

OUR COVID SAFE PLAN



COVID Safe Plan – Phase 1

Site Locations:

Offices: DJPR Complex Irymple; and Lemon Ave Mildura

Field Work Locations:

- Environmental Watering
- VMFRP Project sites:
 - Lindsay Island, Wallpolla, Hattah Lakes, Belsar - Yungera, Burra, Nyah, Vinifera, Guttrum Benwell, Gunbower

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Mallee Catchment Management Authority

Looking after our environment together

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Purpose

The Mallee Catchment Management Authority (CMA) COVIDSafe Plan has been designed to protect our employees and other workplace participants (including contractors, clients, visitors and volunteers) by minimising the risk of exposure to Coronavirus (COVID-19) in the workplace.

Preventive actions are continually monitored, to help prepare our employees and workplace participants for a safe transition back into the workplace. Physical distancing measures, increased hygiene regimes and other safety precautions are required to be strictly adhered to in order to prevent the spread of COVID-19.

In accordance with legislative requirements under the Occupational Health and Safety Act 2004, this plan has been developed to provide clear and current guidance on undertaking workplace activity and responding in the event of a COVID-19 infection. The Mallee CMA will continue to follow the advice of the Victorian Chief Medical Officer (CMO) and Department of Health and Human Services (DHHS), and will regularly update and amend this plan based on their most recent advice.

General considerations and arrangements

Currently operating in Phase one

See's the return of essential employees to the office environment. Employee's falling into this category include Management, Project Coordinators and key support personnel. In addition, car park access to collect and drop off vehicles will be provided to those requiring access to perform field related activities.

Return to the workplace during phase one will be strictly on a business needs basis, managed in accordance with all relevant legislative requirements, and subject to final approval by the Chief Executive Officer (CEO).

Broadly speaking:

- Employees who can work from home will continue to do so, until further advice is received.
- The Irymple site will remain operational for essential workers. No employees other than those already working at this location will be able to enter this site. There will be no non-critical drop offs or pickups. If something needs to be exchanged you will need to contact a General Manager (GM) or the Chief Executive Officer (CEO) for approval, and specific arrangements will be made to ensure the site remains an isolated work place.
- The VMFRP office (Fletcher Building) will remain open for essential workers, but there will be no nonessential movement between the main office and Fletcher building.
- The Lemon Avenue site will remain operational for essential workers. No employees other than those already working at this office will be able to enter this site unless permission has been granted from CEO. There will be no non-critical drop offs or pickups. If something needs to be exchanged you will need to contact a General Manager (GM) or the Chief Finance Officer (CFO) for approval, and specific arrangements will be made to ensure the site remains an isolated work place.
- Employees who must cross a state border for work related travel should regularly check the requirements of the relevant state to ensure that they meet all the requirements and obtain the relevant permits prior to undertaking this work. An assessment must be undertaken in accordance with the other provisions of this plan, and all travel is subject to CEO approval.

- Field Work and Community Engagement will be assessed according to the COVID-19 restrictions (<https://www.dhhs.vic.gov.au/victorias-restriction-levels-%20covid-19>) and employees must:
 - o Carry an authorised worker permit issued by the Mallee CMA
 - o Carry a letter from Mallee CMA stating that the works are Authorised Works
 - o Update their JSA in accordance with the latest COVID-19 restrictions to mitigate against;
 - Employee and other health & wellbeing
 - Hygiene and cleaning
 - Public health education / information
 - Food and beverage areas
 - No-compliance and incident management

Duty to consult

Employers have a duty to consult with employees and Health and Safety Representatives (HSRs), so far as is reasonably practicable, on matters related to health or safety that directly affect or are likely to directly affect them.

This includes consulting on decisions about how to control risks associated with COVID-19 in the workplace. Mallee CMA will consult with employees regarding risk controls and updates to Occupational Health Safety & Welfare (OHS&W) and operational procedures relating to COVID-19 safety management.

