

COVID Safe plan

Community Halls and Artist Studios

Our COVID Safe Plan

Business name:	City of Kingston
Site locations:	Cheltenham Hall - 1218 Nepean Highway Cheltenham Allan McLean Hall - Cnr Albert/ Lewis St, Mordialloc Mordialloc Court House - 37 Albert Street Mordialloc AT Neimann Hall - 14 Baxter Avenue Chelsea Carrum Hall – Cnr Walker & Dyson Roads Carrum Ceramic Studio - Melaleuca Activity Hub - 31 Melaleuca drive, Clarinda Artist Studio - Mentone Activity Hub – 29 Venice St, Mentone
Contact person:	Vince Healy, Operations Coordinator – Arts and Cultural Services
Contact person phone:	03 9556 4413 – 0418 345 969
Date prepared:	9 November 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering venue and other locations in the venue/worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	<ul style="list-style-type: none">• Hygiene signage in place at entry and exit points to the venue.• Hand sanitiser stations in place at entry and exit points to the venue.• Disinfectant wipes have been provided at the venue.• All hirer groups have been provided with written guidance via email on hand sanitising and good hygiene practices.• Hygiene posters have been placed in all toilets and kitchens (Note – The kitchen is closed and use of this area is strictly not permitted).• Adequate supplies of soap and paper towels will be maintained at all times.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• Windows generally do not open in this building. Where windows open, they will be opened if practical to do so.• Air Handling Contractor has reviewed air handling to ensure that as far as practicably possible enhanced air flow is achieved.
In areas or workplaces where it is required, ensure all persons wear a mask and/or required PPE, unless a lawful exception applies.	<ul style="list-style-type: none">• All hirers and persons attending the activity are required to wear a mask when they are in the venue unless they have an exemption.• Hirers to ensure that mandatory practices are being adhered to.• Disposable gloves are accessible at the venue for cleaning and other required tasks.• Disinfectant wipes are available for hirers to clean down the furniture that has been used at the end of the activity.
Information on the correct use and disposal of face coverings and PPE, and on good hygiene	<ul style="list-style-type: none">• All hirers have been provided with written guidance via email and have been advised to familiarise themselves with these instructions for the

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practices and slowing the spread of coronavirus (COVID-19).	<p>correct use of masks. Hirers have been directed to the DHHS website for instructional video on the correct use of masks.</p> <ul style="list-style-type: none"> • Disposable masks can be disposed of in regular rubbish bins in accordance with DHHS guidance material. • All hirers have been provided with written guidance via email on good hygiene practices. Hygiene posters have been placed in all bathrooms.
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> • Hirers to eliminate or reduce where possible the use of high-touch communal items. • No sharing of furniture.
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none"> • Cleaning carried out before and after usage of the venue including common touchpoints.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> • Managers, Team Leaders, Supervisors in control of on-site chemicals and cleaning supplies will ensure adequate stock levels are maintained at all times. • External Cleaners provide cleaning supplies for the cleaning activities they undertake. • There are three central strategic storage locations of sanitation and cleaning products. These are at: <ul style="list-style-type: none"> • Garden Boulevard Depot, 43 Garden Boulevard, Dingley Village VIC 3172; • Cheltenham Office, 1230 Nepean Hwy, Cheltenham VIC 3192; and • Parkdale Historical Centre, 302 Como Parade West, Parkdale VIC 3195
Physical Distancing – Hirers, Patrons, Visitors, Contractors Attending the Venue	
Hirers and Patrons attending the activity Entering and Exiting the Venue.	<ul style="list-style-type: none"> • Entry/Exit doors to the venue signed • Signage on the Venues capacity displayed. • Signage on the respective spaces capacities displayed. • The 4 sqm and 1.5m rules have been considered in determining the number of allowable persons in the venue at any given time. • The 8 sqm and 1.5m rule have been considered in determining the number of allowable persons to undertake physical and sporting activities in the venue at any given time. • Hirers must strictly adhere to and manage the number of persons allowed in a space at any given time • 1.5m Distancing decals on the floor including entry/exit points and throughout the venue. • All Hirers and patrons that attend the activity who spend more than 15 minutes in the venue are required to provide contact details. • Kitchen is closed and signed accordingly • Doors to both the female and male toilets signed as the entry/exit points to these areas. • Hygiene signage in place within the toilets. • Hirers to advise patrons not to attend the activity if they are not feeling well and encourage them to get tested.
Record keeping	
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.	<ul style="list-style-type: none"> • Access Control protocols in place require all persons entering the venue it is mandatory to provide contact details if they going to be in the building for more than 15 minutes. • For Persons expecting to enter the Venue for not longer than 15 minutes it is optional for their details to be recorded by staff.

