

COVID Safe plan

Our COVID Safe Plan

Business name:	Indigo FM
Site location:	Beechworth - 103 Ford St Chiltern - 11-15 Main St Tangambalanga - 41 Kiewa East Rd Yackandandah - 29 High St
Contact person:	Scott Landells
Contact person phone:	0481 267 269
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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>Please use hand sanitiser supplied in the entrance enclosure.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Please ensure that windows and air conditioning are set for optimum air flow during your visit.</i>

<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>	<p><i>A face-mask must be worn at all times, however, may be removed for the purpose of speaking on air.</i></p>
<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>Please ensure that you have completed the online form governing safe hygiene procedures.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Have notified building landlord (Indigo Shire Council) regarding this</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>Please ensure that you lightly spray all contact surfaces in the studio, with Isopropyl Alcohol can. This includes microphone socks, headphones, mixers, recorders, PC (keyboard and mouse), CD players, Turntable, Air-con / Heater remote controllers, light switches etc.</i></p> <p><i>Also spray door handles, keys and contact surfaces in any other rooms accessed.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Site Co-ordinator to maintain supplies of Servisol</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>Have established remote site access and content creation from home methods and procedures for volunteers</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Using remote site access and animal access by authorised officials only sites will experience no / minimal access across sites</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>Sites are closed to the public and can only be accessed by authorised persons.</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>Sites can only be accessed by authorised persons - one person maximum on site at any given time.</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>Sites can only be accessed by authorised persons - one person maximum on site at any given time.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>Sites can only be accessed by authorised persons - one person maximum on site at any given time.</i></p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p><i>Sites can only be accessed by authorised persons - one person maximum on site at any given time.</i></p>

<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>Sites can only be accessed by authorised persons - one person maximum on site at any given time.</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>Sites are closed to the public and can only be accessed by authorised persons - one person maximum on site at any given time.</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Sites can only be accessed by authorised persons - one person maximum on site at any given time.</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>Sites are closed to the public and can only be accessed by authorised persons - one person maximum on site at any given time.</i></p>

Guidance Action to ensure effective record keeping	
Record keeping	
<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>A site attendance register for the purpose of contact tracing has been created.</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>All OHS concerns to be reported to the Site Co-ordinator</i></p>

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.	<p><i>in the event that a member tests positive for COVID-19:</i></p> <ul style="list-style-type: none"> • <i>access to the site shall be closed until further notice</i> • <i>all communications with members, general public and key stakeholders shall be undertaken by either the President or Secretary</i> • <i>where possible programs will be provided online via podcast / streaming or at other Indigo FM sites</i>
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<p><i>A site attendance register for the purpose of contact tracing has been created.</i></p> <p><i>President and Site Co-ordinator will liaise in DHHS staff in the event of an outbreak</i></p>
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<p><i>Site Co-ordinator will undertake a thorough cleaning of the leased studio. Landlord will undertake cleaning of common areas.</i></p>
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<p><i>Sites can only be accessed by authorised persons - one person maximum on site at any given time.</i></p>
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<p><i>Sites can only be accessed by authorised persons - one person maximum on site at any given time.</i></p>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<p><i>President and Site Co-ordinator will liaise in WorkSafe Victoria in the event that a member tests positive for COVID-19.</i></p>
Confirm that your workplace can safely re-open and workers can return to work.	<p><i>Approval will be sought by President from DHHS prior to site re-opening and volunteers returning to their roles.</i></p>

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



Scott Landells
6 August 2020