Baw Baw Shire Council
COVID Safe Plan

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Baw Baw Shire Council Corporate COVID Safe Plan

1 Introduction

This plan has been prepared by the Baw Baw Shire Council Critical Incident Management Team.

1.1 Related Documents and Policies

This plan should be read in conjunction with the following:

- *ThinkSAFE COVID-19 & Contagious Disease Response Corporate Guideline 4.2.2,*
- *ThinkSAFE COVID-19 Guidebook 4.2.2.01,*
- *ThinkSAFE COVID-19 Report, Monitor & Respond Corporate Guideline 4.2.3,*
- *ThinkSAFE COVID-19 Report, Monitor & Respond Flowchart 4.2.3.01,*
- *ThinkSAFE COVIDSafe Department Plan Template 4.2.3.02,*
- *ThinkSAFE COVID-19 High Risk Team Member Flowchart 4.2.3.03,*
- *ThinkSAFE COVID-19 High Risk Register 4.2.3.04,*
- *ThinkSAFE COVIDSafe Worksite Plan Template 4.2.3.05,*
- *Pool Car Sanitation Guide*
- *Baw Baw Shire Council Facilities and Services Reopening Information Pack*
- *Office Layout – Site Capacity*
- *COVID Safe Worksite Plans*
- *COVID Safe Department Plans*
- *COVID Safe Plan Reopening West Gippsland Arts Centre*

All ThinkSAFE documents can be located in the Donesafe knowledgebase module or ask your Health and Safety Representative (HSR) for further assistance.

You can view ThinkSAFE documents by clicking the link here: https://bawbawshire.donesafe.com/kb/14

1.2 Amendment List

Amendments to this plan will be issued periodically as Baw Baw Shire Council responds to the requirements set out by the Victorian Government to control the spread of COVID-19 in workplaces.

Version	Date	By Who	Description of Change
1.0	03.11.2020	Kyla Sullivan	Plan reviewed by CIMT
1.0	11.11.2020	Kyla Sullivan	Plan finalised
1.1	24.11.2020	Kyla Sullivan	Update to 2.5 – Face Masks, 4.3.1 – Urban Maintenance Guidelines, 4.3.2 – WGAC guidelines, 4.8 – Carpooling
1.2	01.12.2020	Kyla Sullivan	4.3.3 Additional Guideline External Council Activities, 4.3.2 Additional Guideline WGAC
1.3	10.12.2020	Kyla Sullivan	2.5 Face Masks, 4.3.3 Additional Guideline for External Activities, 4.3.1 Additional Guideline for Council Depot – Warragul and Trafalgar
1.4	19/02/2021	Kyla Sullivan	2.5 Face Masks
1.5	02/03/2021	Kyla Sullivan	2.5 Face Masks, 4.3.3 Additional Guideline for External Activities
2.0	05/04/2021	Kyla Sullivan	Full update
2.1	06/05/2021	Kyla Sullivan	5.0 Record Keeping

1.3 Distribution list

Date	Business Unit	Person
11.11.2020	All Staff	Baw Baw Shire Website, DARCI, managers/leaders
24.11.2020	All Staff	Baw Baw Shire Website, DARCI, managers/leaders
02.12.2020	All Staff	Baw Baw Shire Website, DARCI, managers/leaders
10.12.2020	All Staff	Baw Baw Shire Website, DARCI, leaders/Hubble Teams portals
19/02/2021	All Staff	Baw Baw Shire Website, DARCI, leaders/Hubble Teams portals
02/03/2021	All Staff	Baw Baw Shire Website, DARCI, leaders/Hubble Teams portals
05/04/2021	All Staff	Baw Baw Shire Website, The Hub
06/05/2021	All Staff	Baw Baw Shire Website, The Hub

1.4 Objective

The Corporate COVID Safe Plan has been designed to protect our workers, volunteers, customers and visitors that come into a Council workplace from the spread of COVID-19 and to demonstrate how Baw Baw Shire Shire Council meets the requirements set out by the Victorian Government.

The COVID Safe Plan outlines:

- The processes Baw Baw Shire Council have in place to keep records of all staff, volunteers contractors and visitors that attend Council workplaces.

- Actions required to mitigate the introduction of COVID-19 into a Council workplace.

- The level of face-covering or personal protective equipment (PPE) required for our workforce.

- The process in place to prepare for and respond to, a suspected or confirmed case of COVID-19 in a Council workplace.

