COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available here.

Our COVID Safe Plan

Business name: _____ **Zip Heaters (Aust) Pty Ltd** _____

Site location: _____ 59 – 65 Wedgewood Road Hallam VIC 3803 _____

Contact person: _____

Contact person phone: _____

Date prepared: _____05.08.2020_____

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.	• *Hand Sanitiser is available at entry/exit of the building as well as at multiple locations within the building.* • *Hand Sanitisers are provided to Service Technicians and they are reminded to use frequently throughout the day* • *Hand Sanitiser and cleaning wipes/spray is also made available at share equipment's/facilities* • *TO – Cleaning wipes/sanistiser in all toilets* • *EA – upstairs printer hand sanitisers* • *EA – hand sanitiser in tea rooms & lunch rooms* • *Warehouse & Reception already have Sanitiser & wipes available* • *Rubbish bins are available at multiple locations for safe disposal of different kind of rubbish including paper towels and wipes* • *All visitors required to sign in attendance register and wash hands upon entering our premises.* • *Signs are posted about hand washing, social distancing and personal hygiene requirements*
Where possible: enhance airflow by opening windows and adjusting air conditioning.	• *Office and meeting room doors are to be kept open wherever reasonable.* • *windows and air conditioning are set for optimum air flow at the start of each workday or shift* • *Warehouse roller door to kept open during delivery/pickup operations for a better airflow and ventilation to the area.*
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.	• *All staff is required to wear mandatory PPE as per OH&S requirements. This includes facemask/coverings unless exempted due to a lawful exception.* • *A list of lawful exceptions is communicated to the Staff* • *If an employee not wearing face covering due to an exception, then he/she shall ensure to maintains a physical distance of at least 1.5m.* • *A random spot check/audit can be conducted to ensure compliance with the PPE requirements including face coverings* • *MB – maximum of 3 people in the entire office at any one time.* • *All staff have been made aware that they must wear a face mask when leaving their own office or if someone is entering their office.* • *All staff members to monitor and remind each other that this is mandatory.*

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Guidance	Action to mitigate the introduction and spread of COVID-19
	• Correct usage of facemask to be reinforced by instructions provided to staff.
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).	• Prepared the COVID-19 Prevention Document - available on the intranet for all staff. It was also provided in notices to all staff. • It outlined the following; No Stop physical contact. This includes not shaking of hands, hugging or kissing. • Clean hands before commencing work; wash hands regularly during the day; and cover coughs and sneezes. • Use tissues to encourage improved hygiene practices • Use the sanitization and cleaning materials; use wipes provided on phones, keyboards and desks at the start and end of every day. • Increased cleaning processes to occur to include regular cleaning through the day, particularly with doorknobs, desks, handrails, in bathrooms and at the factory in addition to the usual evening clean. • Hand sanitisers are used by our field based technicians and sales reps. • Instructions (Do's/Don't) share with staff for correct usage of face coverings • Advised all staff not to attend office if feeling unwell and get tested for Covid if developing any symptoms linked to Covid-19. • Training provided via infographic on disposal of face masks
Replace high-touch communal items with alternatives.	• Every Employee to use his/her own Cutlery • coffee and condiments for single serve sachets • We ask all employees to wash hands before and after using any common facility) • All employees to use their own desk/computers. • All employees use their own company van

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).	• Increased cleaning processes to occur to include regular cleaning through the day, particularly with doorknobs, desks, handrails, in bathrooms and at the warehouse in addition to the usual evening clean. • We encourage staff to: • Clean your hands before commencing work; wash hands regularly during the day; and cover coughs and sneezes. • Use tissues to encourage improved hygiene practices will be provided • Use the sanitization and cleaning materials; use wipes provided on phones, keyboards and desks at the start and end of every day. • Hand sanitisers are used by our field based technicians and sales reps. • We do this with communication via email, posters on the walls and information on the intranet.

