

THE THRIVE NETWORK

COVIDSafe Plan

01 OCTOBER 2020

About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to safely reopen, maintain a COVIDSafe workplace, and prepare for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

In order to be compliant with public health direction:

- All businesses in both metropolitan Melbourne and regional Victoria must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing this COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

If you are in a high-risk industry, you are required to complete a 'High Risk COVIDSafe Plan'. Further information can be found at vic.gov.au.

How to develop your COVIDSafe Plan

1. Understand your responsibilities

Information on public health directions applying to employers is available at ([hyperlink](http://vic.gov.au)) vic.gov.au.

2. Prepare your plan

Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Ensure physical distancing
2. Wear a face covering
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that if you are in a restricted or heavily restricted industry, additional requirements may apply.

Please note:

Mandatory requirements under public health direction feature this symbol: (symbol of triangle with exclamation mark)

- All other points are highly recommended for keeping your workers safe and workplace open but are not mandatory.
- Some of the requirements in the COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).

3. Keep your plan up to date

Your COVIDSafe Plan must be reviewed and updated routinely, and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

You do not have to lodge your COVIDSafe Plan with the Victorian Government. However, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits, to ensure the implementation of and compliance with your COVIDSafe plan.

4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name: The Thrive Network Pty Ltd

Plan completed by: Fiona Mayor // Director

Date reviewed: 01/10/2020

1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

You may also consider:

- 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

Action:

We will ensure people are at least 1.5m apart by:

Limiting numbers in each area – see www.thethrivenetwork.com.au/terms-conditions for details on numbers according to total allowed occupancy in any one area.

Providing floor markings at each entry point and throughout the space

Restricting deliveries to the foyer drop off area

All clients attending The Thrive Network to have their own CovidSafe plan.

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

Action:

Density quotas are adhered to and available via www.thethrivenetwork.com.au/terms-conditions for all meeting rooms and workspaces.

Requirements: You should provide training to workers on physical distancing expectations while working and socialising. This should include –

- Informing workers to follow current public health directions when carpooling. This can be found at (hyperlink) vic.gov.au
- Informing workers to work from home wherever possible

Action:

Instruction and reporting on physical distancing on weekly team meeting calls for all staff as well as written (email) reminders.

Clients instructed to prepare their own COVIDsafe plans and keep abreast of changes as well as agree to our COVIDSafe plan and conditions.

If your industry is restricted or heavily restricted, you must also:

- Reduce workers levels in accordance with industry directions.
- Limit number of patrons in accordance with industry directions.
- Have no carpooling.

2. Wear a face covering

Requirements: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

Action:

All staff, members and clients to wear a face covering that adheres to correct mask wearing rules at all times, covering both their nose and mouth. Disposable masks are available at reception.

Requirements:

- You should install screens or barriers in the workspace for additional protection where relevant.

Action:

Barriers have been installed between desks for additional protection where required.

Requirements:

- You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.
- You should inform workers that 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.

Action:

Regular staff training and communication with all members and clients on correct wearing, management and disposal of PPE.

There are no additional requirements for restricted or heavily restricted industries.

3. Practise good hygiene

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- Clean 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

Action:

Contract cleaning occurs twice per week. Thrive staff clean all touchpoints and any shared equipment (such as printers) multiple times each day with clinical disinfectant.

All utensils, crockery and cutlery is run through the dishwasher on high heat. Hand washing of plates, cups, utensils is not allowed. Thrive staff stack and empty the dishwasher using disposable gloves.

You should display a cleaning log in shared spaces.

Action:

A cleaning log / notice is completed each time cleaning is completed on all desks and in all meeting rooms and kitchen or open areas.

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Action:

Hand sanitisers and disinfectant wipes are available at all entry points, in reception, in all meeting rooms, kitchens and any open areas.

Soap is provided in all bathrooms.

Paper towels and hand dryers are in all bathrooms.

Hand washing posters are prominently displayed in all bathrooms and throughout buildings.

Clients are encouraged to have sanitisers at their workspace.

Disinfectant sprays and wipes are scattered throughout the spaces.

If your industry is restricted or heavily restricted, you should also:

- Conduct an audit of cleaning schedules.

4. Keep records and act quickly if workers become unwell

Requirements: You must support workers to get tested and stay home even if they only have mild symptoms.

Action:

All workers have been instructed to stay home if they are unwell and get tested immediately.

All clients are instructed the same.

Requirements: 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

Action:

If a client or team member tests positive they have committed to informing management as soon as possible.

They will be instructed to remain home.

People who have been in close contact, regardless of symptoms or not will be asked to stay home, get tested and isolate.

All clients use the Proximity system to attend and leave the building. Close contacts (ie: any person in the building who attended on the days the positively tested person attended) will be advised to stay home and get tested, regardless of symptoms.

The building affected will be closed immediately and all clients will be notified immediately.

The workplace will be commercially COVIDsafe cleaned immediately.

DHHS and Worksafe will be notified as soon as practical. Details of contacts will be issued to DHHS.

Clients and the other bubble team will be able to return after the cleaning.

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Action:

Thrive uses the Proximity App where all people who enter and exit the building are registered. Thrive keeps the contact details of each of these people. In addition to this a QR code linked to a contact tracing form is used for all guests entering Thrive.

Clients have been instructed to keep their own worksafe record and make it available for DHHS if required

Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.

Action:

Temperature testing by Thrive staff is mandatory upon access to the space via reception on Level 2.

If your industry is restricted or heavily restricted, you must also:

- **Restricted Industries**

Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate

- **Heavily Restricted Industries**

Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

5. Avoid interactions in enclosed spaces

Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include –

- 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 air conditioning systems

Action:

Thrive recommends that all client meetings occur outdoors in Stage 4 Level 3 restrictions.

Clients have been asked to eat outside where possible.

Other alternatives will be explored as restrictions lift.

Where possible windows will be opened to allow air flow.

There are no additional requirements for restricted or heavily restricted industries

6. Create workforce bubbles

Requirements: 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.

Action:

Thrive's team is made up of four employees, we have paired these employees in two workforce bubbles.

Each paired team can only attend on a single day. A record of attendance is being held on the shared roster.

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

Action:

No workers reside with other workers.

If your industry is restricted or heavily restricted, you must also:

- Limit or cease the number of workers working across multiple work sites.
- Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.

**PLEASE VISIT THE THRIVE NETWORK WEBSITE FOR MORE INFORMATION AT
WWW.THETHRIVENETWORK.COM.AU**