The Critical Incident Management Team has the responsibility and authorisation to implement, monitor, test, review and update the COVID Safe Plan and any supporting processes involved as required.

1.5 Scope

This plan outlines the protocols in place to mitigate the introduction of COVID-19 into Council workplaces during current restrictions set out by the Victorian Government for all staff, volunteers, contractors and visitors that attend a Council workplace.

This COVID Safe Plan covers all Council facilities where Council staff are located. This includes but is not limited to:

- Drouin main office

- Warragul Smith Street office

- Warragul Civic Place office

- West Gippsland Arts Centre

- Normanby Street Depot Warragul

- Trafalgar Depot

- Social Support Group, Mason Street, Warragul

- 144 Normanby Street, Warragul

- MCH Drouin Primary School site, entry via School Road, Drouin

- MCH Contingent Street, Trafalgar

Council facilities that are not specifically mentioned in this plan are required to complete a facility resumption questionnaire and ThinkSAFE COVIDSafe Department Plan 4.2.3.02 covering COVID-19 management processes prior to activation. These questionnaires form a sub-plan to this overarching plan.

1.6 Training

The following methods of communication have been used to provide ongoing information and training to all staff, contractors, and visitors regarding COVID-19:

Method	Responsible Officer	Audience
DARCI COVID-19 Page	Manager Strategic Communications	All staff
CEO Weekly Email	Manager Strategic Communications	All Staff
Monthly Leaders in the Loop	Internal Engagement Advisor	Leadership Team
The Hum	Internal Engagement Advisor	All Staff
CIMT Weekly Meeting	Risk and Insurance Advisor Recovery Working Group	CIMT
Baw Baw Shire Council Website	Manager Strategic Communications	Public access

Baw Baw Shire Council COVID-19 DARCI page provides further information to staff on the following areas with regard to the COVID-19 pandemic which includes:

- General information about COVID-19 pandemic
- Physical Health and Wellbeing of staff
- Working Remotely
- Information Technology
- Employment
- Leave Options
- Financial Wellbeing
- Information for the Community
- General information and resources

For further information regarding the current restrictions please refer to the Australian Government Department of Health.

2 Hygiene

2.1 Unwell

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Staff that feel unwell are not permitted to enter a Council workplace. Staff displaying the following symptoms are required to undergo COVID-19 testing and isolate as per state restrictions:

fever   chills   sore throat   cough   runny nose   loss of sense of smell

Staff may work from home while they are isolating if they feel well. If staff are unable to perform their work from home, they are required to take sick leave during this period. Staff must not come back into a Council workplace when they have been advised to isolate.

Please refer to the ThinkSAFE COVID-19 & Contagious Disease Response Corporate Guideline 4.2.2 and Guidebook 4.2.1.01 for further information on hygiene, physical distancing and how to stay safe while working at Council.

2.2 High Risk/Vulnerable Workers

People with chronic conditions or compromised immune systems are at greater risk of more serious illness if they are infected with COVID-19. The Department of Health and Human Services (DHHS) advise those with such conditions should stay at home, including working from home if possible.

Staff that have known high risk health conditions as defined by the DHHS guidelines are to disclose this information to their Manager before they are able to return to any Council workplace.

Managers are to discuss high risk conditions with the People and Culture team to ensure individual risk assessments are undertaken to assess individual conditions and determine if and what reasonable adjustments can be made to mitigate risk of exposure.

For more information, please refer to the following documents:

- ThinkSAFE COVID-19 Report, Monitor & Respond Corporate Guideline 4.2.3
- ThinkSAFE COVID-19 High Risk Team Member Flowchart 4.2.3.03
- ThinkSAFE COVID-19 High Risk Register 4.2.3.04

You can view ThinkSAFE documents by clicking the link here https://bawbawshire.donesafe.com/kb/14

2.3 Hand Sanitiser Stations

Hand sanitiser stations have been installed across Council workplaces.

Sanitiser bottle holders have been installed at our Community Services and Maternal and Child Health (MCH) facilities. Hand soap, sanitiser and wipes have been distributed throughout each workplace.

For restocking please contact: the Public Health Team, Rob Antonic by email at Health@bawbawshire.vic.gov.au or by phone 5624 2566.

2.4 Air Flow and Air Conditioning

When facilities are occupied at a level that is at or nearing the maximum allowable occupancy, consideration will be given to providing additional rates of fresh air by:

- Increasing fresh air intake by opening windows in facilities where these options are available.
- Consideration may be given to restricting occupancy levels.

