



Cardinia Shire Council

COVID Safe Plan

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Date Prepared: 6th August 2020

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

Signature:

A handwritten signature in white ink on a dark blue background. The signature appears to be "J. Scicluna".

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1. INTRODUCTION

This plan has been prepared by the Cardinia Shire Council Pandemic Response and Emergency Management Business Unit.

Amendment List

Amendments to this plan will be issued periodically as Cardinia Shire Council responds to the requirements set out by the Victorian Government to control the spread of COVID-19 in workplaces.

Version	Date	By Who	Description of Change
1.0	06/08/2020	Hayley Cork	Plan finalised
2.0	10/08/2020	Hayley Cork	Added requirements for CCC
3.0	07/10/2020	Hayley Cork	Review of plan to include additional required information from State Government 13 September 2020
4.0	21/12/2020	Hayley Cork	Review of plan to include additional required information from State Government easing of restrictions
5.0	5/01/2021	Hayley Cork	Update regarding the requirement for facemasks indoors
6.0	22/01/2021	Hayley Cork	Update to remove facemasks indoors
7.0	04/02/2021	Hayley Cork	Update regarding the requirement for facemasks indoors
8.0	01/03/2021	Hayley Cork	Update to remove facemasks indoors

Distribution list

Date	Business Unit	Person
06/08/2020	All Staff	CardiNet/public website, managers/leaders
10/08/2020	All Staff	CardiNet/public website, managers/leaders
07/10/2020	All Staff	CardiNet/public website, managers/leaders
21/12/2020	All Staff	CardiNet/public website, managers/leaders
05/01/2021	All Staff	CardiNet/public website, managers/leaders
22/01/2021	All Staff	CardiNet/public website, managers/leaders
04/02/2021	All Staff	CardiNet/public website, managers/leaders
01/03/2021	All Staff	CardiNet/public website, managers/leaders

Objective

The COVID Safe Plan has been designed to protect our workers, customers and visitors that come into a Council workplace from the spread of COVID-19 and to demonstrate how Cardinia Shire Council meets the requirements set out by the Victorian Government.

The COVID Safe Plan outlines:

- The process Cardinia Shire Council have in place to keep records of all staff, contractors and visitors that attend Council workplaces.
- Actions required to mitigate the introduction of COVID-19 into a Council workplace.
- The level of face-covering or personal protective equipment (PPE) required for our workforce.
- The process in place to prepare and respond to, a suspected or confirmed case of COVID-19 in a Council workplace.

Under the auspice of the Manager, Pandemic Response and Emergency Management for the organisation, the Pandemic Response and Emergency Management business unit has the responsibility and authorisation to implement, monitor, test, review and update the COVID Safe Plan and the supporting process involved as required.

Scope

This plan outlines the procedures to mitigate the introduction of COVID-19 into Council workplaces during current restrictions set out by the Victorian Government for all staff, contractors and visitors that attend a Council workplace.

This COVID Safe Plan covers all Council workplaces where Council staff are located. Council facilities that are not specifically mentioned in this plan are required to complete a facility resumption questionnaire covering COVID-19 management processes prior to activation. These questionnaires form a sub-plan of this overarching plan.

Training

The following methods of communication have been used to provide ongoing information and training to all staff, contractors, and visitors regarding COVID-19:

Method	Responsible Officer	Audience
CardiNet COVID-19 Page	Team Leader, Communications	All staff
CEO Weekly Newsletter	Senior Leadership Team	All Staff
Weekly Leaders Huddle	Manager, Pandemic Response & Emergency Management	All Managers and General Managers
Business Continuity Weekly Meeting	Manager, Pandemic Response & Emergency Management	Consequence Management Team
Cardinia Shire Council Website	Team Leader, Communications	Public access
Cardinia Shire Council Facebook, YouTube, Instagram, LinkedIn and Twitter feeds	Team Leader, Communications	Public access

Cardinia Shire Council [COVID-19 CardiNet Page](#) provides further information to staff on the following areas with regard to the COVID-19 pandemic:

- General information about COVID-19
- Physical Health and Wellbeing of staff
- Working Remotely
- Information Technology
- Employment
- Leave Options
- Financial Wellbeing
- Information for the Community
- General information and resources

For further information regarding the current restrictions please refer to the [Victorian Department of Health and Human Services](#).