Guidance	Action to mitigate the introduction and spread of COVID-19
Practise good 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 employees.	<ul style="list-style-type: none"> • Hand sanitisers are located upon entry to both workplaces, near communal areas (including photocopying areas), and in all Mallee CMA vehicles • Signs located in toilets on correct handwashing technique. Signs located at entrances and common areas on correct hand sanitising technique • Hard copy and electronic reminders are provided in the workplace, regarding social distancing, hand sanitisation, and general hygiene • CEO updates on COVID-19, Personnel Protective Equipment (PPE) and hygiene via email and communal postings on OUR SPACE, with hard copies provided to all field employees • Our offices are currently closed to the public • Face masks, hand soap, wipes and sanitiser are available at all times at all offices • Face masks, gloves, wipes and hand sanitiser is available in all fleet vehicle • When the Office re-opens to the public, the use of hand sanitiser upon entry to the building will be required by all visitors • All Field personnel working on site will carry personal hand sanitiser.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> • Windows are not capable of being opened in the Irymple Office; however back doors can be opened during opening hours to promote good air circulation • Where possible at the Lemon Ave Office open the windows and doors; and turn on the air-conditioning to increase circulation at least once a day.
In areas or workplaces where it is required, ensure all employees wear a mask	<ul style="list-style-type: none"> • Employees and approved contractors are required to wear face masks upon entry and whilst inside the office • Employees are required to wear face masks in Mallee CMA vehicles if travelling with a passenger in the car.
Face Coverings and/or required PPE	
Ensure adequate face coverings and PPE are available to employees that do not have their own, unless a lawful exception applies.	<ul style="list-style-type: none"> • Face masks, hand soap, wipes and sanitiser are available at all times for all offices and in all fleet vehicles.

<p>Provide training to employees 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>	<ul style="list-style-type: none"> • Employees are directed to the DHHS website with instructions on correct wearing of face masks. Video is also available on Our Space-COVID-19 Latest Information Page https://www.dhhs.vic.gov.au/face-masks-victoria-covid-19#how-do-i-wear-a-maskcorrectly • All employees returning to Mallee CMA offices undergo a COVID safety induction and are required to watch a Mallee CMA COVID safety video • Signs located in toilets on correct handwashing technique. Signs are placed at entrances and common areas on correct hand sanitising technique • Face masks if soiled or damp (or disposable surgical face masks worn for greater than four hours) are replaced • PPE is disposed of in rubbish bins followed by correct hand sanitisation.
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • Employees are requested to avoid printing unless required and utilise electronic means of document management, approvals and document signing • Where appropriate/able utilise alternate ways to undertake field work to avoid utilising vehicles • Wipe down of photocopier before and following use. Hand sanitiser is located at all photocopiers • Employees with high printing/scanning needs are provided with equipment for home use • Hands to be washed with soap and water or sanitiser used before and after touching any communal surfaces such as gates, fences, car door handles etc. • All field staff shall carry their own pen(s) and sign on to the daily pre-start and attendance record without touching the paper.
<p>Fieldwork and Fleet</p>	
	<ul style="list-style-type: none"> • Unless essential (and approved by your manager) limit the number of employees per vehicle to one person. If approved for persons to travel together then there is a requirement for wearing of masks in the vehicle • Enhance vehicle airflow by setting vents to outside air and the fan on at a suitable speed. • When commencing travel for field work, ensure disinfectant wipe-down of contact surfaces in the vehicle (doors, door handles, door control panel, driver's window, console, seatbelt, climate controls, key and steering wheel) • Daily updates of COVID-19 requirements to employees working in the field communicated including control measures in JSAs and Take 5 • Working in the field requires employees to wear a face mask (supplied in all vehicles) • Employees are required to clean equipment required for the activity with disinfectant prior to, and at the end of, the work day • Be mindful of potential contact surfaces you may encounter as part of your field duties (gates etc.) and avoid unnecessary contact; • Upon returning the pool vehicle, employees are required to repeat disinfectant wipe down of contact surfaces. All used wipes/gloves must be disposed of responsibly.

