

# COVIDSafe Plan

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

## Our COVIDSafe Plan

Business name: Heidelberg Historical Society Inc.  
 Site location: Old Heidelberg Court House Jika St Heidelberg  
 Contact person: Jenn Burgess [HHS President]  
 Contact person phone: 0409 510 861  
 Date prepared: 19 April 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<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"> <li>Hand Sanitiser Station located in back porch entry and separate sanitiser in courthouse.</li> <li>Hand soap and paper towels located on the wash basin, and to be disposed of in bin located near wash basin in bathroom/toilet area. Bin to be emptied after each session.</li> <li>Hand washing poster located above wash basin in bathroom area.</li> <li>Mandatory for all volunteers to sanitise their hands before they enter the kitchen area from the back door.</li> </ul> <p>Additional for Sunday openings:</p> <ul style="list-style-type: none"> <li>Hand Sanitiser to be located in front porch entry with separate sanitiser in courthouse and kitchen.</li> <li></li> </ul> <p>Additional for general meetings at Ivanhoe Uniting Church Community Centre :</p> <ul style="list-style-type: none"> <li>Hand sanitiser to be located at entry to foyer</li> </ul>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> <li>Keep all internal doors open to promote air flow.</li> </ul>
<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"> <li>The Society will comply with government regulations in place at the time with regard to the wearing and carrying of masks</li> <li>It is strongly recommended that volunteers wear one whenever they cannot keep 1.5 metres distance from others.</li> </ul> <p>Additional for Sunday openings:</p> <ul style="list-style-type: none"> <li>The Society will comply with government regulations in place at the time in regard to the wearing and carrying of masks</li> </ul>

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	<ul style="list-style-type: none"> <li>It is strongly recommended volunteers and visitors wear one whenever they cannot keep 1.5 metres distance from others.</li> <li>Disposable masks will be available if needed.</li> </ul> <p><i>Additional for general meetings at Ivanhoe Uniting Church Community Centre:</i></p> <ul style="list-style-type: none"> <li>Facemasks to be worn by members in keeping with government regulations and requirements of Banyule Network of Uniting Churches Hall Hire policy.</li> </ul>
<p><b>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).</b></p>	<ul style="list-style-type: none"> <li>Posters displaying good hygiene practices to be displayed in bathroom (how to wash and sanitise hands) and research room (cough hygiene).</li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>Avoid sharing of equipment such as phone, desk, keyboard and mouse, headset, or other equipment.</li> </ul> <p><i>Additional for Sunday openings:</i></p> <ul style="list-style-type: none"> <li>Perspex screen placed at foyer desk for Sunday opening.</li> </ul> <p><i>Additional for general meetings at Ivanhoe Uniting Church Community Centre:</i></p> <ul style="list-style-type: none"> <li>HHS required Sign in book to be located 1.5 metres from the COVID sign-in location</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 staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<ul style="list-style-type: none"> <li>At the beginning of each workday, volunteers must clean commonly used door handles, light switches, tables, and other high touch surfaces before work starts. This is the responsibility of the first volunteer/s to arrive.</li> <li>Bathroom/toilet area to be cleaned at the beginning of each workday.</li> <li>Volunteers must wipe down their own computer keyboard, mouse, and screen with isopropyl spray before and after they have finished working in their space. If only a table/ bench is used, then wipe with sanitising spray. Powder free gloves available if required.</li> <li>If paper towel is used for cleaning, then the bathroom bin is to be used for its disposal.</li> </ul> <p><i>Additional for Sunday openings</i></p> <ul style="list-style-type: none"> <li>At the beginning of each session, volunteers to clean commonly used door handles, light switches, tables, and other high touch surfaces before opening to the public</li> <li>Bathroom/toilet area to be cleaned before opening to the public.</li> <li>Research Volunteer to wipe down computer keyboards, mouse, and screen with isopropyl spray before opening and then in between changeovers. For table/ bench, wipe with sanitising spray.</li> </ul> <p><i>Additional for general meetings at Ivanhoe Uniting Church Community Centre :</i></p> <ul style="list-style-type: none"> <li>Compliance with requirements of Banyule Network of Uniting Churches Hall Hire policy.</li> </ul>

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<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> <li>• <i>A checklist identifying the things to be cleaned, will be found in the bucket on the kitchen table containing the cleaning materials (spray, paper towel, gloves).</i></li> </ul>

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<b>Physical distancing and limiting workplace attendance</b>	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p><i>Follow Government recommendations applicable at the time</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<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"> <li>• <i>Volunteers must not attend if they are being tested for coronavirus and must notify President if they are a positive case. Volunteers who test positive must not work.</i></li> <li>• <i>Poster on the sign-in table warning volunteers not to work if they feel unwell.</i></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 worker per two square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per two square meters of publicly available space.</li> </ul> <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> <li>• <i>Masks to be worn if required by Victorian Government Regulation</i></li> <li>• <i>Use laptops if necessary, to maintain distancing.</i></li> </ul> <p><i>Additional for Sunday openings:</i></p> <ul style="list-style-type: none"> <li>• <i>Perspex Sneeze guard to be placed at foyer desk.</i></li> <li>• <i>Density limits according to government regulations applicable at the time</i></li> </ul> <p><i>Additional for general meetings at Ivanhoe Uniting Church Community Centre :</i></p> <ul style="list-style-type: none"> <li>• <i>In compliance with QR code regulations, all attendees will be signed in with a QR code and government and Banyule Network of Uniting Church density limits will be complied with</i></li> </ul>