2. HYGIENE

Unwell

Staff that feel unwell are not permitted to enter a Council workplace. Staff displaying the following symptoms are required to undergo COVID-19 testing and isolate as per state restrictions:

- fever
- chills
- sore throat
- cough
- runny nose
- loss of sense of smell

Staff may work from home while they are isolating if they feel well. If staff are unable to perform their work from home, they are required to take sick leave or COVID leave during this period. Staff **must not** come back into a Council workplace when they have been advised to isolate.

Please refer to the relevant quick guide ([procedure for attending a Council workplace](#)) for further information on hygiene, physical distancing and how to stay safe while working at Council.

High Risk/Vulnerable Workers

People with chronic conditions or compromised immune systems are at greater risk of more serious illness if they are infected with COVID-19. DHS advise those listed to stay at home, including working from home if possible. Staff that have been identified as a high risk/vulnerable worker as per the [DHS guideline](#) must complete the [Employee in Vulnerable Groups form](#) before they are able to return to any Council workplace.

Hand Sanitiser Stations

Hand sanitiser stations have been installed across Council workplaces. Please refer to the following sanitisation maps for specific locations:

- [Civic Centre Sanitisation Map](#)
- [Depot Sanitisation Map](#)
- [Cardinia Cultural Centre Sanitisation Map](#)

Sanitiser bottle holders have been installed at our MCH facilities. Hand soap, sanitiser and wipes have been distributed throughout each workplace. For restocking please contact: Gary Dore Manager Pandemic Response and Recovery (G.Dore@cardinia.vic.gov.au or by phone 03 5943 4346).

Air Flow and Air Conditioning

When facilities are occupied at a level that is at or nearing the maximum allowable occupancy consideration will be given to providing additional rates of fresh air by:

- increasing fresh air intake through heating ventilation and air conditioning systems, and/or
- opening windows in facilities where these options are available.

Consultation with Council's facilities management officer is to occur in relation to these adjustments.

Face Masks

Facemasks are no longer mandatory in public indoor settings including council facilities except when you are unable to stay further than 1.5 metres away from people that do not live in your house.

For further information on this government direction to wear face masks, visit <https://www.dhhs.vic.gov.au/face-coverings-covid-19>.

All Cardinia Shire Council employees are required to carry a face mask and wear it when in a car with another person or at any time they are unable to maintain 1.5 metres distance from another person.

The following applies to all employees working in a Cardinia Shire Council workplace:

- Facemasks must be worn when using public transport, an airport terminal, large retail stores, hospitals or care facilities.
- All staff who have left their home for approved work purposes must have a face mask with them at all times.
- When driving in a council vehicle as part of your workday with other people in the vehicle, a face mask must be worn.
- Whilst working outside, if you are unable to maintain a 1.5 metre distance from another person a face mask must be worn.
- While at work you must always adhere to the 1.5 metre physical distance requirement.

Please read the following [face mask guide for employees](#) for instruction and guidance on how to correctly fit, use and dispose of PPE.

For further information regarding face masks or for obtaining a face mask please contact Gary Dore Manager Pandemic Response and Recovery.

Temperature Screening

Temperature checks alone will not tell you whether a person has COVID-19, it will only identify a symptom. It is therefore important to ensure other known controls are always in place including good hygiene measures, physical distancing, workplace cleaning and personal protective equipment (PPE). If a person is displaying symptoms of COVID-19, they must not come into a Council workplace.

Temperature screening may be required or requested in the following circumstances:

- Screening staff when conducting an indoor activity with a group (>3 people)

For further information or instruction on the temperature screening requirements please refer to the following [temperature screening guide](#).

