

# COVID Safe Plan



## Our COVID Safe Plan

Business name:	Notting Hill Neighbourhood House
Site location:	Street Pantry at Notting Hill Neighbourhood House, 37 Westerfield Drive
Contact person:	Nandini Sengupta
Contact person phone:	0468437654
Date prepared:	20 May 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>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 volunteers.</b>	<ul style="list-style-type: none"><li>• Hand sanitiser is attached to the side of the pantry</li><li>• Supply of hand sanitiser at the pantry will be checked and refreshed regularly</li><li>• Volunteers will be provided with hand sanitiser if they cannot supply their own</li><li>• Signage on the door of the pantry will promote usage of the hand sanitiser</li></ul>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<ul style="list-style-type: none"><li>• N/A - Outdoor structure</li></ul>
<b>In areas or workplaces where it is required, ensure all volunteers wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to volunteers who do not have their own.</b>	<ul style="list-style-type: none"><li>• Volunteers will be directed to wear facemasks in the Volunteer Guidelines document</li><li>• Facemasks will be available to volunteers if they do not have their own</li></ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Provide training to volunteers on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>	<ul style="list-style-type: none"> <li>• Volunteer Register to be maintained</li> <li>• Lines of communication will be set up with volunteers, verbal and written</li> <li>• Distribution of Volunteer Guidelines to direct volunteers to wear facemasks and not to attend the site if unwell</li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>• Pantry will be routinely cleaned with disinfectant and/or antibacterial wipes by volunteers</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of volunteers), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<ul style="list-style-type: none"> <li>• Volunteers directed to sanitise surfaces of the structure at each site visit</li> <li>• Volunteer Roster to schedule a daily site visit</li> <li>• Volunteers will be provided with cleaning products or wipes if they cannot supply their own</li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>• Volunteers provided with cleaning products if they cannot supply their own</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p>Ensure that all volunteers that can and/or must work from home, do work from home.</p>	<ul style="list-style-type: none"> <li>All activities that do not directly relate to onsite cleaning and restocking will be done at home by the Volunteer Coordinator</li> </ul>
<p>Establish a system that ensures volunteers are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> <li>Only one site</li> <li>Volunteer Roster will allocate different days for site visits of volunteers</li> </ul>
<p>Establish a system to screen volunteers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> <li>System formulated in Volunteer Guidelines</li> <li>Volunteer self-screening</li> <li>Volunteers directed to use hand sanitiser before accessing the structure</li> <li>Volunteers directed to not attend the site if unwell</li> </ul>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> <li>there is no more than one volunteer per four square meters of enclosed workspace</li> <li>volunteers are spaced at least 1.5m apart</li> <li>there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> <li>Signage on pantry door to promote 1.5m safe distancing of volunteers and members of the public</li> </ul>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of volunteers.</p>	<ul style="list-style-type: none"> <li>Signage on pantry door to promote 1.5m safe distancing of volunteers</li> </ul>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Minimise the build up of volunteers waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>• Volunteer Roster will allocate different days for site visits of volunteers</li> <li>• Volunteers directed to adhere to the 1.5m safe distancing</li> <li>• Signage on pantry door to promote 1.5m safe distancing</li> </ul>
<p><b>Provide training to volunteers on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<ul style="list-style-type: none"> <li>• Volunteer Guidelines document will contain requirements of onsite physical distancing expectations</li> <li>• Document will be updated and distributed as required</li> </ul>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b>Review and update Volunteer Roster and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<ul style="list-style-type: none"> <li>• Volunteer Roster will be updated weekly</li> </ul>
<p><b>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 <a href="#">‘four square metre’ rule</a>.</b></p>	<ul style="list-style-type: none"> <li>• Signage on pantry door</li> </ul>

Guidance	Action to ensure effective record keeping
<p><b>Record keeping</b></p>	
<p><b>Establish a process to record the attendance of volunteers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p>	<ul style="list-style-type: none"> <li>• Volunteer Roster to record attendance of volunteer after site visit</li> <li>• Members of public not recorded</li> </ul>

Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> <li>N/A</li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
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"> <li>Continuity plan discussed</li> <li>Impacts of outbreak and closure considered</li> </ul>
Prepare to identify close contacts and providing volunteer and visitor records to support contact tracing.	<ul style="list-style-type: none"> <li>Volunteer Roster can be used to identify close contacts</li> </ul>
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<ul style="list-style-type: none"> <li>In the instance of a suspected or confirmed COVID-19 case, the pantry will be closed for cleaning and disinfection</li> <li>NHNNH will undertake a risk assessment to determine if the pantry should be closed for a longer period</li> </ul>
Prepare for how you will manage a suspected or confirmed case in a volunteer who has been onsite.	<ul style="list-style-type: none"> <li>Where a volunteer case is confirmed, the pantry will be closed for cleaning and disinfection</li> <li>NHNNH will undertake a risk assessment to determine if the pantry should be closed for a longer period</li> </ul>
Prepare to notify volunteers and site visitors (including close contacts)	<ul style="list-style-type: none"> <li>For confirmed case, NHNNH will notify volunteers in the Volunteer Register</li> </ul>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at the site.	<ul style="list-style-type: none"> <li>NHNNH will immediately contact Worksafe Victoria: phoning the mandatory incident notification hotline and providing written notification within 48 hours</li> </ul>

Guidance	Action to prepare for your response
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify volunteers they can return to the site.</b></p>	<ul style="list-style-type: none"> <li>• NHHH will reopen the pantry under guidance of DHSS and notify volunteers</li> </ul>

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

Nandini Sengupta  
 Manager at Notting Hill Neighbourhood House  
 6<sup>th</sup> Sep 2021