

COVIDSafe Plan

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

Our COVIDSafe Plan

Business name: GVCF – The Church on Pine

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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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 and visitors.	<i>Hand sanitiser is located at the entrance to the building, at the north-exit of the foyer, as well as within the main office.</i> <i>Hand soap is provided at the sinks in both the kitchen and all restrooms, as is paper towel.</i> <i>Rubbish bins are available at all paper towel locations.</i> <i>Signage concerning correct hand washing and sanitising procedure is clear and visible upon entrance and in the bathrooms.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>To optimise airflow, when the main office is occupied, windows should remain open.</i> <i>When the foyer is being used, the patio and front doors can be opened to increase air flow.</i>
In areas or workplaces where it is required, ensure all staff and visitors carry a face covering or PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to anyone that does not have their own.	<i>Whilst indoors, all staff and visitors are required to wear a face covering at all times, with the exclusion of those that have a lawful exemption.</i> <i>In the event that a staff member or visitor does not have access to an appropriate face covering, spare masks are kept in the inner-office.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
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).	<p><i>As part of being informed about the current COVID Safe requirements for the business, staff receive links to the DHHS webpage outlining the importance of, and appropriate wearing of face coverings.</i></p> <p><i>Additionally, signage around the facility and informational weblinks are utilised to inform staff of appropriate hand and cough hygiene.</i></p> <p><i>Staff are reminded that they are not permitted onsite if they carry symptoms of the coronavirus.</i></p>
Replace high-touch communal items with alternatives.	<p><i>Primary office staff are provided with assigned workstations, including an office phone and stationery.</i></p> <p><i>Alarm system has a no-touch option enabled.</i></p> <p><i>Giving station boxes are being held open to assist with a no-touch service.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<p><i>Staff are encouraged to clean surfaces after usage.</i></p> <p><i>High touch surfaces that should be cleaned regularly include: door handles, shared work spaces and equipment. In an effort to minimise usage, where appropriate to the nature of work being performed, doors should not be closed (this also assists in enhancing airflow).</i></p> <p><i>Cleaning products are located primarily within the main office, but also available at the main exit point. Locations and instructions are communicated to staff via email.</i></p> <p><i>The entire church is cleaned by a professional cleaning service once a week.</i></p>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<p><i>Supplies are regularly monitored, and restocked as required. Spare cleaning products are located within the inner office.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can and/or must work from home, do work from home.	<i>In compliance with the current COVIDSafe Summer restrictions, as a small workplace with less than 40 workers, up to 20 staff can return to the workplace, subject to density quotients.</i>
Establish a system that ensures staff members are not working across multiple settings/work sites.	<i>GVCF does not have multiple sites.</i>
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	<p><i>Staff and volunteers must not be on site if they are being tested for coronavirus, or if they have tested positive for coronavirus until they are deemed fit to return.</i></p> <p><i>Staff and volunteers who have been tested positive must inform GVCF.</i></p> <p><i>As part of recording details upon entry of the building, staff, volunteers and visitors are identifying that they are healthy.</i></p>
Configure communal work areas and publicly accessible spaces so that: <ul style="list-style-type: none"> there is no more than one worker per four square meters of enclosed workspace workers are spaced at least 1.5m apart there is no more than one member of the public per four square meters of publicly available space. Also consider installing screens or barriers.	<p><i>There are no official common spaces for staff.</i></p> <p><i>The couches on the foyer are well spaced apart, providing ample room for social distancing as required.</i></p> <p><i>Density quotient signage is in place around the building.</i></p>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<i>Due to the few number of staff onsite, no floor markings have been placed down.</i>
Modify the alignment of workstations so that workers do not face one another.	<i>In the main office, work stations are set up so staff are not facing each other.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of workers waiting to enter and exit the workplace.	<i>Due to the low number of staff, no modifications have been made.</i>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<i>Information regarding social distancing is provided to staff via email.</i>
Review delivery protocols to limit contact between delivery drivers and staff.	<i>In the event that a delivery is organised, the front entrance is in line-of-sight from the main office.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>Due to the low number of staff, this has not needed to occur. A roster has been constructed for Sunday services to ensure that not all key staff and volunteers are involved each week, thus if a team is required to quarantine others will be able to take their place.</i>
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 ‘four square metre’ rule.	<i>Signage is clear and visible in every area of the church specifying the maximum occupancy of each space. Physical distancing signs are also displayed in every area.</i>

Guidance	Action to ensure effective record keeping
Record keeping	
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.	<i>Staff and visitor information is recorded at the front entrance of the building. All Sunday service attendees are electronically recorded. Upon entrance all persons are made aware that records are kept for the purpose of tracing COVID-19 infections.</i>

Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<i>Staff are made aware of OHS reporting forms and procedures as per the staff handbook.</i>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<p><i>Staff roles and responsibilities are being redefined by a taskforce examining the organisation.</i></p> <p><i>All tasks and responsibilities are coordinated by a minimum of two staff members, or a staff member and a key volunteer. In the event of a staff member being unable to perform their role due to absenteeism or quarantine another staff or volunteer can fulfill their role.</i></p>
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<p><i>In the event of a suspected outbreak, or a staff member receiving a positive test for COVID-19, an office staff will call the DHHS Coronavirus hotline (1800 675 398).</i></p> <p><i>The office staff use the registry at the front entrance for employer-led contact tracing based on presence onsite from the period commencing 48 hours prior to the onset of symptoms.</i></p> <p><i>Furthermore, all staff will be contacted to be informed of the situation and implications of using the building.</i></p>
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<p><i>Where a case is confirmed to have been in the workplace, cleaning will be undertaken in accordance with DHHS guidance, and a risk assessment will be undertaken to determine whether the worksite (or part of) should be closed – this will factor in the time the staff member spent on site, the nature of the task(s) performed and the area(s) that the staff was in.</i></p> <p><i>Where a work premises has three or more suspected cases in a five-day period, a risk assessment around the need to vacate the premises will occur.</i></p>
Prepare for how you will manage a suspected or confirmed case in a worker during work hours.	<p><i>If a worker is suspected to have COVID-19, they will be supported to travel home immediately, or to isolate at work if they are unable to travel.</i></p> <p><i>If isolated, they must wear a mask and be physically distanced from all other staff.</i></p> <p><i>Additionally, the worker will be advised to undergo a COVID-19 test and self-quarantine until results are made available, then to take further appropriate action.</i></p>
Prepare to notify workers and site visitors (including close contacts)	<p><i>In the event of a suspected case, all staff and visitors to the building in the 48 hours prior to the onset of symptoms will be notified based off the contact information they have supplied in the register at the front entrance.</i></p> <p><i>Additionally, staff (and some visitor) information can be accessed through the Church Management System.</i></p>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<p><i>In the event of a confirmed case, the office staff will notify WorkSafe Victoria and provide formal written notification with 48 hours as instructed.</i></p> <p><i>Furthermore, any directions from DHHS and WorkSafe as to closure or cleaning will be adhered to.</i></p>

Guidance	Action to prepare for your response
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p><i>Approval from DHHS will be sought once compliance with all requirements under directions have been met.</i></p> <p><i>WorkSafe will be notified that the workplace is reopening.</i></p>

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

Signed _____

Name _____

Date _____