3. CLEANING

Building Cleaning Schedule

Pickwick Group are contracted to clean Council workplaces. All Council workplaces receive regular cleaning as per COVID-19 guidelines. Please refer to BuildingFacilities@cardinia.vic.gov.au for the cleaning schedule of individual Council workplaces.

In the event of a confirmed COVID-19 case Pickwick Group has been contracted to undertake a full deep clean of any Council facility required.

Cleaning Products

For restocking of any of the following items please contact: Gary Dore Manager Pandemic Response and Recovery (G.Dore@cardinia.vic.gov.au or by phone 03 5943 4346)

- facemasks (disposable or reusable)
- Sanitiser gel
- Wipes

To organise a building clean or for other cleaning products please contact: Buildings & Facilities BuildingFacilities@cardinia.vic.gov.au

4. PHYSICAL DISTANCE AND LIMITING WORKPLACE ATTENDANCE

Working from Home

[COVID-19 Working from home guidelines](#)

In line with [current restrictions](#) set out by the Victorian Government, staff must work from home where possible. Please discuss with your Manager what work will be completed from home in a safe working environment, to ensure you have achievable objectives.

If you are working from home, please note that you will still need to remain productive if you are supporting your family as a primary carer. You may need to consider other working options, for example outside of normal hours.

Strive to complete your work within our standard spread of operating hours of 7.00am – 7.00pm (or 6.00am to 6.00pm for Operations staff) in accordance with Clause 12 of the Cardinia Shire Council Enterprise Agreement 2017. If your caring responsibilities do not allow you to perform your duties within our standard spread of operating hours and feel you need to work outside of these hours (to fulfil your contractual obligations), you must seek the approval of your Supervisor prior to commencing. If, by mutual agreement, you work outside of our standard operating hours, you will not attract penalty rates.

Any, and all, working from home situations can be reviewed at any time by Council and if required, can be revoked, or reviewed (as per the guidelines) by Council.

Guidelines for [workplace ergonomics](#)

Frequently asked questions [working from home](#)

Working outside of home restrictions

All Staff that have essential work that falls under an approved activity that cannot be completed at home will need to discuss and obtain approval through their manager prior to undertaking this work in a council workplace.

Principles for staff working outside of home

The following principles have been developed for staff working outside of their home.

- Cardinia Shire Council staff must continue to work from home where they can.
- If staff need to undertake work which cannot be done from home, they can request approval to work on-site as either a once off or regular basis.
- Each application will be assessed by the respective Business Unit Manager to determine if this task cannot be undertaken from home.
- If the request is to return to a council workplace on a regular basis and the Manager believes the request should be supported, the Manager is required to complete the following online form which is automatically sent to the CardiniaBCP email for approval. [Request for an employee to return to work from a Council workplace \(permanent\)](#).
- Site inspections and meetings held outdoors are preferred to working inside a Council workplace. This is due to the risk of contracting COVID-19 outside is significantly lower than inside an enclosed building or space.
- Family violence and significant mental health issues will also be accommodated as reasons to work away from home.
- Every staff member approved to work away from home must comply with covid-19 restrictions and the directions contained with this plan at all times.
- All signage and instructions within Council workplaces must be complied with at all times.

These along with observance of our “new normal” of social distancing and practicing good hygiene are all a part of the requirements we have in place to protect each other. None of these are negotiable or optional. In the current environment there cannot be any tolerance for staff not following the requirements we have set out. If you are unsure or need direction, please speak to your supervisor.

