



Greater
Hume
Council

COVIDSAFE PLAN

Document Name	Version Number	Date of Issue	Review Date
CORP COVIDSafe Plan-	1.0.0	13 July 2020	As required


KEY AREAS

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2. PLANNING AHEAD
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INTRODUCTION

As a general principle Greater Hume Council will be following advice from the Federal and State Governments in relation to COVID-19.

This is a workplace document for staff operations. It is not intended as a document for providing general advice to the public.

1. MONITORING SYMPTOMS AND GENERAL AWARENESS		
1.1	Signage	Information posters have been placed at workplaces and sites to remind staff and others of the risks and symptoms of COVID-19 and the measures that are necessary to help stop the spread.
1.2	Displaying Symptoms and Symptoms Checklist	<p>Should a staff member start displaying cold and flu like symptoms (fever, cough, sore throat, or shortness of breath) they should not attend the workplace. Staff are required to make arrangements to have a COVID-19 test immediately</p> <p>COVID -19 test results can take up to 2-5 days. If you are feeling well enough to continue work duties during this time and want to carry on working from home, arrangements may be able to be arranged.</p> <p>If the test result is NEGATIVE the staff member can return to work immediately or when they feel fit and well. Subject to the following:</p> <ul style="list-style-type: none"> • The employee has contacted their Supervisor and has been authorised to return to work • The employee has not returned recently from overseas travel • The employee has not been in contact with a person with a positive test result • Meeting all requirements as specified in Schedule 1 of the Public Health (COVID-19 Border Control) Order 2020. <p>If the test result is POSITIVE the staff member must self-isolate and follow the instructions of their Medical Practitioner. Contact must also be made with the staff member's Supervisor to advise of the positive result.</p>
1.3	Communication	Staff will instruct their Supervisor if they are displaying cold and flu like symptoms related to COVID-19 or have been in close contact with a person who has confirmed COVID-19 or been tested for COVID-19. All personal information will be treated carefully and in line with Councils Privacy Policy and Privacy Laws.
1.4	COVIDSafe App 	All staff are encouraged to download the Australian Governments COVIDSafe App -

		https://www.health.gov.au/resources/apps-and-tools/covidsafe-app#get-the-app
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2. PLANNING AHEAD

2.1	Safe Practices Champion	<p>The Director Corporate & Community Services is the nominated COVIDSafe Coordinator and will provide staff with information and advice on the appropriate procedures contained within this plan.</p> <p>Within each workplace location a staff member will be assigned the responsibility to ensure each workplace is equipped correctly with hand sanitiser and disinfectant. That staff member shall maintain regular communication with the COVIDSafe Coordinator.</p>
2.2	Confirmed COVID-19 Case/s	<p>As per Safe Work Australia the following procedure is in place for suspected or confirmed cases in the workplace:</p> <ol style="list-style-type: none"> 1. Seek advice from the National Coronavirus Helpline – 1800 020 080 2. Clean and disinfect the areas where the person and their close contacts have been. Access to these areas is prohibited until the process is complete. PPE must be used when cleaning. 3. Identify who at the workplace had close contact with the affected person. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements. 4. Review risk management controls relating to COVID-19 and review whether work may need to change. Consult staff on WHS Issues. <p>For more information - https://www.safeworkaustralia.gov.au/covid-19-information-workplaces</p>
2.3	Workplace Closure	<p>There is not an automatic WHS requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.</p> <p>Should the medical advice require the temporary closure of a workplace then a return and reopening guideline from Safe Work Australia and advice from NSW Health will be followed.</p>

3. HANDWASHING AND HYGIENE

3.1	Hand Sanitiser – Customer Areas	Hand sanitiser stations have been installed at the main public access points of all Council facilities.
	Office and Staff Areas	Hand Sanitiser has been placed around the workplace with signage on the correct way to hand rub.
3.2	Bathrooms	Bathrooms are well stocked with hand sanitiser, hand wash and paper towel. Signage has been placed in all bathrooms outlining the correct way to hand wash.
3.3	Signage	Instructions have been given to staff via information posters on other ways to limit the spread of the virus, including by not touching their face, sneezing into their elbow.
3.4	Physical Contact	Instructions have been given to staff to limit contact with others including not shaking hands or touching objects unnecessarily.
3.5	Customer Service	Customer Service is encouraging members of the public to predominately use EFTPOS payments for all transactions to limit the contact with cash.

4. WEARING A MASK

4.1	Council Staff	<p>Masks must be worn in all indoor settings, including if you have a dedicated office and in vehicles unless you have a medical certificate that exempts you from wearing a mask.</p> <p>Restrictions for staff travelling in vehicles have not been reintroduced at this stage given that all staff should be wearing masks, however if a staff member is not wearing a mask for medical reasons they will have to travel in a separate vehicle.</p> <p>Staff travelling alone in a vehicle are not required to wear masks.</p> <p>Anyone without a medical certificate and refusing to wear a mask will be sent home and will be required to take leave without pay or annual leave. Staff will not be granted special leave or sick leave.</p>
4.2	Members of the Public	All members of the public entering a council building e.g. Customer Service Centre or Library will be required to wear a mask at all times whilst inside the council building. The wearing of a mask is a condition of entry and any person who refuses to wear a mask, unless that person provides written evidence from a registered medical practitioner that exempts them from wearing a mask, will be asked to leave the building.

