

COVIDSafe Plan


20th September 2021

Business name: Commun Na Feinne
Plan completed by: Andrew Clark
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For the latest information on restrictions in Victoria, visit coronavirus.vic.gov.au




Practice physical distancing

Requirements and recommendations	Action
<p> You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.</p> <ul style="list-style-type: none">• Shared work areas are only accessible to workers, and should only include workers in the density quotient.• Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis.• Further information can be found at coronavirus.vic.gov.au	<p><i>Rearrange, remove or cordon off furniture in common areas to practise physical distancing, stagger service areas so workers are not facing one another and are distanced as much as possible.</i></p> <p><i>Comply with relevant density quotient and signage requirements in the Workplace Directions.</i></p> <p><i>Signage displaying number of patrons permitted in the venue and designated spaces</i></p> <p><i>Check Patron ID to ascertain if from a lockdown area and therefore not permitted to enter.</i></p> <p><i>Separate entrance for staff and patrons</i></p> <p><i>Staggered shifts to minimise contact when starting and finishing</i></p> <p><i>Designated staff member to greet patrons and manage numbers within the venue</i></p> <p><i>Designated staff member to enforce "No Tick No Entry" policy</i></p> <p><i>Designated staff member to check where patrons are from.</i></p>

Requirements and recommendations	Action
<p>Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:</p> <ul style="list-style-type: none"> • Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace <p>You may also consider:</p> <ul style="list-style-type: none"> • Minimising the build-up of people waiting to enter and exit the workplace. • Using floor markings to provide minimum physical distancing guides. • Reviewing delivery protocols to limit contact between delivery drivers and workers. 	<p><i>Identify areas that require floor markings, such as lifts, kitchen and bar areas</i></p> <p><i>Allocate different doors for entry and exit</i></p> <p><i>Separate entrance for staff and patrons that is as contactless as possible and quick to enter and exit</i></p> <p><i>Use floor markings to provide minimum 1.5 mtr physical distancing guides at entrances and exits</i></p> <p><i>Establish contactless delivery or invoicing</i></p> <p><i>Display signage for delivery drivers – one delivery at any one time.</i></p> <p><i>Identify designated drop off areas</i></p> <p><i>Outline the maximum occupancy of areas that are open to the general public, and information about signage.</i></p> <p><i>Stagger break times to reduce crowding in shared spaces and facilitate physical distancing between workers</i></p> <p><i>Signage displayed of venue policy “No Tick No Entry”</i></p> <p><i>Review all working areas to ensure this is possible and install screens and/or barrier to achieve acceptable social distancing</i></p> <p><i>All staff & patrons to comply with the “No Tick No Entry” venue policy</i></p>
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> • Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au 	<p><i>Ensure staff comply with social and physical distancing when starting or finishing their shifts, getting changed, and having their breaks. Minimise the number of staff that can take breaks at the same time</i></p> <p><i>All staff to complete the following online training courses and provide certificates. Certificate to be kept with this COVID Safe Plan.</i></p> <p><i>State CoVID Training Link</i> https://rtw.educationapps.vic.gov.au/login/custom/index.php</p> <p><i>Federal Govt CoVID Training Link</i> https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</p>
<p>You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.</p>	<p><i>Constant review of current government directions</i></p> <p><i>Dedicated staff member to monitor number of workers and patrons within each space and the overall of the venue</i></p>



Wear a face mask


Requirements and recommendations	Action
<p> You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks</p>	<p>All staff to wear face masks or face shields unless they have a doctors certificate detailing any medical condition that would prevent the staff member wearing the face mask or face shield. The doctors certificate to be kept with this COVID Safe Plan. Chef's – we have not located any non flammable face masks or face shields therefore if working with a naked flame face masks/face shields cannot be worn. Face masks can be worn at other times, eg; prep, dishes, etc, ie; when not working with a naked flame. Additional face masks are included in our onsite medical kit.</p>
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p>	<p>Ensure staff comply with social and physical distancing when starting or finishing their shifts, getting changed, and having their breaks. Minimise the number of staff that can take breaks at the same time.</p> <p>All staff to complete the following online training courses and provide certificates. Certificate to be kept with this COVID Safe Plan.</p> <p>State CoVID Training Link https://rtw.educationapps.vic.gov.au/login/custom/index.php</p> <p>Federal Govt CoVID Training Link https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</p> <p>Additional face masks are included in our onsite medical kit.</p>

