand the Pandemic/Epidemic Policy, Covid Safe Response and Health and Well-being Plans developed in consultation with HPCH Board of Governance, management, staff, volunteers and community members.</p> <p>HPCH is aware of the emotional toll responding to COVID-19 may take on staff and have in place a Staff &amp; Volunteers Well-being team facilitated by our Well-Being Officer. Front-line staff are encouraged to take regular breaks and annual leave</p> <p>A Health and Well-being plan is in place and HPCH promotes and encourages self-care.</p> <p>Through the Staff Health and Well-being action plan we provide channels for staff to ask for help and receive in-house counselling as required.</p>

Guidance	Action to ensure effective record keeping
	<p>Refer relevant documents:</p> <ul style="list-style-type: none"> <li>• Pandemic/ Epidemic Policy</li> <li>• Program Areas Covid Response Plans</li> <li>• Workplace Health and Well-being plan</li> </ul>

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>	<p>HPCH has in place Program Area Response Plans and a Business Continuity Plan identifying actions to be taken in the event of an outbreak at the facility and potential closure of the service. These are updated as required.</p> <p>The BoG is provided with regular reports regarding the impacts to the organisation and updates of current legislation and Covid Safe requirements.</p> <p>Refer:</p> <ul style="list-style-type: none"> <li>• Program Area Response Plans</li> <li>• Business Continuity Plan</li> <li>• House managers monthly reports</li> </ul>
<b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b>	<p>Covid contact tracing data records are stored for the required time period and made available to DHHS as and when requested.</p>
<b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b>	<p>HPCH will thoroughly clean and disinfect the facility in the event of closure.</p>
<b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b>	<p>HPCH has Response Plans in place to manage suspected and confirmed cases of Covid 19 and manages (authorised staff) have a process in place to notify the Department.</p> <p>Refer: Program Area Response Plans and Procedures</p>
<b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b>	<p>The HPCH BoG and House Manager will notify the staff and community members of any confirmed or suspected case in line with the response plans and processes.</p>

Guidance	Action to prepare for your response
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p>HPCH House Manager will notify WorkSafe Victoria immediately if we have a confirmed Covid 19 case.</p> <p>An email alert will be sent to all stakeholders, staff, volunteers and community members informing them as well.</p>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<p>Notifications will be sent to all stakeholders, staff, volunteers and community members confirming workers can return to work.</p>

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

Signed K. Madden

Name Katherine Grace Madden

Date 6 August 2020