Procedure for attending a Council workplace

Staff that attend a Council workplace must adhere to the following guidelines:

- [Quick Guide Civic Centre](#)
- [Quick Guide Depot](#)
- [Quick Guide Emerald Lake Park](#)
- [Quick Guide Hills Hub](#)
- [Quick Guide Cardinia Cultural Centre](#)
- [Quick Guide My Place](#)
- [Quick Guide MCH centres](#)
- [Quick Guide Tools of Trade](#)

Clear visible signage has been installed throughout Council workplaces, as required to provide guidance on the following:

- Maximum room occupancy
- One-way direction (where required)
- Hygiene and physical distancing requirements

At Council locations where workstations are displaying blue dots only these workstations can be utilised to ensure adherence with the four-square metre rule. Sneeze screens have been installed at selected Council workplaces to assist with mitigating the spread of COVID-19.

All deliveries to Council workplaces are to be contactless where possible.

The following [risk assessment](#) identifies risks associated with staff attending Council workplaces and provides mitigating strategies implemented to reduce the risk.

Additional guideline for the Depot – 18 Purton Rd, Pakenham Victoria 3810

Staff that attend the depot must adhere to the following requirements:

- Staff are not permitted to swap vehicles unless a thorough cleaning process has occurred, or the vehicle has been unused for at least a week (and then still clean it). We want to ensure surfaces are clean for your use.
- Staff must observe the current gathering limits as set by the Victorian government and observe social distancing and PPE requirements. Staff should not linger or congregate for more than brief periods, nor use the gazebo. Staff should move in a timely way to the plant or vehicles they are working in at the start of the day, or to the car park and home at the end of the day.
- Staff are not permitted to come to work if they are ill or have any symptoms at all. Call your supervisor and inform them of what is going on.
- Staff are not permitted to enter or hang around the workshop for any reason.
- Staff must wear a mask and PPE at all times when required to do so.
- Where staff are permitted to carpool for work purposes, they must follow the guidelines under [Carpooling](#).

These along with observance of our “new normal” of social distancing and practicing good hygiene are all a part of the requirements we have in place to protect each other. None of these are negotiable or optional. In the current environment there cannot be any tolerance for staff not following the requirements we have set out. If you are unsure or need direction, please speak to your supervisor.

Additional guideline for Cardinia Cultural Centre – Corner Waterford Rise &, Lakeside Blvd, Pakenham Victoria 3810

The Cardinia Cultural Centre is open and operating at a reduced capacity in line with current State restrictions.

Organisations running events and the catering contractor have their own Covid Safe Plans. Minimal Council staff are on site to monitor compliance and coordinate activities. All staff are required to follow all procedures and requirements as per this plan.

Staff are required to log their attendance and complete a health declaration through CardiLocate. All Councillors, contractors and visitors to the Cardinia Cultural Centre are encouraged to log their attendance using a QR code system or visitor book which will assist with contact tracing in the event of a confirmed case of COVID-19.

Any contractor or hirer are required to notify Council immediately if they become aware of any exposure to a confirmed COVID-19 case so that Council can activate the 'confirmed case of COVID-19 in a Council building' procedure.

When working at the Cardinia Cultural Centre all staff are required to follow all signage, hygiene and physical distancing guidelines as outlined in the Quick Guide Cardinia Cultural Centre.

The dots used to indicate work stations that are permitted for use at the Cardinia Cultural Centre are green.

Attending a face to face meeting or in-house consultation

In line with [current restrictions](#) set out by the Victorian Government it is recommended that face-to-face meetings occur only where it is not practical for the meeting to occur online.

Please refer to the following [COVID-19 guideline for attending face-to-face meetings](#) for further information.

Attending multiple Council workplaces

To minimise potential cross contamination of building/office sites, staff are not permitted to attend multiple Council building/office sites in any one day. However, staff who need to attend a number of sites in the course of their permitted daily work e.g. maintenance or emergency works, must log their locations and submit records to their supervisor on a weekly basis. Staff members who share office/building locations over the course of the week e.g. maternal and child health nurses, must ensure a surface clean has been undertaken prior to commencing work at the additional site.

Council staff working across multiple workplaces

Staff must disclose if they are working for different employers across more than one work premises to HRHELP and to their Manager. Council are maintaining a record of all staff that work on-site across multiple employers. This includes contractors and volunteers.

