

COVID Safe plan

Log Cabin Park Accommodation

Our COVID Safe Plan

Business name:	Log Cabin Park Accommodation
Site location:	355 McClelland Drive, Langwarrin VIC 3910
Contact person:	Victoria Brown, Managing Director
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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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.</p>	<ul style="list-style-type: none"> • Sanitation stations are located at the entrance to communal facilities and buildings. • Cleaning and disinfecting to communal facilities is undertaken and logged daily. • Contactless-payment laundry system in operation for residents. • Appropriate hygiene products are provided in kitchen and bathrooms for staff, including handtowels, soap, bins with hands-free opening mechanism. • Hygiene instructions are prominently displayed. • Staff work and kitchen areas are disinfected daily. • Hand soap and paper towels are located in all bathrooms.
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p>As per Infection Control Policy, all internal work spaces are to be well ventilated and if possible, fresh air should be allowed to flow. There is a heating/cooling air purifier unit located in the office, which is portable and can be used by staff where fresh air flow is required but not otherwise possible.</p> <p>Where on-site staff are required to enter an occupied cabin, residents are instructed to open door and windows and to exit cabin prior to staff member entry.</p>
<p>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.</p>	<ul style="list-style-type: none"> • All persons on site are required to wear face masks, including staff, contractors, residents and visitors. • All staff are required to wear gloves when entering cabins, and to clean hands before and after entering cabins. • If close-contact work task is required, staff must also wear goggles or face shield in addition to gloves and mask. • Gloves, masks, face shields and hand sanitiser is stored in two places: <ol style="list-style-type: none"> 1. In office, next to cabin keys; 2. In Maintenance shed, next to flammables cabinet. <p>Emergency PPE kit includes: gown, mask, face shield, hand sanitiser, gloves. PPE and disinfectant also stored in shared vehicle.</p> <ul style="list-style-type: none"> • Emergency PPE kit is stored in sealed bucket in shipping container in Maintenance yard. • Emergency PPE kit is stored in sealed bucket in contractor's bathroom.
<p>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>	<ul style="list-style-type: none"> • Staff have been instructed and trained in the use of PPE via online training video, located in the COVID preparation channel of Microsoft Teams. • Posters are prominently displayed in the staff lunch room, providing instructions on proper hand and cough hygiene, including how to wash and sanitise hands correctly.
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • Foot-operated rubbish bins have been placed in bathrooms. • As per Infection Control Policy, Staff have been instructed to use own stationery, tools and equipment rather than share. Where sharing is essential, all equipment and tools to be disinfected between uses. • Staff bring own lunch to the workplace. Communal items in kitchen have been replaced with individually labelled items, including coffee, tea, milk & sugar.

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Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> • High touch surfaces are disinfected twice daily. High touch surfaces include door handles, light switches, telephones, computer keyboards and telephones. • There is one shared vehicle; this is disinfected between uses. • Shared staff spaces as cleaned and disinfected twice daily. • Laundry is cleaned and disinfected daily, with logbook maintained.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Disinfectant product is clearly labelled and stored in the office, next to cabin keys. PPE is also stored in this location. • Disinfectant product is clearly labelled and stored in Maintenance shed, next to flammables cabinet. PPE is also stored in this location. • Employee personal sanitation kits and disinfectant spray stored in staff members' personal vehicles. • Supplies of cleaning products are monitored weekly and restocked as required.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p>Roles to be performed from home from 6th August 2020:</p> <ul style="list-style-type: none"> • Administration Manager • Property Manager • Managing Director <p>Roles to be performed on-site:</p> <ul style="list-style-type: none"> • Maintenance Manager • Maintenance Officers <p>Staff attendance in the workplace is monitored weekly to determine which staff are required to be on-site; and also with reference to the maximum number of people permitted to attend a small scale construction site.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>Staff members have been advised that working across other settlements or sites is not permitted.</p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>Richard is responsible for administering this procedure. This procedure applies to all visitors to the site, including staff and contractors, who will be present for 15 minutes or more.</p> <ol style="list-style-type: none"> 1. Temperature Check 2. Questions: <ul style="list-style-type: none"> ○ In the past 14 days, have you had any of the following symptoms? fever, cough, sore throat, headaches, muscle aches or fatigue? ○ Have you tested positive for COVID-19? ○ Have you been tested for COVID-19 and are awaiting results? ○ Have you had close contact with anyone who has COVID-19? <p>If yes to any of the above questions; and/or temperature measured above 37.5 degrees, the person is to be directed to leave site and obtain a COVID-19 test, and then to go straight home and await results. Staff are entitled to access accrued sick leave benefits in these circumstances.</p> <p>Regarding residents, if any symptoms are observed, staff are to direct resident to immediately attend a COVID-19 testing centre, then return home and isolate within the park (ie, not to leave cabin for any reason).</p> <p>It's possible there may be refusal to answer questions, submit to temperature check, or leave the site when directed to obtain a COVID-19 test. In any of those cases, Richard is to phone the police and then report the situation to Victoria via phone or text when it is safe for you to do so. An incident report must then be completed and added to the OHS Register.</p> <p>When the person has passed the health screen and temperature check, Adrian is responsible for ensuring their details are recorded in the attendance register.</p> <p>Results are recorded daily in Microsoft Teams.</p> <p>Employees have been advised not to attend work when unwell.</p>