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Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> • If an incident, near miss or hazard, is identified in the workplace you must do the following: <ul style="list-style-type: none"> • Step 1: Ensure the welfare of the individual(s) and, if an emergency, call 000 • Step 2: Notify your direct manager/supervisor <ul style="list-style-type: none"> ○ Note: If the incident is a confirmed Covid-19 case the Manager must immediately contact Richard Frazer, Dan TeHennepe or Skip Fulton and wait for instruction. • Step 3: Report the incident or hazard 24/7 by contacting 1800-COGENT (1800 264 368)

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.	<ul style="list-style-type: none"> • Business Impact Analysis has been reviewed because of the COVID-19 pandemic. • The Business Continuity Plan has been activated. The Business Recovery Team is meeting at least weekly. • Managers in critical services have plans in place to ensure service continuity is achieved if a case is identified in the workplace.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> • Business Recovery Team has identified key contacts in Council to assist DHHS with contact tracing. <ul style="list-style-type: none"> • Manager Community Buildings - Building access records • Manage People Support - Reporting lines, Personal contact information • Manager Information Services and Strategy - Meeting schedules / Calendars • Departmental Managers – specific staff and visitor records relevant to the provision of applicable service delivery
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<ul style="list-style-type: none"> • A panel of cleaning companies has been organised with capability to deliver a clean in accordance with DHHS standards. • Council directed employees will also be undertaking cleaning duties in accordance with DHHS standards. • The Business Recovery Team directs the cleaning to take place and this is implemented by the Manager Community Buildings. • The Business Recovery Team may require a post-clean evaluation or validation to be undertaken prior to allowing persons to re-enter the workplace.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<ul style="list-style-type: none"> • The Business Recovery Team has established Decision Making Process to provide action and response to a confirmed COVID-19 case. • The Decision-Making Process provides for escalation to the Executive and direction to the applicable Managers for implementation of the response.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<ul style="list-style-type: none"> • All communications relating to business continuity including changes to Council programs, services and team re-locations and employment conditions will be co-ordinated, and subsequently communicated, through the Business Recovery Team. • For any staff, contactors, visitors deemed to be a close contact, based on advice from DHHS, those persons will be contacted by the relevant Manager at the direction of the Business Recovery Team. • For any staff, contactors, visitors deemed to be a close contact, based on advice from DHHS, those persons may have their contact details provided to DHHS to assist in contacting tracing activities.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<ul style="list-style-type: none"> • The Business Recovery Team has established Decision Making Process to provide action and response to a confirmed COVID-19 case. • The Business Recovery Team will direct the Health and Safety Team to make notification to WorkSafe Victoria.

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<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> • The Business Recovery Team has established Decision Making Process to provide action and response to a confirmed COVID-19 case. • The Business Recovery Team will, to the maximum extent possible, seek guidance from key stakeholders including DHHS and WorkSafe Victoria, to make an informed decision about the re-opening of any workplace.

COVID Safe Plan Approval

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

Name: Julian Harvey
Position: Manager Property Services
Date: 9 November 2020
Signature: Digitally signed by Justin Gayner on behalf of Julian Harvey via email approval at 10.48pm on Monday 9 November 2020

COVID Safe Plan Endorsement

I acknowledge I understand this COVID Safe plan has been developed to comply with the requirements published in accordance with the Public Health and Wellbeing Act 2008 and the Manager of Department approving this plan is directed to take appropriate measures to implement this COVID Safe plan in the workplace.

Name: Julie Reid
Position: Chief Executive Officer
Date: 12 October 2020
Signature: Digitally signed via email approval at 1.03pm on Monday 12 October 2020