



frontierhospitality

COVID SAFE PLAN

NOVEMBER 2020

REQUIREMENTS	ACTION
<h2 data-bbox="204 300 624 405">1. Ensure physical distancing</h2>	
<p data-bbox="204 465 659 548">You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –</p> <p data-bbox="204 557 663 647">Displaying signs to show patron limits at the entrance of enclosed areas where limits apply</p> <p data-bbox="204 665 632 725">Informing workers to work from home wherever possible</p>	<p data-bbox="691 439 1362 546">All spaces within the workplace have signs showing number of people allowed in that space at any one time.</p> <p data-bbox="691 593 1315 665">Floor markings will be used in reception area to identify physical distancing</p> <p data-bbox="691 710 1374 817">Signage will direct delivery drivers to drop all deliveries at clearly marked delivery table at bottom of stairs.</p>
<p data-bbox="204 934 663 1016">You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –</p> <p data-bbox="204 1025 639 1115">There is no more than one worker per four square meters of enclosed workspace</p> <p data-bbox="204 1133 660 1223">There is no more than one member of the public per four square meters of publicly available space indoors</p>	<p data-bbox="691 907 1362 1014">All spaces and rooms are controlled with posters that clearly state number of people allowed in that space at any one time.</p>
<p data-bbox="204 1310 639 1417">You should provide training to workers on physical distancing expectations while working and socialising. This should include –</p> <p data-bbox="204 1426 624 1552">Informing workers to follow current public health directions when carpooling. This can be found at (hyperlink) vic.gov.au</p> <p data-bbox="204 1570 632 1630">Informing workers to work from home wherever possible</p>	<p data-bbox="691 1283 1350 1391">Workers are to maintain a physical distance of 1.5 metres at all times from colleagues, members and patrons as well as in social interactions.</p> <p data-bbox="691 1438 1254 1509">Workers must not attend work if unwell or exhibiting signs of coronavirus.</p> <p data-bbox="691 1556 1385 1664">Workers are to wash and sanitise their hands regularly and as directed in the posters distributed in washrooms.</p> <p data-bbox="691 1711 1382 1818">Workers are to wear face masks at all times whilst in the office or visiting member venues or in public areas.</p> <p data-bbox="691 1865 1342 1937">Workers are not to car pool and are to work from home where possible.</p>

	<p>Workers are to be inducted into requirements for physical distancing, working from home and hygiene requirements.</p> <p>Workers are to abide by covid safe plans and regulations enforced by venues that are being visited.</p> <p>Workers are not to travel to areas closed due to government regulations and restrictions.</p> <p>Workers are expected to work from home unless directed by management or for the purposes of using required resources that are in the workplace.</p>
<h2>2. Wear a face covering</h2>	
<p>: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes –</p> <p>Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own</p>	<p>All workers will be issued with a box of disposable face coverings. Re-usable face coverings have been ordered and will be distributed to workers when available.</p> <p>Workers are expected to wear face coverings at all times except as lawfully exempted.</p> <p>Workers will be monitored for wearing face coverings and should they not abide with this requirement they will be counselled and this could also lead to disciplinary action.</p>
<p>You should install screens or barriers in the workspace for additional protection where relevant.</p>	<p>Screens are not relevant in the Frontier workplace as customers do not visit for over the counter service.</p>
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p>	<p>Cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.</p> <p>Disposable masks should be disposed of once used.</p>

<h3>3. Practise good hygiene</h3>	
<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</p>	<p>Telephone in reception is to be wiped down after each use</p> <p>Door handles and push points are to be wiped daily with sanitiser.</p> <p>All surfaces to be cleaned with approved disinfectant. Low stock of disinfectant to be reported to David Mckinnon.</p> <p>Workers to use equipment that is supplied to them only and not to share any equipment with other workers.</p>
<p>You should display a cleaning log in shared spaces and implement an audit of cleaning schedules.</p>	<p>Cleaning Log displayed in upstairs tea room. Toilets and tea rooms to be cleaned weekly or when used by workers. As workers are infrequently in office, they should check that facilities have been cleaned before use and if they have not been cleaned, they are to clean and fill in the log before using the facilities.</p>
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<p>Soap is available in all bathrooms and hand sanitiser is available in the reception area and warehouse. Workers will be instructed as to locations and are to make visitors aware of these products as required.</p>
<h3>4. Keep records and act quickly if workers become unwell</h3>	
<p>You must support workers to get tested and stay home even if they only have mild symptoms.</p>	<p>Workers with covid like symptoms must not come to work and should get tested and isolate until test results are received. Workers are advised that they have government financial assistance if required to isolate and have no sick leave available.</p>