5. PHYSICAL DISTANCING

5.1	Signage	Information posters have been placed around the workplace on keeping at least 1.5 metres distance between staff members within the workplace.
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5.2	Office Configuration	Work Stations, desks and tables in staffrooms (where possible) have been moved further apart to comply with social distancing. Limits have been placed on communal areas such as meal rooms, limiting the number of people allowed at any one time.
		Where possible internal office doors are kept open to minimise worker and surface contact.
5.4	Communication	Electronic Communication such as email and video conferencing has been encouraged and put in place for meetings and training ensuring face-to-face contact is limited. Where this is not possible meetings are to take place in a large space and kept to a short duration following all social distancing rules.
5.5	Customer Service – Public	Social distancing markers have been placed on the floor (both internally and externally) in areas where customers line up. Entry to Council reception (when open to public) will follow the current 4m ² per person rule. When Council reception is closed to the public procedures have been put in place for phone and online transactions (where applicable). Where a face-to-face transaction is required an appointment can be made.
5.6	Office Reception	Customer Service personnel are responsible for keeping the public to the required 1.5 metre distance apart in accordance with the latest government requirements. Perspex shields have been fitted in front of busy customer transaction points.

6. SIGNING IN TO COUNCIL BUILDINGS

6.1	Service NSW QR Code	The use of the Service NSW QR code will be mandatory at all workplaces and retail businesses from Monday July 12.
		Expanding the mandate will provide NSW Health contact tracers with real-time access to QR code data from a greater number of venues including supermarkets, retail stores, gyms and offices.
		In accordance with the above directions anyone entering a Council facility must register using the QR code (preferred) or at least manually. This includes staff and councillors. Council facilities include offices, depots, libraries, Children's Services facilities, Waste facilities etc
6.2	Council Staff	If a staff members enters one Council facility (e.g. Rangers) several times in one day then it will only be necessary to check in when you first arrive and check out once when you leave at the end of the day. If you visit different Council sites within one day you will need to check in and out of each site separately.

7. VEHICLES

7.1	Occupancy	<p>Limits may be imposed on the number of people who can be in a Council vehicle at any one time as follows:</p> <ul style="list-style-type: none"> • Passenger sedan or dual cab utility – Max 2 people seated diagonally apart • Single cab utility – Max 1 person • Truck – Max 2 people <p>Staff will be informed when these limits are being imposed</p>
7.2	Cleaning	<p>All Council vehicles will be equipped with hand sanitiser and disinfectant wipes to be used prior and after use. Disinfectant to be used on steering wheels, door handles, any controls and seat belts. It is the responsibility of the person leaving the vehicle to ensure surfaces have been wiped down. The primary driver of each vehicle is responsible for restocking sanitising items. These can be obtained through Councils Procurement Officer.</p>

8. CLEANING BUILDINGS

8.1	Office and Workplace Cleaning	<p>Areas frequently used by workers or others (e.g. visitors to the premises) are cleaned at least daily with detergent or disinfectant by contract cleaners.</p>
		<p>Frequently touched areas and surfaces are required to be cleaned during the day by staff. This includes EFTPOS equipment, handrails, tables, counter tops, door knobs, sinks and keyboards.</p>
8.2	Personal Property	<p>Staff have been encouraged to clean personal property that comes to work, such as sunglasses, mobile phones and iPad with disinfectant wipes.</p>

9. WORKING FROM HOME

9.1	Work Arrangements	<p>If required employees will be able to work from home providing an employee's position allows for it. Council has in place a Working From Home Policy and guidelines to allow for a safe home work environment.</p> <p>Staff who can work from home are required to complete the following documents to ensure they comply with appropriate ergonomic practices and follow Councils Policy:</p> <ul style="list-style-type: none"> - Working from Home Office Inspection Self-Assessment Check List - Working from Home Equipment Check List - Working from Home Agreement.
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10. EMPLOYEE LEAVE PROVISIONS

10.1	Employee Leave	<p>In Circumstances where employees are unable to attend work due to COVID-19 related issues the conditions of the LOCAL GOVERNMENT (COVID-19) SPLINTER (INTERIM) AWARD 2020 will apply.</p>
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11. WORKPLACES

11.1	Workplace Building Arrangements	<p>Greater Hume Council has a number of workplaces including:</p> <ul style="list-style-type: none"> • Holbrook Office • Holbrook Library • Culcairn Office & Library • Jindera Community Hub • Henty Office & Library • Walla Walla RTC • Holbrook Visitor Information Centre • Greater Hume Council Depot's (Culcairn, Holbrook, Jindera) • All Council Waste Facilities (Holbrook, Culcairn, Mullengandra, Jindera, Henty, Gerogery, Burrumbuttock, Brocklesby) • Greater Hume Children Services Henty, Holbrook and Walla Walla <p>All Greater Hume Council Libraries are following the COVID-19 Safety Plan for Libraries.</p> <p>Greater Hume Children Services are following procedures detailed in the Children Services COVID-19 Risk Assessment, Dealing with Infectious Disease COVID-19 Procedure and COVIDSAFE Monthly Action Plan</p>
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		<p>Specific procedures should be developed for ad-hoc events such as Depot meetings to ensure that practices comply with applicable health guidelines and Public Health Orders.</p> <p>This COVIDSafe Plan provides the general information to staff. During the course of easing COVID restrictions over the next few months this COVIDSafe Plan will be amended or added to.</p>
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