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<p>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.</p>	<p>Staff are directed to take breaks and lunch in separate areas. There is a density cap of one person per 4 square metres of floor area in all enclosed spaces on site. Maximum capacity is displayed at the entrance to buildings.</p> <p>No more than two staff members are permitted inside a cabin at one time. Staff are directed to maintain social distancing of 1.5m. Where close contact work is required, appropriate PPE must be worn by all staff (gloves, mask, faceshield or goggles).</p> <p>Non-essential communal areas for residents are closed, including BBQ area, playground and swimming pool area.</p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>Floor markings are used at the entrance to buildings, where people are required to wait until others have exited in order to comply with the maximum capacity as sign-posted.</p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p>No existing workstations require staff members to face one another.</p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p>Different doors have been identified for entry and exit to the main office building, to reduce any potential congestion and reduce the use of high-touch surfaces.</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>Physical distancing requirements at work are a standing agenda item, discussed weekly during staff meetings.</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>Parcel deliveries for residents are no longer accepted on site.</p> <p>Deliveries of materials and other work supplies are contactless, delivered items paid for off-site upon invoice.</p> <p>Signage is displayed directing all contractors to phone office upon arrival.</p> <p>Drop-off location to be determined based on job-specific requirements. Log Cabin Park is 3.55 hectares in area, delivered items may be substantial, so single drop-off location would not be appropriate.</p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>Weekly staff meetings to take place online.</p> <p>Work roster has been organised to stagger start, finish and break times. Staff breaks are held in different areas of the workplace.</p>
<p>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.</p>	<p>Maximum Capacity signage is displayed in areas open to the public and communal areas used by residents, to preserve the density quotient of one person per 4 square metres of floor space.</p>

Guidance	Action to ensure effective record keeping
Record keeping	
<p>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.</p>	<p>A register of attendance for all workers, contractors, residents and visitors to the worksite (who are present for 15 minutes or longer) is to be maintained by the Maintenance Manager, in accordance with the template provided by Government.</p> <p>Records are only to be used for tracing COVID-19 infections, and are stored confidentially and securely.</p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>As part of Employee Induction process, all staff have been trained in OHS requirements regarding incident recording and reporting.</p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>Outbreak and closure scenarios considered within Organisation’s Business Interruption Plan, updated March 2020.</p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p>The Managing Director is responsible for liaising with DHHS, including preparing records from the period of 48 hours prior to the onset of symptoms in any suspected case of COVID-19. This will include all rosters, employee details, along with the register of attendance of all visitors to the site (whose presence is for 15 minutes or longer).</p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p>When the person with suspected infection has left the workplace, their workstation, work area and communal areas they have been in are to be closed off and isolated for 3 days before being thoroughly cleaned and disinfected by a cleaner trained in COVID-19 cleaning procedures.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>Procedure for symptomatic staff is communicated via prominently displayed signage.</p> <p>Employees who report or show compatible symptoms are to be:</p> <ul style="list-style-type: none"> • Isolated from others and referred to a COVID testing centre • Given a disposable surgical mask to wear as an interim measure before they leave the workplace. Mask should be disposed of as soon as it becomes moist or after coughing or sneezing. <p>Arrangements will be made for transport either to a doctor, screening centre, hospital or to their home (not using public transport). A record will be kept of those who become ill and leave the workplace and the people they have had close or casual contact with.</p> <p>An employee who is diagnosed with COVID-19 must:</p> <ul style="list-style-type: none"> • Immediately notify the Managing Director by telephone, SMS or email. • Immediately self-isolate. • Follow all medical advice to recover from the infection as soon as possible. • Provide a Fitness for Work Statement, or proof of clearance from DHHS, to their manager via email prior to returning to the workplace. <p>Staff may work from home where practical, subject to the health and wellbeing of the staff member.</p> <p>If a staff member is diagnosed with COVID-19, Log Cabin Park Accommodation will:</p> <ul style="list-style-type: none"> • Immediately notify all employees. • Immediately isolate the workplace where the infected employee worked prior to diagnosis. • Notify Worksafe via phone on 13 23 60, with written notification within 48 hours. • Prepare an OHS Incident Report • In the event that the diagnosed staff member had close contact with a Log Cabin Park resident, the resident/s will also be notified immediately and

Guidance	Action to prepare for your response
	<p>directed to quarantine.</p> <ul style="list-style-type: none"> • Get the workplace comprehensively cleaned as per Victorian Department of Health & Human Services Regulations. • Reopen workplace only after fully satisfying DHHS Regulations. • Ensure all returning staff have tested negative for COVID-19 or have completed 14 days quarantine without displaying symptoms. <p>If a co-worker is diagnosed with COVID-19, all employees will:</p> <ul style="list-style-type: none"> • Where possible, work from home until notified that the affected workplace has been re-opened. • Work in another location on the property, an appropriate distance from the co-workers work area. • Self-monitor for symptoms of COVID-19 for 14 days, including taking their temperature daily.
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>In the event that the Log Cabin Park is closed either at DHHS direction or management discretion, residents will be advised and directed to use telephone and email if they need to contact staff. Relevant contact details will be communicated to residents via Newbook systems.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>The Managing Director is responsible for notifying WorkSafe.</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>The Managing Director is responsible for overseeing the re-opening of the workplace, once the following conditions have been satisfied.</p> <ul style="list-style-type: none"> • The workplace has been comprehensively cleaned as per Victorian Department of Health & Human Services Regulations. • All other DHHS directions and requirements have been satisfied. • All returning staff have tested negative for COVID-19 or have completed 14 days quarantine without displaying symptoms