

COVIDSafe Plan

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

Our COVIDSafe Plan

Business name: Go Surf School
Site location: Port Fairy, Warrnambool, Cape Bridgewater
Contact person: Fiona Hampson
Contact person phone: 0408310001
Date prepared: 21 Sept 2020

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.	<ul style="list-style-type: none">• Hand sanitiser station provide in work vehicles.• Provide staff have information on how to wash and sanitise their hands correctly.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>N/A- Outdoor workplace</i>
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.	<i>Face coverings are to work at all times when not teaching. Extra face coverings can be found in the First Aid kit and gloves in the Covid kit.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<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"> • Provide staff with document outlining the strategies and regulations on hand and cough hygiene, including how to wash and sanitise their hands correctly and the use of face coverings and PPE • Provide staff with document reinforcing the importance of not attending work if unwell.
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • Avoid sharing of equipment such as phones and other equipment • Provide staff with their own personal equipment, labelled with their name

Guidance	Action to mitigate the introduction and spread of COVID-19
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"> • Identify high touch surfaces (vehicle door handles, steering wheel, boot, flags, tubs) • Go Surf Staff to disinfect all high touch surfaces at the end of each shift.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>Go Surf Staff to use Pink Panther commercial grade disinfectant to clean all equipment. Disinfectant spray to clean high touch vehicle surfaces.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<ul style="list-style-type: none"> • <i>Administration roles to be performed from home</i>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>N/A</p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> • <i>Provide staff with document reinforcing the importance of not attending work if unwell.</i>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <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. <p>Also consider installing screens or barriers.</p>	<p><i>Comply with relevant density quotients and signage requirements in the Workplace Directions</i></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>N/A</p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p>N/A</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of workers waiting to enter and exit the workplace.	N/A
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> • Provide staff with document reinforcing the importance of social distancing.
Review delivery protocols to limit contact between delivery drivers and staff.	N/A
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> • Have a 15min break between lesson start times and finish times to reduce usage of common areas at the same time. • Encourage staff to minimise time on breaks in shared facilities with others.
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 .	Signage on vehicle

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.	<ul style="list-style-type: none"> • Contactless online booking system to record contact details for attendance register. • Staff to record any extra contact details not collected online on our paper attendance register. Paper record to be filed by Go Surf staff admin at the end of each day. • Maintain up-to-date contact details for all staff

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • <i>Provide staff with document reinforcing the use of workplace reporting system.</i>

Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> • <i>Go Surf Office Manager to liaise with DHHS and comply with directions to close or partly close the workplace</i> • <i>Go Surf Office Manager to notify all customers of any closures or cancellations.</i>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • <i>Go Surf Office Manager to liaise with DHHS and undertaking employer-led contact tracing.</i> • <i>Go Surf Office Manager to provide records to DHHS and contact relevant staff members, including rosters and worker details.</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>	<ul style="list-style-type: none"> • <i>Go Surf Office Manager to liaise with DHHS and implement a process for the cleaning and disinfection of high touch surfaces.</i> • <i>Go Surf Office Manager to liaise with DHHS to determining whether closure or part closure of the business and/or implementation of other control measures are required to manage risk.</i>
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<ul style="list-style-type: none"> • <i>Support the worker to travel home immediately and advised to self-isolate and arrange to be tested.</i> • <i>If the worker is unable to travel home immediately, they will be isolated in the separate work office or in the vehicle. The worker must wear a mask and be physically distancing from all other staff persons.</i>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<ul style="list-style-type: none"> • <i>Regularly update and manage a list with the contact details and date of attendance of workers and visitors to the workplace, including all customers.</i> • <i>All Go Surf staff to be notified if there is a suspected or confirmed case.</i> • <i>Go Surf Office Manager to message and call all staff affected.</i> • <i>Confirmed case: inform staff, customers, clients, visitors who are close contacts and direct them to stay in self-isolation (ahead of the DHHS contact tracing process).</i> • <i>Suspected case: Inform all staff to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.</i>

Guidance	Action to prepare for your response
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • <i>Go Surf Office Manager responsible for immediately notifying DHHS & WorkSafe on the incident hotline and provide formal written notification within 48 hours.</i>
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p><i>Go Surf Office Manager responsible for complying with any directions from DHHS and WorkSafe as to closure, cleaning and re-opening of workplace.</i></p> <p><i>Go Surf Office Manager to seek approval from DHHS to re-open the workplace once complied with all the requirements under the directions.</i></p> <p><i>Go Surf Office Manager to notify WorkSafe that the workplace is reopening.</i></p>

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

Signed:

Name: Fiona Hampson

Date: 21 September 2020