Council Vehicles

Staff using Council vehicles or plant are to adhere to the following guidelines:

- One staff member per vehicle at any time unless the carpooling exemptions have been authorised by the Manager.
- Staff are required to wipe down the vehicle when they enter and prior to returning the vehicle, or at the end of each day.
- [Cleaning Guide/Procedure](#) is in each vehicle for staff to follow.
- Staff are not permitted to swap vehicles unless a thorough cleaning process has occurred, or the vehicle has been unused for at least a week (and then still clean it).
- Staff are to wipe down keys prior to returning them.

Carpooling

Carpooling (more than one staff member in a council vehicle) is permitted for work purposes only where:

- travelling alone in a vehicle may have an impact on the staff members safety when undertaking a work task
- travelling alone in a vehicle may cause a financial cost to the organisation
- travelling alone in a vehicle may create an inefficient work practice

The following procedure must be followed if carpooling (more than one staff member in a council vehicle)

- Maximum of two staff in vehicle at any time
- Passenger must sit in the back seat in order to maintain physical distancing
- All passengers to wear a facemask at all times (unless you have a lawful exemption)
- Increase ventilation in the vehicle by opening windows wherever possible
- Avoid having air-conditioning on recirculate
- Both staff members are noted on the log of sites visited
- If you need to remove your mask (eating or drinking etc) you must exit the vehicle
- Refer to car cleaning guide in vehicle (wipe touchpoints including keys on entry and exit)

5. RECORD KEEPING

The following record keeping systems are in place to ensure Council can provide assistance to DHHS in the event of exposure to a confirmed case of COVID-19 in a Council workplace.

CardiLocate

The health, safety and wellbeing of our community and staff is paramount during this emergency pandemic situation.

Throughout the declared pandemic, all staff are required to notify their working location each day - even on a non-work day. This will assist us in an emergency situation or if we experience a case of COVID-19 within the workplace.

Each day staff are required to log their location through CardiLocate via email or text. Staff who do not respond to the link each day may be contacted by their team leader.

Staff that start working from home and are then required to attend a Council workplace are required to complete another Cardilocate form to reflect the workplace they attended.

Staff that log their location at a Council workplace will then be required to complete a health declaration, start and expected finish times before starting their shift.

Permitted Worker Work Location Log

Staff that attend multiple Council worksites are required to log each location in a Permitted Worker Work Location Log either in hard copy or electronically.

Attendance Sheet

All Councillors, contractors and visitors entering a Council workplace are required to fill out their details on the daily attendance sheet located at each workplace.

QR Code System

A number of council facilities that have members of the public entering the building are using a QR code system alongside a paper system to record attendance.

Contractors

Only approved contractors can attend a Council workplace. Contractors are required to provide documentation including the following to obtain approval:

- Safe Work Method Statements
- Licences and Qualifications
- Covid Safe Plan
- Insurances

All contractors must always adhere to Council procedure including the guidelines outlined in this document whilst at a Council workplace.

Incident Reporting

All incidents/hazards and near misses are to be reported in the [Elumina portal](#).

6. SUSPECTED OR CONFIRMED COVID-19 CASE

Confirmed Case of COVID-19 in Council building procedure

In the case of a confirmed case the building will be closed for deep cleaning and staff will be sent home to isolate for up to 14 days.

As soon as any staff, contractor, visitor or volunteer becomes aware there has been exposure to a confirmed case of COVID-19 in any Council workplace they are to advise their supervisor who will advise the Manager Pandemic Response and Emergency Management immediately.

Please refer to the following [Confirmed Case of COVID-19 in a Council building](#) procedure for further details.

Councils approved cleaning contractor is Pickwick Group.

Cardinia Shire Council Business Continuity Plan

Cardinia Shire Councils Business Continuity Plan details critical services and levels of activation regarding a pandemic or any business interruption.