Guidance	Action to mitigate the introduction and spread of COVID-19
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	• Cleaning Chemicals used as suitable for hospital grade cleaning and MSDS is available with the cleaning personnel to use as per manufacturing instructions. • Cleaning products stock to be monitored and restocked regularly

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	• We are encouraging all employees to work from home who can, to work from home • Only employees with valid permit can work from office or onsite
Establish a system that ensures staff members are not working across multiple settings/work sites.	• •Communicate the requirement for employees not to work across multiple sites • •Adjust rosters and developing procedures to ensure employees do not work across multiple sites • Sales team has been done • • •Develop a form for employees to declare that they have not worked across multiple worksites Employers must ensure that staff members are not working across other settings. • • Employees are required to declare to employers when they are working across multiple sites. •
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	• Consider implementing temperature checking. • purchase temp checker to be used at reception with gloves on • For all staff & visitors and readings to be recorded in log book • Asking workers to complete a health questionnaire before starting their shift • This is to be done by all Vic staff everyday & any visitors. • Visitor Declaration form to be used by all visitors including delivery drivers
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.	• Meeting rules are developed and implemented to use shared meeting rooms and items. • We have communicated that we should not share items such as pens and pencils and have procedures to ensure this takes place. • CovidSafe Risk Management Plan has assigned max capacity to each meeting rooms. Allocated space for staff lunch/tea breaks to maintain social distance. Staggered breaks to control gatherings
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	• Floor markings are placed at reception and other common area for people to maintain social distance
Modify the alignment of workstations so that employees do not face one another.	• CovidSafe Risk assessment completed and work stations are modified to ensure employees are maintaining required physical distance of 1.5m, and at least 4sqm area for one employee.

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of employees waiting to enter and exit the workplace.	• *Floor markings are placed at reception and other common area for people to maintain social distance* • *Only essential visitors/works are allowed to visit the site to keep control on the build up of people.*
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	• *Signs posted to maintain physical distance at all times.* • *Covid Prevention document to be used for educating employees for physical distancing expectations.* • *Places marked for use of common facilities including lunch/tea rooms*
Review delivery protocols to limit contact between delivery drivers and staff.	• *Food delivery services have been ceased, like Uber Eats, Deliveroo etc* • *All plates and utensils to go through the dishwasher daily* • *Visitor Declaration form to be used by all visitors including delivery drivers* • *Face coverings are part of the visitor signing requirements*
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	• *Employees with valid work permit can work in office.* • *Office capacity is downgraded to two employees.*
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.	• *Signs posted to show maximum capacity limits for elevators and other shared spaces.* • *Emergency Evacuation Assembly points are considered to maintain social distance.* • *Zip has Visitor Declaration Form which is provided to all visitors at Zip* • *Posters erected around the sites and on the intranet communicating effective hygiene practices and conditions of entry ie dont come if experiencing flu like symptoms* • *All visitors required to declare where they have traveled upon entering the building* • *All visitors required to wash hands upon entering our premises.*

Guidance	Action to ensure effective record keeping
Record keeping	
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.	• *COVID-workplace-attendance-register implemented*
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	• *Covid Safe prevention document*

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	• *business continuity/closure plan is in place in case of an outbreak* • *Refer Covid Procedure available on Zip Intranet* *When notified of a positive Covid case that has impacted our Hallam office/warehouse everyone is to cease work and leave the premises.* *The impacted staff to be tested and self isolate.* *Covid Committee to arrange deep clean (and company used to be noted on staff notice board for possible future requirements)* *Immediate meeting on MS Teams for Covid Committee and notify immediately Work Safe.* *Notify all Vic staff service sales and admin.* *Notify Startrack, cleaners.*
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	• *Covid risk committee formed and is actively available to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.*
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	• *Cleaning Company contact details are available to arrange deep cleaning if needed.* • • *Covid risk committee well prepared and equipped to make decision for partial closure of the work areas if needed.* • *Vic Office will close immediately*
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	• *Covid risk committee has established a process to manage a suspected or confirmed case in an employee during work hours. Reference Covid risk Procedure* • *Already in place by company. however does require a reminder and issued again to all Vic staff*
Prepare to notify workforce and site visitors of a confirmed or suspected case.	• *Covid risk procedure* • *to create signs ready for possible case*
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	• *Covid risk committee to communicate*
Confirm that your workplace can safely re-open and workers can return to work.	• *Covid risk committee to conduct return to work risk assessment, communicate with DHHS and make final decision to reopen the workplace.* • *Vic Risk Committee to convene on MS Teams for a meeting to discuss re-opening procedure*

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