<p>Minimise spread when out in the field and utilising vehicles</p>	<p>Refer to the latest update from DHHS for the requirements of wearing a face covering https://www.dhhs.vic.gov.au/face-masks-vic-covid-19</p> <ul style="list-style-type: none"> • Provide guidance on how to fit a face mask • Check that the vehicle cleaning checklist has been completed • Travel with windows open (where possible) to increase fresh air • Air conditioners should be set on fresh air (not recirculation). <p>Travel</p> <ul style="list-style-type: none"> • Travel in vehicles is to comply with the current phase rules as per the 4 phases identified in the return to work transition procedure. These rules will be reviewed at regular intervals and based on the current restrictions and approved by the CEO. • General summary at present: <ul style="list-style-type: none"> ○ Lockdown – 1 person per vehicle ○ Phase 1 (25%) – Max. 2 people per vehicle, diagonally seated with face coverings worn ○ Phase 2 (50%) - Max. 2/3 people per vehicle, diagonally seated with face coverings worn ○ Phase 3 (75%) - Max. 2/3 people per vehicle, diagonally seated with face coverings worn ○ Phase 4 (100%) - Max. 4 people per vehicle • The vehicle is used to carry one driver and one passenger. The passenger must be seated in the back diagonally from the driver. <p>Practice social distancing and where appropriate utilise alternate ways to undertake field work without landholder/contractor/employee's contact</p>
<p>Accommodation</p>	<p>While most hotels and accommodation providers have implemented increased cleaning measures, there are a number of things you, as a traveller, can do to further reduce the risk.</p> <ul style="list-style-type: none"> • Use cleaning products to wipe down all hard surfaces on arrival: <ul style="list-style-type: none"> ○ Toilet flush buttons and seats ○ Taps and switches ○ Door handles and push plates ○ Hand rails on staircases and corridors • Place the TV remote control in a clear zip lock bag to avoid direct contact. It will work fine inside the bag • Wash your hands when you return to the room • Where possible, avoid using shared facilities such as showers and kitchens.

Cleaning	
<p>Frequently and regularly clean and disinfect shared spaces, including high touch communal items such as doorknobs and telephones</p>	<p>Mallee CMA has two main office locations:</p> <ul style="list-style-type: none"> • Irymple (Main Office): CNR Koorlong Ave and Eleventh St, Irymple • Mildura (Secondary site): 72 Lemon Ave, Mildura <p>Irymple - Department of Jobs, Precincts and Regions (DJPR) shared facilities site</p> <ul style="list-style-type: none"> • Proactive cleaning strategy contract is managed by DJPR. <p><u>Confirmed Case of COVID -19</u></p> <p>Deep Clean - Cleaning contractors have the ability to deploy specialist teams with qualified consultants for treatment of biohazards such as Coronavirus with equipment such as fogging machines and chemicals prepared for 24x7 response. Consultants will coordinate all site and vehicle decontamination responses and ensure appropriately trained employees perform required cleaning processes to ensure surfaces are correctly sanitised. A final fogging of the facility or vehicles may be required to ensure less accessible surfaces are sanitised.</p> <p><u>Mildura - Mallee CMA contracted cleaners</u></p> <p><u>Confirmed Case of COVID -19</u></p> <p>The cleaning contractor has the capacity to provide biological contamination prevention and eradication services through both Proactive and Deep Cleaning measures as required. All cleaning services provided align with Department of Health and Human Services (DHHS) recommendations.</p> <p>Refer Attachment 2 - Office Cleaning COVID -19 Checklist. Lemon Avenue office cleaned every day.</p> <p>Employees are responsible for wiping down and disinfecting:</p> <ul style="list-style-type: none"> • Reception employees clean/wipe high use door handles i.e. front door, meeting rooms, light switches at least twice a day; • Photocopier following use • Phone headsets; • Desks including any under storage tables/Compartments; • Chairs; • Keyboards including wires; • Mouse including wires; • Screens including sides and behind; • Any other flat surfaces on the desk.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Additional cleaning products and wipes are available at both Offices for cleaner use, including detergent and disinfectant; • Cleaners are able to source cleaning products which are utilised in cleaning of offices.