7. Cardinia Shire Council Roadmap

Closed	Heavily Restrcted	Restricted	Open with COVIDSafe Plan
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COVIDSafe Summer From 11:59 6 December 2020	
Daily case rate 0 over 28 days	
Infrastructure & Environment	<ul style="list-style-type: none"> ● Emergency, safety & regulatory services ● Parks, nature reserves, playgrounds, outdoor exercise equipment Outdoor physical recreation and community sport: Up to a maximum of 100 patrons for outdoor fitness classes with a density quotient of 1 per 2sqm. Record keeping is required and venues with capacity of greater than 500 patrons must publish a COVIDSafe Plan online. Public gatherings: Up to 100 people can gather outdoors from any number of households, infants under 12 months are not included in the cap. ● Construction ● Repairs, maintenance & cleaning ● Schools <ul style="list-style-type: none"> - School Crossing Supervisors ● Healthcare and social assistance <ul style="list-style-type: none"> - Environmental Health ● Office & professional services Open with COVIDSafe requirements: up to 25 per cent of workforce. Offices will be able to increase 11 January 2021 – for workplaces with fewer than 40 staff, up to 20 staff onsite – subject to public health advice ● Waste Services ● Museums & Galleries – Nobelius Open with COVIDSafe requirements: 50 per cent capacity up to 1000 patrons, density quotient of 1 per 2sqm if using electronic record keeping. Otherwise, density quotient of 1 per 4spm applies if using manual record keeping. Venues with capacity over 500 must publish COVIDSafe Plan. Events are subject to the Public Events Framework. Public gatherings: Up to 100 people can gather outdoors from any number of households, infants under 12 months are not included in the cap.
Office of the CEO	<ul style="list-style-type: none"> ● Indoor entertainment venues <ul style="list-style-type: none"> - CCC & Pakenham Hall - Bookings Open with COVIDSafe requirements: 75 per cent fixed seated capacity up to 1000 patrons, density quotient of 1 per 2sqm if using electronic record keeping. Otherwise, density quotient of 1 per 4spm applies if using manual record keeping. Venues with capacity over 500 must publish COVIDSafe Plan. Events are subject to the Public Events Framework. Public gatherings: Up to 100 people can gather outdoors from any number of households, infants under 12 months are not included in the cap. - Creative Studio Open with COVIDSafe requirements: density quotient of 1 per 2sqm if using electronic record keeping. Otherwise, density quotient of 1 per 4sqm applies if using manual record keeping. - Outdoor events Open with COVIDSafe requirements: 75 per cent fixed seated capacity up to 1000 patrons, density quotient of 1 per 2sqm if using electronic record keeping. Otherwise, density quotient of 1 per 4spm applies if using manual record keeping. Venues with capacity over 500 must publish COVIDSafe Plan. Events are subject to the Public Events Framework. Public gatherings: Up to 100 people can gather outdoors from any number of households, infants under 12 months are not included in the cap. - CCC Café Hospitality: Density quotient of 1 per 2sqm for indoor and outdoor hospitality venues. Up to 25 patrons are permitted in a venue before the density quotient applies. No requirement for seated service. Density quotient of 1 per 4sqm on a dancefloor up to a maximum of 50 people. All venues are required to use electronic record keeping when applying the density quotient of 1 per 2 sqm. In venues not using electronic record a density quotient of 1 per 4 sqm applies. ● Office & professional services Open with COVIDSafe requirements: up to 25 per cent of workforce. Offices will be able to increase 11 January 2021 – for workplaces with fewer than 40 staff, up to 20 staff onsite – subject to public health advice <ul style="list-style-type: none"> - Onsite Council meetings, emergency, security & essential onsite work

COVIDSafe Summer
From 11:59 6 December 2020

Daily case rate 0 over 28 days

**Liveable
Communities**

- **Parks, nature reserves, playgrounds, outdoor exercise equipment**
 - (skate parks & bmx tracks)
 - Outdoor fitness
 - ELP Tourism Operators
 - ELP Café

Outdoor physical recreation and community sport: Up to a maximum of 100 patrons for outdoor fitness classes with a density quotient of 1 per 2sqm. Record keeping is required and venues with capacity of greater than 500 patrons must publish a COVIDSafe Plan online.