You must develop a business contingency plan to manage any outbreaks. This includes –
Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results

Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period

Having a plan in place to clean the worksite (or part) in the event of a positive case

Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts

Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace

Having a plan in the event that you have been instructed to close by DHHS

Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

If there is a confirmed case of coronavirus (COVID-19) at the workplace, you must:

Immediately

1. Direct the **worker to return home and isolate** immediately, whether or not they have symptoms. Once home, the worker must wait for further instructions from the Victorian Department of Health and Human Services (DHHS).
2. **Notify the department** by completing the [Employer COVID-19 notification form](#) and [emailing covidemployernotifications@dhhs.vic.gov.au](#). If DHHS has not contacted you within 24 hours of notification please call **1300 651 160**.
3. **Notify your workers**, suppliers and customers that there is a confirmed positive case.
4. **Notify WorkSafe** on 132360 and other relevant industry bodies.
5. Notify David Mckinnon on 0408056064 or in his absence Matthew Milligan on 0437307976

Within 48 hours

1. Complete the [Workplace risk assessment](#).
2. **Identify workplace close contacts** by completing the [Close contact spreadsheet](#). Your immediate action assists DHHS with contact tracing. DHHS will review the spreadsheet to confirm and identify any additional close contacts.
3. **Submit** the [Workplace risk assessment](#) and [Close contact spreadsheet](#) by emailing: [covidemployernotifications@dhhs.vic.gov.au](#)
4. **Notify identified close contacts – ask them to quarantine and watch for symptoms**. DHHS will also contact close contacts to explain what they need to do, offer assistance, and support them throughout their quarantine period.
5. **Close and vacate the workplace**. DHHS will work with you on the measures you need to take and advise when it is safe for your business to reopen.

	<p>6. Deep clean the workplace or areas identified in the Workplace risk assessment. See Cleaning and disinfecting to reduce coronavirus (COVID-19) transmission in the workplace (Word).</p> <p>7. Seek assistance from DHHS as to when the premises will be ready to re-open and notify workers that they are able to once again attend the workplace.</p>
<p>You must keep records of all people who enter the workplace for contact tracing.</p>	<p>Visitors log is kept at reception and all visitors are to report to reception and fill in the log before visiting any other part of the premises.</p> <p>All workers are to fill in staff form every time they visit the premises. These completed forms will be kept in a folder at reception.</p> <p>Any worker who changes their contact details are to notify David Mckinnon or in his absence Matthew Milligan immediately.</p>
<p>5. Avoid interactions in enclosed spaces</p>	
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include –</p> <p>Enabling working in outdoor environments</p> <p>Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms</p> <p>Enhancing airflow by opening windows and doors</p> <p>Optimising fresh air flow in air conditioning systems</p>	<p>Workers who work in offices are to take regular hourly breaks and move from their office location. If visiting venues, workers are to follow protocols at venues but must not remain in any meeting place for over 2 hours.</p> <p>Workers are to turn on the air conditioning whilst in the office to promote good air flow.</p> <p>As most Frontier work will either be performed on site or in the home work place, workers are to be mindful of their environment and not to continue working in confined spaces.</p>

6. Create workforce bubbles

You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Workers are not to travel together or visit clients together. Workplace bubbles are not otherwise relevant to the work performed by Frontier Hospitality

Maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

If any workers reside with another worker, they are required to notify David Mckinnon or in his absence Matthew Milligan and are not to be in the office together.