Ensure physical distancing / Avoid interactions in enclosed spaces	
<p>Employees that can work from home, should work from home.</p>	<p>Employees who can work from home will continue to do so, until further advice is received. Return to the workplace is based on business needs, and subject to CEO approval. Employees are advised not come into work if they are feeling unwell. Upon entry to each site all employees are required to scan into the site via the QR codes.</p> <p>Each employee has their own laptop and equipment required to work from home.</p> <p>For fieldwork activities:</p> <ul style="list-style-type: none"> - only project-critical people shall attend site. - Field based works cannot be undertaken at home.
<p>Establish a system that ensures employees are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • Employees are not permitted to attend any offices unless approved by the CEO or CFO • Attendance at more than one office location is strongly discouraged. • If there is a business-critical need for this to occur it must be coordinated through the COVID Coordinator, following CEO or CFO approval <p>Mallee CMA requires a record of which employees and contractors are within the building on any given day. All employees are register their intent to work from the office via the Workplace Booking App and when they arrive at the site register on the QR code at building entrance.. Employees and contractors are not to enter or leave in groups. Each person must check in and out to maintain accurate data who was in the office at which time.</p> <p>All other visitors, although discouraged where possible, are to use the QR codes to sign in at entrances to the buildings. Each visitor will be assigned a sponsor employee who is responsible for advising the visitor of the COVIDSafe protocols for utilising shared spaces.</p> <p>For fieldwork activities:</p> <ul style="list-style-type: none"> - Field surveys only involve small groups of people working in open air environments across parks and forests. - Personnel must not work across multiple sites on any given day.
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>To help prevent the spread of COVID-19 employees and/or visitors should not enter workplaces if their answer is Yes to any of the questions below:</p> <ul style="list-style-type: none"> • are you experiencing cold or flu like symptoms? • have you had a temperature? • have you been in contact with anyone that is confirmed to have COVID-19? • have you returned from overseas in the past 14 days? • have you visited a COVID hotspot in the last 14 days? <p>They will be directed to remain at home and to seek medical advice.</p> <p><i>This may include self-isolation for 14 days as per the government guidelines before returning to work.</i></p> <ul style="list-style-type: none"> • Employees location/attendance register to be maintained • Only essential contractor work to be carried out at the Offices and requires approval from CEO. Contractors must have COVIDSafe Plan, have the appropriate PPE and complete successfully the screening questions.

	<p>For fieldwork activities:</p> <ul style="list-style-type: none"> • Field personnel will read all JSA's and follow risk controls outlined therein • Scan into site via QR code • Participate in any pre-work meetings.
Ensure physical distancing / Avoid interactions in enclosed spaces	
	<ul style="list-style-type: none"> • Contractors completing on ground works must have provided a COVIDSafe plan to Mallee CMA for approval in advance of commencing works. Temperature testing will also be conducted on arrival • Employees are not expected to work when unwell and can access sick leave entitlements, or can apply for a Pandemic Leave Disaster Payment https://www.servicesaustralia.gov.au/individuals/services/centrelink/pandemic-leave-disaster-payment/who-can-get-it
<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>	<ul style="list-style-type: none"> • Maintain social distancing in face-to-face meetings. Continue to use Zoom/Teams meetings where possible (and at all times when the number of meeting occupants would breach social distancing requirements). • Meeting room number restrictions have been implemented • Signage is in place to indicate the maximum number of employees per room/workspace. <p>Maintaining appropriate social distancing between workers. Social distancing posters are displayed in the following areas.</p> <p><u>Tearooms / Kitchenettes</u></p> <ol style="list-style-type: none"> 1. Every tearoom has had a sanitising point added - use it as you enter/start to use the tearoom. 2. Do not leave anything behind for others to handle, including clean or dirty dishes, spoons, food, etc. 3. Wash everything straight away and put it away or take it with you. 4. Any appliance/surface you use must be wiped down after use. This includes fridges, microwaves, toasters, taps and the coffee machine. When making coffee, you must wipe down the knobs, the handles, the milk jug, the bin handle, the fridge handle and any other items you touch. 5. Where possible eat your lunch at your desk or outside if facilities are available. Try and eat at similar locations each day and at similar times. 6. Do not use shared cutlery/cups/plates etc. Bring in and wash your own crockery and cutlery. <p><u>Social Areas</u></p> <p>Physical distancing needs to be observed in all the shared physical spaces. These include outdoor seating, toilet areas, BBQ areas, smoking areas, and so on.</p> <p>For fieldwork activities:</p> <ul style="list-style-type: none"> • Field personnel will maintain spacing at least 1.5 m apart. • Field surveys generally only involve small groups of people working in open air environments where there is adequate opportunity for physical distancing.

