

COVID Safe plan

Our COVID Safe Plan

Business name: _____ ARCHLINK ARCHAEOLOGIST AND HERITAGE ADVISORS _____
Site location: _____ 86B OLINDA-MONBULK RD, OLINDA _____
Contact person: _____ SARAH MYERS, DIRECTOR (RESPONSIBLE FOR COVID PLAN) _____
Contact person phone: _____ 0417658879 _____
Date prepared: _____ 13TH AUGUST 2020 _____

Date Reviewed: 1/11/2021

Next Review: 7/12/2021

VACCINATION - MANDATORY

Recommendations and Requirements	Actions to mitigate the introduction and spread of COVID-19
Vaccination	
Aim for full vaccination of all staff asap according to new government directive for authorised workers	<i>All staff must be fully vaccinated if conducting work with other staff, clients, other project stakeholders or the public going forward.</i> <i>All staff are already fully vaccinated.</i> <i>Vaccinations certificates have been received and are kept on file by the Director.</i>

PHYSICAL DISTANCING - MANDATORY

Requirements and Recommendations	Actions 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.	<i>All staff are working from home except the director – Sarah Myers. Staff occasionally come into office to pick up or drop off work, if necessary.</i>

Requirements and Recommendations	Actions to mitigate the introduction and spread of COVID-19
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Staff work from home. When staff do fieldwork or site visits, personnel must only attend one site at a time. The work load will be managed so one staff member doesn't have to attend multiple 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>Temperature checker gun kept alongside the QR code check in station along with masks and hand sanitiser.</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>Staff are working from home, but if they attend the office or visitors attend the office, they will be reminded to stay 1.5m apart. A sign is placed at the check in location to remind people about the 1.5m rule. The office space has been reconfigured so there is only two desks in the main office and one each in separate shipping container offices for use if staff do need to come to the office, which is rare.</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>Floor markings added to kitchen area and near the single work station (where the director sits) as a visual reminder to keep to the 1.5m distance.</i></p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>NA – working from home (see above)</i></p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p><i>NA – working from home</i></p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>Explain physical distancing requirements during toolbox talks.</i></p>

Requirements and Recommendations	Actions to mitigate the introduction and spread of COVID-19
Review delivery protocols to limit contact between delivery drivers and staff.	<i>Drop off and pick up only. No lingering. Offer new masks, hand sanitiser as required. Temperature check. Sign in with QR code.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	NA
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.	NA

FACE MASKS - MANDATORY

Recommendations and Requirements	Actions to mitigate the introduction and spread of COVID-19
Face masks	
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><i>All staff work from home when possible.</i></p> <p><i>Face masks are always worn when attending the office and working with others in the field or the office. Facemask supplies are kept with hand sanitizers at the office and in cars.</i></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><i>Signage about correct facemask use provided at the check in station in the office and in the cars – in Covid clipboard.</i></p> <p><i>Training provided about correct use of face coverings and hand sanitisation during morning toolbox meetings (on site) and weekly office meetings (if personnel in attendance).</i></p>

HYGIENE - MANDATORY

Recommendations and Requirements	Action to mitigate the introduction and spread of COVID-19
Hygiene and cleaning	
<p>Clean and disinfect shared spaces twice a day. Including door knobs, telephones, toilets and handrails.</p>	<p><i>When staff visit the office, shared spaces will be cleaned before and after the visit. Shared spaces will be cleaned twice a day by the appointed Covid Marshall when working in the field or driving in cars. The office Covid Marshall is Sarah Myers. Fieldwork Covid Marshalls will be appointed for each project.</i></p> <p><i>A cleaning log is/ will be displayed in shared spaces and in the cars. Professional cleaning of cars after each field project.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Place cleaners in open visible locations so when low can be refilled/replaced. Back up bottles and supplies kept in storage.</i></p>
<p>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.</p>	<p><i>Hand sanitizer provided in each car, office and shed. Use of it will be promoted. Hand soap provided in toilets and kitchenettes. Hand towel – disposable also provided</i></p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>Where practicable, keep windows open at office to ensure airflow</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Single serve tea and coffee bags provided. Wipe down kettle and kitchenette surfaces after every use. Regular general cleaning of kitchen and toilet area.</i></p>

RECORD KEEPING - MANDATORY

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>Workplace attendance register to be completed by all visitors – using the free Victorian Government QR code service. Staff and visitors encouraged to use the app.</i></p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Staff told to inform Director about illness of any level and any social distancing issues.</i></p>
<p>Encourage staff to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact.</p>	<p><i>Inform staff they will be paid for their time to get tested and to get vaccinated. They can use sick leave if they are ill or leave without pay.</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>If staff required to quarantine and be absent, the director will assume all roles. If the director is required to be absent, contact will be maintained by phone to the workers. If a positive case presents, then any visitors to the workplace within 2 weeks of that diagnosis will be informed. All customers that might have visited the premises within two weeks of the diagnosis will be informed.</i></p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p><i>The director – Sarah Myers (0417658879) will assist DHHS with contact tracing if required.</i></p>

Guidance	Action to prepare for your response
<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>A professional cleaner will be contracted to clean the workplace where the positive case visited. The workplace will be closed while the cleaning takes place.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>The employee will be told to go and get tested. They won't be allowed to return to work until they have been tested and received a negative result. If confirmed they must stay home for the required quarantine period.</i></p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p><i>Workforce will be notified and any visitors, customers who may have come into contact.</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><i>Worksafe will be immediately notified by the administrator – Sarah Myers.</i></p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>Confirm with worksafe that the workplace can reopen.</i></p>

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

Signed 

Name Sarah Myers

Date 13/08/2020

Updated 07/10/2021