Public gatherings: Up to 100 people can gather outdoors from any number of households, infants under 12 months are not included in the cap.
- **Community Sport**

Outdoor physical recreation and community sport: Up to a maximum of 100 patrons for outdoor fitness classes with a density quotient of 1 per 2sqm. Record keeping is required and venues with capacity of greater than 500 patrons must publish a COVIDSafe Plan online.
- **Early childhood education & care**
 - Kindergartens
 - Children's Centres
 - MCH
 - playgroup
- **Community Centres, halls, hubs & complexes, Libraries**

Community venues and facilities including libraries and toy libraries: No patron caps with a density quotient of 1 per 2sqm, subject to use of electronic record keeping. If not using electronic record keeping a density quotient of 1 per 4sqm applies.

Weddings: No maximum attendee caps indoors or outdoors, density quotient of 1 per 2 sqm applies when using electronic record keeping. In venues not using electronic record a density quotient of 1 per 4 sqm applies. If held in a private residence, up to 30 guests can attend. Density quotient of 1 per 4sqm on a dancefloor up to a maximum of 50 people

Funerals: No maximum attendee caps indoors or outdoors, density quotient of 1 per 2sqm applies when using electronic record keeping. In venues not using electronic record a density quotient of 1 per 4 sqm applies. If held in a private residence, up to 30 guests can attend.

Ceremonies and religious gatherings: Density quotient of 1 per 2sqm applies. Venues using the density quotient of 1 per 2sqm must use electronic record keeping. In venues not using electronic record a density quotient of 1 per 4 sqm applies. Indoor and outdoor ceremonies can occur at the same time.

Public gatherings: Up to 100 people can gather outdoors from any number of households, infants under 12 months are not included in the cap.
- **Outdoor events**

Public gatherings: Up to 100 people can gather outdoors from any number of households, infants under 12 months are not included in the cap.

Events are subject to the Public Events Framework.
- **Office & professional services**

Open with COVIDSafe requirements: up to 25 per cent of workforce. Offices will be able to increase 11 January 2021 – for workplaces with fewer than 40 staff, up to 20 staff onsite – subject to public health advice
- **My Place**

Community venues and facilities including libraries and toy libraries: No patron caps with a density quotient of 1 per 2sqm, subject to use of electronic record keeping. If not using electronic record keeping a density quotient of 1 per 4sqm applies.

Public gatherings: Up to 100 people can gather outdoors from any number of households, infants under 12 months are not included in the cap.

Events are subject to the Public Events Framework.
- **Community Bus**
- **Bushire Recovery Centre**
- **Indoor physical recreation facility**
 - **Cardinia Life, Sports stadiums, Tennis Centre**

Open with COVIDSafe requirements: density quotient of 1 per 4sqm for all venues. Classes limited to 50 patrons and electronic record keeping is recommended. COVID Marshals required when staffed. When gyms are unstaffed, a density quotient of 1 per 8sqm applies. Signage must state the number of people permitted inside, disinfectant must be supplied for use by patrons, and record keeping is required.
 - **Outdoor Pools (normal season dates)**

Outdoor pools open with a density quotient of 1 per 2 sqm. Record keeping is required.

COVIDSafe Summer
From 11:59 6 December 2020

Daily case rate 0 over 28 days

Customer, People
& Performance

- Emergency, safety & regulatory services
 - Office & professional services
 - Customer service centre
 - inductions
 - computer support
- Open with COVIDSafe requirements: up to 25 per cent of workforce. Offices will be able to increase 1.1 January 2021 – for workplaces with fewer than 40 staff, up to 20 staff onsite – subject to public health advice

What the restriction level means

All workplaces

Construction – large scale construction

Construction – early stage land development

Early childhood education and care

Construction – small scale construction