<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of employees.</p>	<ul style="list-style-type: none"> • Minimum physical distance markings for front reception of Mallee CMA Office to be added before re-opening to public. • Floor markings to be added upon returning to offices by employees in areas that are likely to create a congregation of employees • Desk setup is compliant with social distancing. • Signage has been added to desks that are not compliant to prevent use
<p>Modify alignment of workstations so employees do not face one another.</p>	<ul style="list-style-type: none"> • Desk setup is compliant with social distancing. • Signage has been added to desks that are not compliant to prevent use.
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • All employees are required to wear face masks on entering and whilst in the premises. • Transition arrangements to stagger number of employees working in the offices and from home have been put in place • Social distancing signage is in place at workplace entry points
<p>Provide training to employees on physical distancing expectations while working and socialising (e.g., during lunchbreaks).</p>	<ul style="list-style-type: none"> • Social distancing signage in place at workplace including communal areas • CEO updates to employees via Teams and COVID-19 written communications to include messaging on social distancing. • Communal room maximum people limit signage to be implemented at Offices <p>For fieldwork activities:</p> <ul style="list-style-type: none"> - Field personnel will complete an induction prior to field works which will cover: <ul style="list-style-type: none"> o COVID safe Plan o JSA's o General COVID induction training
<p>Review delivery protocols to limit contact between delivery drivers and employees.</p>	<ul style="list-style-type: none"> • Signage in place at Offices describing where to leave goods • Delivery of packages to be left at door and instructions to contact employee once delivered • Employees accepting deliveries are required to record interactions on register/app to assist in contact tracing • Employees to wear PPE (masks) and maintain good hygiene, regardless of the level of interaction with driver/s • Communal room limit signage has been implemented at both Office locations. • Only critical deliveries are allowed, to prevent employees having to enter office locations.
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> • Transition arrangements are in place to stagger number of employees working in the offices and from home.

<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>	<ul style="list-style-type: none"> • Social distancing signage in place at workplace entry and around workplace • Communal and meeting room limit signage has been implemented at both Office locations.
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Guidance	Action to keep records and act quickly if workers become unwell
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Keep records and act quickly if workers become unwell	
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<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>Mallee CMA requires a record of which employees and contractors are within the building on any given day. All employees are to register their attendance at the office via the Workplace Booking App (Irymple) and when attend site register their entry via QR Code. Employees and contractors are not to enter or leave in groups. Each person must check in and out to maintain accurate data who was in the office at which time.</p> <p>All other visitors, although discouraged where possible, are to sign in via the QR. Each visitor is to be assigned a sponsor employee who is responsible for advising the visitor of the COVIDSafe protocols for utilising shared spaces.</p> <p>For fieldwork activities:</p> <ul style="list-style-type: none"> - All personnel who attend the project site works must register by scanning the QR code or manual register where a QR code is not available
<p>Provide guidance to employees on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • Employees undergo safety inductions prior to returning to the workplace • Employees watch induction video prior to returning to the workplace • Returning employees are inducted in the wearing of facemasks • Employees are regularly updated through CEO, HSR, COVID Coordinator and Line Manager updates. • COVID-19 Latest Information page created on OUR-SPACE for easy all employees' access to all COVID related information. • Employees are required to report to Managers if feeling unwell and have been in the workplace, or if they have been tested for COVID-19. • Employees who are displaying symptoms as per DHHS recommendations are encouraged to be tested. • Where a positive test occurs, this must be immediately be reported to CEO, CFO or a General Manager.
	<ul style="list-style-type: none"> • Mallee CMA has an obligation to ensure safe workplace practices are in place and to notify WorkSafe of any positive coronavirus (COVID-19) cases, this also includes any contractors and consultants. • Mallee CMA uses Rapid Global Incident Reporting system to report on all incidents including recording confirmed cases of COVID19. Employees are provided instruction and training on the Rapid Global Incident reporting system during induction process.

