

COVID Safe plan

This plan is to be implemented for the Period during State of Disaster Restrictions

Our COVID Safe Plan

Business name: Notting Hill Neighbourhood House
 Site location: 37 Westerfield Drive, Notting Hill - 3168
 Contact person: Nandini Sengupta (Manager)
 Contact person phone: 0468437654
 Date reviewed: 06/08/2021



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>	<p>Hand sanitisers have been strategically placed at the entrance of the house, inside the hall classroom, and offices. Posters are placed noting that hand sanitiser needs to be used upon entering the building.</p> <p>Hand sanitisers, multi-purpose cleaner (COVID approved) and paper towels are placed in the office as well as throughout the house.</p> <p>Both bathrooms have dispensers with anti-bacterial hand wash to be used after every use of the bathroom. Posters in all the bathrooms that show how to wash hands most effectively.</p> <p>Anti-bacterial soaps are also available in the kitchen</p> <p>Promotional signage is placed throughout the centre encouraging regular and appropriate hand washing procedure.</p> <p>Paper Towels and multi- purpose cleaner and sanitisers are provided in bathrooms, the kitchen area and the hall and classrooms</p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p>When more than one person in the office, the hall doors should be open to enhance airflow.</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>	<p>Facemasks are mandatory both inside and outside our premises as per latest state guidelines to combat COVID-19</p> <p>Facemasks are available for both staff and visitors on request. Disposable gloves are available throughout the premises to be used when handling any food donations, cleaning or when using any shared item</p>

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).	Regular updates regarding good hygiene practice and risks of COVID-19 spreading are provided by the manager via emails. Staff and volunteers have been encouraged to participate in on-line training where possible.
Replace high-touch communal items with alternatives.	Wipe down/disinfect high touch communal items after use.

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>When classes or activities take place on premises the following checklist is used</p> <p><u>Cleaning checklist for all staff and tutors after completing an activity.</u></p> <ul style="list-style-type: none"> Floors swept and mopped every Wednesdays (after classes) and on Sundays Toilets and sinks cleaned and sanitised after each use Taps, sink, soap dispenser and toilet paper dispensers wiped and sanitised after each use Soap dispensers refilled Light switches wiped and sanitised Toilet door handles wiped and sanitised after use Toilets wiped and sanitised before and after use Handles and touchpoints wiped and sanitised Benches and sink wiped down Kitchen appliances handles and surfaces to be wiped sanitised before and after use
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<p>COVID recommended multipurpose-cleaner/disinfectant, single use gloves and kitchen rolls have been placed in designated areas to be used for the specific cleaning during the day.</p> <p>Stock will be kept in the kitchen cupboards and supplies refilled as needed.</p>

Action to mitigate the introduction and spread of COVID-19	
Physical distancing and limiting workplace attendance	

	Action to mitigate the introduction and spread of COVID-19
Ensure that all staff that can work from home, do work from home.	Some office work is still done from the house but most work is being done from home. Staff has access to laptops and mobile phones and are working from home where possible.
Establish a system that ensures staff members are not working across multiple settings/work sites.	All staff working at only one location (other than their homes), namely the Notting Hill Neighbourhood House.
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	Staff and volunteers have been advised to not come to work or enter the house if showing any symptoms of a cold, such as: runny nose, fever or a cough. Record keeping of all people accessing help at the centre and records of anyone entering the House (staff and volunteers). All people will need to confirm they do not have COVID like symptoms, have not been in contact with anyone who has tested positive for COVID and have not returned from any travel without 14 day quarantine period carried out.
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.	Desks are set facing away from each other and at least 1.5 meters apart.
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	Tape used for public area- outside and inside, when required
Modify the alignment of workstations so that employees do not face one another.	The office consists of three desks, and they are facing away from each other at opposite end of the office, so no face to face interaction is possible. We also encourage all meeting with staff, volunteer or patrons be done in the hall or outside in the playground.
Minimise the build up of employees waiting to enter and exit the workplace.	Use one door for entrance (main door) and another (side entrance) for exit
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	All staff and volunteers have been advised of the regulations re social distancing and due to different working hours, staff is not often at work on the same days.
Review delivery protocols to limit contact between delivery drivers and staff.	only one staff member will be in charge of picking up and laying out the food on respective days. Delivery drivers will have to sign in using the QR code provided.

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<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>Rosters have been worked to allow the maximum safety during the pandemic. Staff are currently working part time and flexible hours so there is no risk of crowding in the entrance. Only one staff member s opening the house every day at this point.</p> <ul style="list-style-type: none"> • Manager works from the centre – Monday to Thursday. • Bookkeeper – comes in on Monday when required • Community Development Worker – comes in on Fridays when required • Other staff – working from home unless required for short hours at the centre <p>There is some flexibility in accordance with need, however, if possible, to work from home during these times, this will be prioritised.</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>Signs have been placed in every room or at entry of each room with the maximum occupancy allowed determined by the current guidelines Once House is open to allow public to enter, taking the 4 square meter rule into consideration- allocation per room as follows:</p> <table> <tr> <td>Office:</td> <td>3 people</td> </tr> <tr> <td>Library:/Lounge</td> <td>2 People</td> </tr> <tr> <td>Hall:</td> <td>50 People</td> </tr> <tr> <td>Classrooms (combined):</td> <td>30 people</td> </tr> </table>	Office:	3 people	Library:/Lounge	2 People	Hall:	50 People	Classrooms (combined):	30 people
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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>State Vic QR codes have been placed at all entrances. A lvisitor sign in sheet is to be placed at the front door where personal details of non-staff will be recorded to assist with identification of any close contacts, who did not sign in via a QR code</p> <p>We also have records of all staff members who have visited the premises via their timesheets.</p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>With only two members of staff coming into the house regularly, the staff immediately notify the Manager of any incident and it is recorded in accordance with OH&S policy and procedure</p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Procedure for suspected positive or confirmed positive case of Corovirus associated with PNH</p>	<ul style="list-style-type: none"> • If a worker or volunteer is unwell, send them home and direct them to be tested. They must stay home until they have their result <p>If there is a case of coronavirus connected to NHHH. NHHH will:</p> <ul style="list-style-type: none"> • As soon as possible, Report any positive cases of COVID-19 to DHHS, WorkSafe, Health and Safety Representatives, and notify our workforce • Immediately close our facility to minimize transmission and calmly and promptly notify all staff, tutors, participants and volunteers, where possible by email, text or phone and encourage them to get tested. Renters will be required to suspend their activities at NHHH until notified that the premises will re-open; • Have a cleaning plan in place which will include an authorized external cleaning provider, as listed by State Government, to be contracted to do a full clean prior to re-opening. This will be organized by the Manager or C.D. staff working at the time • Cooperate with health officials and provide sheets signed by attendees at NHHH with contact details to enable contact tracing; • Notify the community through prepared signage, our website and social media posts.
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>Workplace will be cleaned – notify all staff or volunteers to return to the Centre accordingly. Any person coming to the centre that has been a confirmed case or close contact has to give assurance that they are able to return to the centre.</p>

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

Signed – Nandini Sengupta

Date: 6th Sep 2021