

COVIDSafe Plan

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

Our COVIDSafe Plan

Business name:	SUNRAYSIA MEN'S SHED Inc.
Site location:	453 Benetook Ave Mildura Vic 3500
Contact person:	Bruce Hurrell - President
Contact person phone:	0475 269 561
Date finalised:	1 st October 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.	<i>Hand sanitiser is located at the entrance to the building, at tea/coffee making facility, kitchen, toilets and at all workstations within the workshop area of the shed. Soap and hand washing facilities are located in the kitchen, toilets and general cleaning sink in the workshop area. Paper towel is provided at the tea/coffee making facility, kitchen, toilets and general washing facility and at workstations around the shed. Posters are distributed throughout the shed. Sanitising hand wipes are available for cleaning individual items (pens, computer mouse etc.)</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Large roller door and smaller entrance door are generally kept open within the security guidelines of the shed. These will be roped off to prevent access but permit egress in an emergency. Neither door is constantly under direct or real time monitored surveillance, however the video security system does record any movement throughout the covered area.</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>All attendees at the shed are required to wear mandatory face masks, which is the minimum required COVID-19 PPE. Other workshop PPE sometimes precludes the effective wearing of mandatory PPE and exceptions are permitted under these circumstances. (Using different PPE, welding masks, glasses for close-up work, drinking etc.) A large stock of acceptable facemasks is available for members if they do not have their own although members are encouraged to provide their own.</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>	<p><i>COVID-19 posters are displayed throughout the workshop and tea/coffee making areas and an Information for Members document provides directives and rules for the wearing and disposal of face masks and paper products used as personal cleaning items.</i></p> <p><i>Garbage bins with disposable liners are placed throughout the shed facility for the disposal of masks, paper towel and disposable coffee cups. These are collected, sealed and disposed of in a locked, collectable skip bin at the end of each session.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>High touch items such as pens are not generally used for daily sign-in. An electronic single touch sign-in sign-out system has been developed and is usually manned by a committee member to sign-in and out each member at each session.</i></p> <p><i>If members are required to use the mouse, or a pen for visitors, it is cleaned with a sanitising wipe between each use.</i></p>

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>	<p><i>Prior to re-opening, the shed will undergo a deep clean to sanitise all surfaces and machinery in the shed.</i></p> <p><i>Each morning after the shed is opened all surfaces in the kitchen and tearoom will be sanitised and any utensils will be sterilised.</i></p> <p><i>First task following smoko and final task prior to departure all attendees will be responsible for cleaning and sanitising the work area and any tools or machinery that they have use throughout the session.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>The shed has adequate supplies of sanitiser and sanitising products (detergent, disinfectant, paper towel, spray bottles etc) to last for several months and is sufficiently funded to replenish those supplies should it be needed. One committee member is tasked with monitoring and replenishing those supplies.</i></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>	<p><i>Other than a small administrative team there is no provision for any work to be done remotely and even then, the scope of that work is limited. Accordingly, no remote work plan has been developed.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Whenever possible each attendee is allocated to a single work bench that has a 4-metre spatial separation from any other work bench. If assistance is needed to complete a task then as much separation between each worker is mandated. Sanitisation before and after each instance is also mandated.</i></p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p><i>Upon arrival, all members and visitors are directed to the front door where a screening station has been set up. There, the committee member manning the station will check for mask, record on computer or manually, the name of the attendee and the time of arrival, take the forehead temperature of the attendee (<37°C), ensure hands are sanitised and direct each person to the Information for Members document and other appropriate signage etc..</i></p>
<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>Workshop layout, size of desks and the nature of most work ensures that spatial separation is maintainable throughout the workshop. Screens and barriers will be placed in accordance with COVIDSafe requirements to separate adjacent workspaces.</i></p> <p><i>The tearoom is 12mt x 6 mt (72Mt²) allowing for a maximum of 18 members to be seated in the room at each sitting. This is greater than the number of members allocated to attend each session daily.</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><i>Seating in the meeting room has been placed so that no more than the maximum allowable members can be seated in the area and all chairs are suitably spaced.</i></p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p><i>Not required.</i></p>

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<p>Minimise the build-up of workers waiting to enter and exit the workplace.</p>	<p><i>This is usually not an issue but once checked in members are required to move into the workshop or take a seat in the team room. The front access door is always to be kept clear.</i></p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>This information is contained in the signed COVID-19 Information for Members leaflet and emphasised by posters.</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>This is not anticipated to be an issue due to the infrequent and plannable delivery regime. However, all deliveries will be unloaded at a point outside the shed and sanitised before being brought into the shed.</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Not applicable</i></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><i>Information on physical distancing and maximum density of occupation is contained in the COVID-19 Information for Members leaflet and on posters throughout the facility.</i></p>

Guidance	
Action to ensure effective record keeping	
Record keeping	
<p>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.</p>	<p><i>An electronic sign-in/out system is in place for all members of the shed. This records name and date/time of the arrival and departure of each individual and at the end of each session a snapshot .pdf file is captured for future reference. Copies are uploaded to the cloud for backup. Contact information is maintained for all members of the shed and is recorded for visitors. A visitor record is maintained for non-members. This is held at the entrance desk.</i></p>

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>	<p><i>Information on PPE and OH&S is contained in the COVID-19 Information for Members leaflet.</i></p>

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>	<p><i>This is contained in both the Shutdown and Re-opening Plan and the COVID-19 Information for Members leaflet.</i></p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p><i>All records of members and all visitors are readily available in soft or hard copy format.</i></p>
<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>	<p><i>If required, the shed has a shutdown and reopening plan developed in case of emergency. It would be impractical to partially shut down the shed as the whole area would need to undergo a complete cleansing and disinfecting of the building. JIM'S CLEANING Mildura has been identified a suitable company that could perform the necessary tasks.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</p>	<p><i>Information on the process for managing a case of possible COVID-19 at the shed is contained in the COVID-19 Information for Members leaflet.</i></p>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p><i>All members are on record with email, mobile, landline or home/postal address, available immediately to the president and secretary and if necessary, to other committee members and appropriate outside persons. Visitors record their name and contact details whenever they attend.</i></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><i>All committee members and shed captains have been given a briefing on this and posters have been placed around the shed.</i></p>

Guidance	Action to prepare for your response
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p><i>The shed has a Shutdown and Reopening Plan developed early 2020 and updated in October that provides a step-by-step process for the re-opening of the shed to members and guests.</i></p>

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

Signed; _____

Name: Bruce Hurrell (President)

Date: 26st October 2020