<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> • Mallee CMA Pandemic Influenza Action Plan 2020-22 • Business Continuity Recovery Plan • COVID-19 Returned to Work Plan
<p>Prepare to assist DHHS with contact tracing and providing employees and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • Employees, visitors and contractors will be trained in the use of the employees/visitor/contractor attendance access to site conditions for sign in and out using the QR Code or the sign in register. • Where a positive test occurs, this should immediately be reported to CEO, CFO and COVID Coordinator • Records will be provided to DHHS, as requested • WorkSafe notified as per 096-OPOL Management of Suspected or Confirmed Coronavirus (COVID-19) Cases Policy
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> • Refer to DELWP “Management of suspected or confirmed coronavirus (COVID19 cases) <p>Irymple - Department of Jobs, Precincts and Regions (DJPR) shared facilities site - Proactive cleaning strategy contract is managed by DJPR.</p> <p><u>Confirmed Case of COVID -19</u></p> <p>Deep Clean - Cleaning contractors have the ability to deploy specialist teams with qualified consultants for treatment of biohazards such as Coronavirus with equipment such as fogging machines and chemicals prepared for 24x7 response. Consultants must coordinate all site and vehicle decontamination responses and ensure appropriately trained employees perform required cleaning processes to ensure surfaces are correctly sanitised. A final fogging of the facility or vehicles may be required to ensure less accessible surfaces are sanitised.</p> <p>Mildura - Mallee CMA contracted cleaners</p> <p>Confirmed Case of COVID -19</p> <p>The cleaning contractor has the capacity to provide biological contamination prevention and eradication services through both Proactive and Deep Cleaning measures as required. All cleaning services provided align with Department of Health and Human Services (DHHS) recommendations.</p> <p>Refer Attachment 2 - Office Cleaning COVID -19 Checklist</p>
<p>Suspected or Confirmed Case</p>	
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>Summary steps for suspected or confirmed case</p> <p>If in the event we reasonably suspect someone could have the COVID-19 virus, or has been exposed, we shall implement the following steps:</p> <ol style="list-style-type: none"> 1. Isolate – prevent the spread, isolate the person from others and provide a disposable surgical mask (if available) for the person to wear 2. Seek Advice from the 24-hour coronavirus (COVID-19) hotline on 1800 675 398 3. Transport – ensure the person has transport to their home or to a medical facility

	<p>4. Clean – arrange cleaning and disinfecting of the areas where the person and close contacts have been. Return home and do not use those areas until cleaning is complete.</p> <p>5. Identify & Inform – consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements. The following authorities need to be informed if a COVID-19 case is identified in the workplace:</p> <ul style="list-style-type: none"> a DHHS – for confirmed or probable cases – 1300 651 160 b Worksafe Victoria <ul style="list-style-type: none"> i. Employers and self-employed persons, with management or control of a workplace must notify WorkSafe immediately (call 132360) after becoming aware that: <ul style="list-style-type: none"> i an employee, independent contractor, employee of the independent contractor or self-employed person has received a confirmed diagnosis of coronavirus (COVID-19) and; ii the employee, independent contractor, employee of the independent contractor or self-employed person has attended the workplace within the relevant infection period. <p>6. Review – review risk management controls relating to COVID-19 and review whether work may need to change.</p>
<p>Detailed management of suspected or confirmed coronavirus (COVID-19) cases</p>	<p>This DELWP protocol provides provisional advice and direction to employees and managers about the steps to be taken in managing risks associated with a suspected or confirmed case of coronavirus (COVID-19) at our workplaces:</p> <p>Determine what areas of the workplace were visited or used by the confirmed case by referring to records of employee attendance at the workplace. The more accurate these details are and the more readily available, the more confident DHHS can be about which workplace areas need to be closed and for how long.</p> <p>Consult with DHHS and DJPR on whether the workplace or part of the workplace is required to close for a short period to facilitate cleaning and enable contact tracing. DHHS will determine whether to assign an outbreak management team and deploy DHHS employees to attend the workplace to perform a risk assessment and provide advice.</p> <p>Work with DHHS to provide details that will assist in contact tracing such as records of employees attendance and up-to-date contact details for employees should they be required. DHHS will contact anyone who is identified as a close contact of the case. In some circumstances, DHHS will ask the company to make first contact with relevant employees with agreed messages.</p> <p>Open outside doors and windows to increase air circulation and close off the affected area before commencing cleaning and disinfection.</p> <p>Organise for the cleaning and disinfecting of all areas that were used by the confirmed case. The workplace or part of the workplace as determined by DHHS should remain closed until this is completed.</p> <p>Wider cleaning and disinfection of the site, paying particular attention to high touch areas as may be advised by DHHS.</p>