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<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of standing workers</p>	<ul style="list-style-type: none"> <li>• <i>At all times be aware of bottlenecks developing at the photocopier, grey filing cabinets, library shelves, housing folders in corridor, and at phone so that 1.5metre distancing is maintained.</i></li> </ul> <p><i>Additional for Sunday openings:</i></p> <ul style="list-style-type: none"> <li>• <i>Be aware of bottlenecks developing as visitors arrive and leave.</i></li> <li>• <i>Floor markings to be placed in the foyer.</i></li> <li>• <i>Courtroom visitors may exit via main (front) entry. If congestion in foyer, exiting visitors should wait in the body of the courtroom until safe to exit. If research room and kitchen are not at full capacity, back door may be used as the exit.</i></li> <li>• <i>A one-way flow through the exhibition to be considered for special openings for larger groups</i></li> </ul> <p><i>Additional for general meetings at Ivanhoe Uniting Church Community Centre :</i></p> <ul style="list-style-type: none"> <li>• <i>Attendees to socially distance at the log-in and sign-in area</i></li> <li>• <i>Attendees encouraged to take their seat and not circulate within the room</i></li> <li>• <i>Chairs to be arranged to provide 1.5 metre distancing</i></li> </ul>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<ul style="list-style-type: none"> <li>• <i>Utilize laptops if necessary, to maintain distancing.</i></li> </ul>
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<p><i>Not applicable.</i></p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> <li>• <i>Posters reminding of social distances displayed in Research Room.</i></li> </ul>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> <li>• <i>Deliveries (when they occur) to be brought to back step by arrangement.</i></li> </ul>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> <li>• <i>Compliance with current government regulations regarding workplace density limits</i></li> </ul>

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<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 'two square metre' rule</p>	<p>Signage has been placed in the Courthouse, Kitchen, Research Room and indicating the density limits applicable at the time.</p> <p>Sunday opening densities do not include volunteers required to run operations.</p>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<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>	<ul style="list-style-type: none"> <li>• QR code has been placed on the kitchen table. All volunteers present for more than 15 minutes must use the QR code details at the beginning of each workday.</li> <li>• Contact details of all volunteers is kept on the Administration computer.</li> </ul> <p><i>Additional for Sunday openings:</i></p> <ul style="list-style-type: none"> <li>• QR code placed in the foyer</li> <li>• Assistance given by HHS volunteer to visitors unable to use code by entering details on their own phone.</li> </ul> <p><i>Additional for general meetings at Ivanhoe Uniting Church Community Centre :</i></p> <ul style="list-style-type: none"> <li>• QR code placed in the foyer</li> <li>• Assistance given by HHS volunteer to visitors unable to use code by entering details on their own phone.</li> </ul>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>Not applicable</p>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>If the museum is closed because of an outbreak:</i></p> <ul style="list-style-type: none"> <li>• all rostered Weekday volunteers, Sunday volunteers and booked visitors to be notified by telephone.</li> <li>• all volunteers to be notified by email.</li> <li>• signage indicating that the museum is closed to be placed on the back door.</li> </ul>

Guidance	Action to prepare for your response
<p><b>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</b></p>	<p><i>DHHS to be notified to report on actions taken, to share the risk assessment as to closure of the work premises and to provide close contact details. The committee must comply with any further directions from DHHS as to further closure or cleaning.</i></p> <p><i>President or Secretary will prepare records from the period commencing 48 hours prior to the onset of symptoms in the suspected case that include all rosters and volunteer details. This will assist in contact tracing should the volunteer test positive.</i></p> <p><i>For a positive case, records will be requested from the period commencing 48 hours prior to the onset of symptoms or 48 hours prior to the positive test if asymptomatic.</i></p>
<p><b>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</b></p>	<p><i>Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, the committee must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected volunteer's workspace, areas where they attended and high-touch surfaces.</i></p> <p><i>Where a work premises has three or more suspected cases in a five-day period the workplace will be vacated.</i></p> <p><i>Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance.</i></p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</b></p>	<ul style="list-style-type: none"> <li>• <i>The affected worker will be placed in a room separate from the other volunteers (Storeroom, foyer)</i></li> <li>• <i>Volunteer to be assisted to travel home, either driving their own car, collected by a family member or call a taxi</i></li> <li>• <i>The affected volunteer must continue to wear a mask and distance from other volunteers</i></li> <li>• <i>Volunteer to undergo a COVID-19 test and self-quarantine.</i></li> </ul>
<p><b>Prepare to notify workers and site visitors (including close contacts)</b></p>	<p><i>For a confirmed case, President or Secretary must inform volunteers who are close contacts and direct them to stay in self-isolation (ahead of the DHHS contact tracing process).</i></p> <p><i>For all suspected or confirmed cases, the committee must inform all volunteers at the workplace 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></p> <p><i>All volunteers at the work premises must be notified if there is a confirmed case.</i></p>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p><i>Inform WorkSafe of a confirmed case: Immediately call the mandatory incident notification hotline and provide formal written notification within 48 hours.</i></p> <p><i>Committee must comply with any directions from DHHS and WorkSafe as to closure or cleaning.</i></p>
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<ul style="list-style-type: none"> <li>• <i>Seek approval from DHHS to open the workplace once all the requirements under the directions have been completed</i></li> <li>• <i>WorkSafe must be notified that the workplace is reopening.</i></li> <li>• <i>Volunteers to be notified by email once DHHS has agreed and the museum has reopened.</i></li> <li>• <i>Signage on back door to be removed.</i></li> </ul>

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

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_