

COVID Safe plan

Our COVID Safe Plan

Business name: Melbourne Contemporary Choir
Site location: Salvation Army Moreland
Contact person: Jason Simmonds
Contact person phone: 0400 242 893
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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 available on entry near front door and upstairs near reception area.</i> <i>Soap and paper towels restocked weekly by cleaner.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Making sure that windows and air conditioning are set for optimum air flow at the start of each session.</i> <i>Bi-folding doors to room are open</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>PPE is available including masks, gloves and hand sanitiser.</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>Educating members on hand and cough hygiene, including how to wash and sanitise their hands correctly through signage.</i></p> <p><i>Reinforcing the importance of not attending sessions or events if unwell.</i></p> <p><i>Ensuring appropriate information on the use of face coverings and PPE.</i></p> <p><i>Will provide information and training where required.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Tea and Coffee station is sanitised regularly using wipes or disinfectant spray.</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>Regular clean high touch surfaces i.e lift buttons and door, shared equipment/areas</i></p> <p><i>Provide information about workplace cleaning schedule and how to use cleaning products.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Identify which products are required for thorough cleaning.</i></p> <p><i>Monitor supplies of cleaning products and regularly restocked by venue.</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 work from home, do work from home.</p>	<p><i>Remote connection to session provided via Zoom for those unwell.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Does not occur.</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>Communicate with singers before arriving</i></p> <p><i>Singers advised to wear masks where physical distancing is not possible.</i></p> <p><i>Singers and staff advised not to attend when sick</i></p>
<p>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.</p>	<p><i>Seating is distanced appropriately between singers.</i></p> <p><i>Distance between on stage performers/instructor and singers.</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>Some are installed to remind people to be aware of safe distancing.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>Does not occur.</i></p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p><i>Singers are encouraged to come early to avoid congestion at entry points.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>Develop and educate staff on strategies and work practice changes to maintain physical distancing</i></p> <p><i>Reinforce messaging to staff and singers that physical distancing needs to be maintained during sessions and during social interactions</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Does not occur</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>Not applicable. Sessions are capped at 150 people</i></p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<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><i>Sign in sheet provided at each session</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Singers are encouraged to contact the choir if they test positive for COVID-19 and have attended a session during their infection period.</i></p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>Choir will only run in-person sessions when safe to do so.</i></p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>N/A</i></p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>In progress already</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>Confirmed case is asked to go home and isolate for 7 days. MCCHOIR will notify attenders of a positive case during choir sessions</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>See above</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>DHHS and Worksafe Victoria shall be notified immediately whenever there has been a confirmed COVID-19 case from MCCHOIR session.</p> <p>Worksafe will need to know the site address and contact person; the name of impacted person/s; and when was the impacted person last in the workplace</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>N/A</i></p>

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

Signed:

Name: Jason Simmonds

Date: 20/4/2022