Consultation with Council's Coordinator Facilities Management is to occur in relation to these adjustments.

Please contract Peter Finlayson by email at peter.finlayson@bawbawshire.vic.gov.au or by phone on 03 5624 2431.

2.5 Face Masks

For current information on this government direction to wear face masks, visit https://www.dhhs.vic.gov.au/face-coverings-covid-19.

The following applies to all employees working in a Baw Baw Shire Council workplace:

Please read the following ThinkSAFE COVID-19 & Contagious Disease Response Corporate Guideline 4.2.2 and Guidebook 4.2.1.01 for instruction, guidance and further information on how to correctly fit, use and dispose of PPE.

For further information on obtaining a face mask or PPE please contact the Public Health Team, Rob Antonic by email at Health@bawbawshire.vic.gov.au or by phone 5624 2566.

2.6 Temperature Screening

Temperature checks alone will not tell you whether a person has COVID-19, it will only identify a symptom. It is therefore important to ensure other known controls are always in place including good hygiene measures, physical distancing, workplace cleaning and personal protective equipment (PPE). If a person is displaying any of the symptoms above, they must not come into a Council workplace.

Temperature screening may be required or requested in the following circumstances:

- Screening staff when conducting an indoor activity with a group (>three people)
- Service specific requirements e.g. outdoor groups, meals on wheels deliveries

For further information or instruction on the temperature screening requirements please refer to the following ThinkSAFE COVID-19 & Contagious Disease Response Corporate Guideline 4.2.2 and Guidebook 4.2.1.01.

3 Cleaning

3.1 Building Cleaning Schedule

PeopleWorks Pty Ltd are contracted to clean Council workplaces. All Council workplaces receive an elevated level of regular cleaning as per COVID-19 guidelines.

Please contact Peter Finlayson by email at peter.finlayson@bawbawshire.vic.gov.au or by phone 03 5624 2431 for the cleaning schedule of individual Council workplaces.

In the event of a confirmed COVID-19 case PeopleWorks Pty Ltd has been contracted to undertake a full deep clean of any Council facility required. Community Asset Committees are required to maintain their own cleaning schedules.

3.2 Cleaning Products

For restocking of any of the following items please contact:

Public Health Team, Rob Antonic Health@bawbawshire.vic.gov.au or by phone 5624 2566.

- Facemasks (disposable or reusable)

- Sanitiser gel
- Wipes

To organise a building clean or for other cleaning products please contract Peter Finlayson by email at Peter.Finlayson@bawbawshire.vic.gov.au or by phone 03 5624 2431.

3.3 Inspections of Council Managed Facilities

An inspection of Council managed facilities will be undertaken where facilities have been inactive for an extended period by the Coordinator Facilities Management. This will include a safety inspection prior to these facilities being used by the community.

List of buildings required for inspection prior to occupation include but are not limited to:

- Trafalgar Community Centre

- Exhibition Hall Warragul

- The Goods Shed Warragul

- Old Shire Office Warragul

4 Physical Distancing and Limiting Workplace Attendance

4.1 Procedure for Attending a Council Workplace

Staff that attend a Council workplace must adhere to the following guidelines:

- Workplace Transition Framework
- ThinkSAFE COVID-19 & Contagious Disease Response Corporate Guideline 4.2.2 and Guidebook 4.2.1.01
- COVIDSafe Worksite Plans 4.2.3.05
- COVID Safe Department Plans

A risk assessment has been undertaken which identifies risks associated with staff attending Council workplaces and provides mitigating strategies implemented to reduce the risk. Please contact kyla.sullivan@bawbawshire.vic.gov.au for more information.

4.1.1 Additional Guideline for West Gippsland Arts Centre Smith Street Warragul

See the WGAC's latest plan on DARCI and Council's website COVID Safe Plan Reopening West Gippsland Arts Centre.

4.1.2 Additional Guideline for External Activities

Staff attending activities outside of the office are subject to the same guidelines outlined in this plan. These activities include but are not limited to Council Pop Ups, AGM's, Placemaking, Tree Planting days and any other activity undertaken for Council business.

- PPE including sanitiser, paper towel, gloves and disposal bags are to be available at each location for the duration of the activity.

- All surfaces must be sanitised before and after use.