- Any employees who tests positive for coronavirus (COVID-19) must remain at home in self-isolation until they have been notified by DHHS that they have met the criteria for release. The employee should follow DHHS guidance and their employer's policy with regards to return to work.
- Ensure employees who are identified to be close contacts of a person with coronavirus (COVID-19) by DHHS do not come to work for 14 days after their last close contact with the positive case, as they must quarantine at home for this period. During their quarantine, the employee should watch for symptoms and seek medical assessment and testing if they develop symptoms such as fever, sore throat, runny nose, shortness of breath, or a loss of their sense of taste or smell.
- If the case or cases are deemed an outbreak, DHHS will maintain active involvement throughout the course of the outbreak including providing advice on when the workplace can re-open or when the outbreak is considered resolved.
- The workplace should work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business.
- Following a coronavirus (COVID-19) case at a workplace, risk management controls and infection prevention measures should be reviewed in order to reduce risk of further coronavirus (COVID-19) exposures.

This protocol should be activated in instances where the CMA is notified of an employee or other workplace participant who falls within one of the following categories:

- someone who has been identified by a medical practitioner as a person needing to be tested for coronavirus (COVID-19) due to experiencing coronavirus or flulike symptoms
- someone who has had close or casual contact with someone who has a confirmed case of coronavirus (COVID-19)
- someone who has been identified by a medical practitioner as being suspected to have coronavirus (COVID-19)
- someone who is confirmed to have coronavirus (COVID-19)

The CMA is not required to activate this protocol when notified of an employee or other workplace participant:

- who is not experiencing any coronavirus (COVID-19) or flu-like symptoms, but has self-elected to be tested to exclude the possibility of coronavirus (COVID-19)
- who is not experiencing any coronavirus (COVID-19) or flu-like symptoms, but is being tested for coronavirus (COVID-19) as part of a routine health-check

	<ul style="list-style-type: none"> • Provide employees with links to local mental health and well-being programs • Provide employee 24 hour a day access to Employee Assistance program.
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Guidance	Action to create workforce bubbles
Create workforce bubbles	
Keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes	<ul style="list-style-type: none"> • Employees are advised that they cannot work across multiple sites, and those who have returned to the workplace are only inducted into one office location • booking system ensures room limits are not exceeded • Shifts and break times are staggered, to reduce the use of common areas at the same time • Workers are encouraged to minimise time in shared facilities when taking breaks
Limit or cease the number of workers working across multiple work sites.	<ul style="list-style-type: none"> • Only essential workers are approved for return to the workplace during phase one • Employees are advised that they cannot work across multiple sites, and those who have returned to the workplace are only inducted into one office location

Associated Documentation

Internal Documents

- Mallee CMA Pandemic Influenza Action Plan 2020-22
- Business Continuity Recovery Plan
- COVID-19 Returned to Work Plan
- 096-OPOL Management of Suspected or Confirmed Coronavirus (COVID-19) Cases Policy
- 042-OPOL Driver Safety Policy-Appendix1: Vehicle Hygiene Guidelines during COVID19
- 032-030-PRO Field Work Procedure Appendix1: Working in the field during COVID 19
- 019-370 FORM Staff Induction Return to Workplace COVID -19 Checklist
- 019-376 FORM Office Cleaning COVID -19 Checklist Lemon Ave
- 019-373-FORM Vehicle Cleaning Checklist
- 019-374-FORM Contractor Cleaning Checklist
- 019-371-FORM COVID-19 Transition to the Workplace Request and Risk Assessment Authorisation Form
- 019-375-FORM Preparation Return to Work Office COVID19 Checklist
- 019-370-FORM Staff Induction RTW COVID- 19 Checklist
- 019-377 Form COVID19 face to face meeting participation record
- Plan DELWP Management of suspected Coronavirus (COVID-19) Case

External documents:

- Australian National COVID-19 Coordination Commission
- Safe Work Australia
- Victorian WorkSafe
- Fair Work Ombudsman
- Department of Health and Human Services Victoria
- Business Victoria Coronavirus (COVID-19) support website
- Australian Government COVIDSafe application
- World Health Organisation Coronavirus disease country and technical guidance
- Australian Government Department of Health

Declaration

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

Signed:



Jenny Collins

Chief Executive Officer, Mallee CMA

Date signed: 20 September 2021