If your industry is subject to additional industry obligations, you may also be required to:

<p>Adhere to additional face mask requirements.</p>	<p><i>Chef's – we have not located any non flammable face masks or face shields therefore if working with a naked flame face masks/face shields cannot be worn. Face masks can be worn at other times, eg; prep, dishes, etc, ie; when not working with a naked flame.</i></p> <p>Additional face masks are included in our onsite medical kit.</p>
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Practice good hygiene


Requirements and recommendations	Action
<p> You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean high-touch surfaces with appropriate cleaning products, including detergent and disinfectant. • Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so. • Clean between shifts. 	<p><i>High touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment) routinely cleaned</i></p> <p><i>Provide information about workplace cleaning schedule and how to use cleaning products.</i></p> <p><i>Regularly monitor and restocking of supplies of products that are required for thorough cleaning.</i></p> <p><i>Sanitisation Stations at all entrances and throughout the venue. Signage throughout the venue.</i></p> <p><i>Restrooms checked every half hour to be cleaned and ensure adequate supplies of soap and paper towels are available.</i></p> <p><i>Staff to sanitise hands at commencement of shift and periodically through their shift.</i></p> <p><i>Weather permitting, some doors open, ensuring we are not compromising security or causing an OH&S issue</i></p> <p><i>Review areas where we can minimise high touch communal items, eg; salt & pepper shakers are now replaced with salt and pepper sachets, knives & forks are now in disposable cutlery sleeves. Chairs, stools and tables are all sanitised prior to all new guests.</i></p>
<p>You should display a cleaning log in staff shared spaces.</p>	<p><i>Cleaning Log to be maintained and reviewed by all staff at all times</i></p>
<p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</p>	<p><i>Sanitisation Stations at all entrances and throughout the venue. Signage throughout the venue. Restrooms checked every half hour to be cleaned and ensure adequate supplies of soap and paper towels are available. Staff to sanitise hands at commencement of shift and periodically through their shift.</i></p>

If your industry is subject to additional industry obligations, you may also be required to:

<p>Ensure all areas where workers are working are cleaned at least daily.</p>	<p><i>Cleaning Log to be maintained and reviewed by all staff at all times</i></p>
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<p>Adhere to additional hygiene training requirements.</p>	<p><i>All staff to complete the following online training courses and provide certificates. Certificate to be kept with this COVID Safe Plan.</i></p> <p><i>State CoVID Training Link</i> https://rtw.educationapps.vic.gov.au/login/custom/index.php</p> <p><i>Federal Govt CoVID Training Link</i> https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</p> <p><i>Additional face masks are included in our onsite medical kit.</i></p>
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Contact Tracing

Requirements and recommendations	Action
<p> You must take all reasonable steps to ensure all staff and visitors to the venue adhere to contact tracing requirements.</p> <p>Manage Contact Tracing for Separate Outdoor Function Room</p>	<p><i>All Staff, Patrons and visitors to our venue, including delivery staff are required to check-in via the Government QR Code.</i></p> <p><i>This will be checked by On Duty COVID Marshall.</i></p> <p><i>This venue adheres to a No Tick No Entry Policy for all visitors.</i></p> <p><i>We have a separate Outdoor Function Room with a maximum capacity of 20 patrons. This Outdoor Function Room has a separate QRCode.</i></p> <p><i>Patrons using the separate Outdoor Function Room are required to check-in via the Hotel QR Code and also check-in via the separate Function Room QR Code.</i></p> <p><i>This will be checked by On Duty COVID Marshall.</i></p>