- Signage must be displayed informing members of the public of the COVID safe requirements in place.

- Contact tracing is not required to be captured where an activity occurs at a local market, capacity numbers are captured by the local market organisers.

- Contact tracing is required where customers spend 15 minutes or more at a location. Numbers of customers who spend 15 minutes or less at a location must be recorded.

- Staff attending a worksite, excluding external activities and Council Pop Ups, are required to log their location through the Victorian Services QR code application.

4.2 Attending Multiple Council Workplaces

Staff who need to attend a number of sites in the course of their permitted daily work, must log their locations in the Victorian Services QR code application, or keep a physical record on a weekly basis and submit this to their Supervisor.

4.3 Council Staff Working Across Multiple Workplaces

Staff must disclose if they are working for different employers across more than one work premises to their Manager and the People and Culture Team. Council are maintaining a record of all staff that work on-site across multiple employers. This includes contractors and volunteers.

4.4 Council Vehicles

Staff using Council vehicles or plant are to adhere to the following guidelines:

- Staff are required to wipe down contact surfaces of the vehicle when they return it.

- The Pool Car Sanitation Guide is in each pool vehicle for staff to follow.

- Staff are to wipe down keys prior to returning them.

- The Fleet Team will audit the sanitation supplies in each pool vehicle fortnightly and top these up when required.

To organise a vehicle clean or for cleaning products for vehicles please contract Jared McTaggart jared.mctaggart@bawbawshire.vic.gov.au or by phone 03 5624 2839.

5 Record Keeping

Staff and visitors will be required to record attendance via the Vic Services application. A QR code is available at all entry and exit points across Council office locations.

Council must request that each person who attends the premise for more than 15 minutes (including staff) register via the Vic Services QR code application, which includes providing a:

- name

- phone number.

The record keeping requirement applies to all persons attending a facility or venue for **longer than 15 minutes,** which may include staff, customers, maintenance, and delivery workers

5.1 Attendance Sheet

All staff, Councillors, contractors, volunteers, and visitors entering a Council workplace are required to record attendance via the Vic Services application.

Customer Service centre visitor logs are located at the counter if required. Depot visitor log is located at reception.

5.2 Contractors

Only approved contractors can attend a Council workplace. Contractors are required to provide documentation including the following to obtain approval:

- Safe Work Method Statements (SWMS) or Job Safety Analysis (JSA)
- Licences and Qualifications
- Covid Safe Plan
- Insurances

All contractors must always adhere to Council procedures including the guidelines outlined in this document whilst at a Council workplace.

5.3 Incident Reporting

All incidents/hazards and near misses are to be reported in Donesafe.

Please refer to the following for further information:

- ThinkSAFE Event Reporting Document Suite 4.4 for non COVID-19 related incidents and near misses
- ThinkSAFE COVID-19 Report, Monitor & Respond Corporate Guideline 4.2.3 for COVID-19 cases

6 Suspected or Confirmed Case of COVID-19

6.1 Confirmed Case of COVID-19 in Council Building Procedure

In the case of a confirmed case the building will be closed for deep cleaning and staff will be sent home to isolate for up to 14 days.

As soon as any staff, contractor, visitor or volunteer becomes aware there has been exposure to a confirmed case of COVID-19 in any Council workplace they are to advise their Supervisor, or direct Council contact, who will advise People and Culture immediately. People and Culture will then notify the relevant stakeholders regarding the hazard and take the appropriate action.

Please refer to the following for further information:

- ThinkSAFE COVID-19 & Contagious Disease Response Corporate Guideline 4.2.2
- ThinkSAFE COVID-19 Guidebook 4.2.1.01
- ThinkSAFE COVID-19 Report, Monitor & Respond Corporate Guideline 4.2.3

View the documents in Donesafe here https://bawbawshire.donesafe.com/kb/14

Councils approved cleaning contractor is PeopleWorks Pty Ltd.

6.2 Baw Baw Shire Council Business Continuity Plan

Baw Baw Shire Councils Business Continuity Plan details critical services and levels of activation regarding a pandemic or any business interruption.

7 Approvals

As this is a live document and changes may be made without notice. Please do not save a copy of this document. Please access the document via DARCI, Teams or Council's website.

Approval date	06 May 2021
Approval authority	Critical Incident Management Team
Effective from	06 May 2021
Responsible position	Risk and Insurance Advisor
Responsible Director	Governance and Information Systems
Version	2.1

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