Keep records and act quickly if workers become unwell

Requirements and recommendations	Action
 You must support workers to get tested and stay home even if they only have mild symptoms.	<p><i>All staff are required to complete the Staff Health Questionnaire prior to commencement of shift. If a staff member has any signs of symptoms that could related to COVID the staff member will be asked to go and have a COVID test and remain home until they receive the results.</i></p> <p><i>All patrons and visitors (including contractors) that come into our venue are required to provide ID and comply with the venue policy "No Tick No Entry"</i></p> <p><i>Communicate to staff the financial support available to them if they cannot work while they are waiting for test results or are confirmed as a positive case.</i></p>
 You must develop a business contingency plan to manage any outbreaks. This includes: <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case or a close contact while at work. • Having a plan in place to clean the worksite (or part) in the event of a positive case. • Having a plan to contact the Department of Health 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 COVID-19 at your workplace. • Having a plan in the event that you have been instructed to close by the Department of Health. • Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work. 	<p><i>All staff are required to complete the Staff Health Questionnaire prior to commencement of shift. If a staff member has any signs of symptoms that could related to COVID the staff member will be asked to go and have a COVID test and remain home until they receive the results.</i></p> <p><i>All patrons and visitors (including contractors) that come into our venue are required to provide ID and comply with the venue policy "No Tick No Entry"</i></p> <p><i>Staff are to complete an Incident Report and give to the Duty Manager so the appropriate action can be taken, eg; if a staff member or patron advises they are COVID positive, they are to immediately go home and an Incident Report is to be completed. Incident reports are to be kept with this COVID Safe Template.</i></p> <p><i>Staff to be notified if there is a positive case at the venue</i></p> <p><i>Employee must get COVID test immediately and go straight home and remain at home until they receive the test results. If positive Department of Health and WorkSafe must be notified.</i></p> <p><i>Employee cannot return to work without a COVID Test showing a negative result</i></p> <p><i>Consider deep clean contractors. Consider if parts of the business can still operate. Consideration will rely on the individual circumstances.</i></p>

Requirements and recommendations	Action
 <p>You must keep records of all people who enter the workplace for longer than 15 minutes for contact tracing.* Electronic record keeping using the free Victorian Government QR Service is mandatory for some businesses. See https://www.coronavirus.vic.gov.au/qr-codes-and-digital-record-keeping-contact-tracing for more information.</p>	<p>Venue policy in place "No Tick No Entry" using the Victorian Government QR Service</p> <p>All staff are required to complete the Staff Health Questionnaire prior to commencement of shift. If a staff member has any signs of symptoms that could related to COVID the staff member will be asked to go and have a COVID test and remain home until they receive the results.</p>



Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> • Enabling working in outdoor environments. • Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms. • Enhancing airflow by opening windows and doors. • Optimising fresh air flow in airconditioning systems. 	<p><i>Weather permitting, some doors open, ensuring we are not compromising security or causing an OH&S issue</i></p> <p><i>New alfresco external dining areas available</i></p> <p><i>Business will operate as open air as possible during warmer and daylight savings hours where it is manageable without compromising security or causing an OH&S issue</i></p>

If your industry is subject to additional industry obligations, you may also be required to:

<p>Ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.</p>	<p><i>All staff are required to complete the Staff Health Questionnaire prior to commencement of shift. If a staff member has any signs of symptoms that could be related to COVID the staff member will be asked to go and have a COVID test and remain home until they receive the results.</i></p> <p><i>All patrons and visitors (including contractors) that come into our venue are required to provide ID and comply with the venue policy "No Tick No Entry"</i></p>
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Create workforce bubbles

Requirements and recommendations	Action
You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.	<i>Staff to be rostered in bubbles so that they are not working with different people all the times, where practical</i>

If your industry is subject to additional industry obligations, you may also be required to:

Limit or cease the number of workers working across multiple work sites where reasonably practical.	<p><i>Staff cannot work for more than one employer or at multiple sites. It is recommended that Staff cannot work at other jobs – ie; multiple sites or other jobs eg; working with us and at the aged care facility is not recommended.</i></p> <p><i>If a staff member is working with another employer we may ask for a copy of their CoVID Safe Plan to ensure our workplace is not compromised.</i></p>
Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.	<p><i>If a staff member is working with another employer we will ask for a copy of their CoVID Safe Plan to ensure our workplace is not compromised.</i></p>