

Cardinia Shire Council

# COVID Safe Plan

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

**Signature:**



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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
9.0	1/04/2021	Hayley Cork	Community bus added and easing of restrictions
10.0	17/05/2021	Hayley Cork	Offices returning to 100% capacity
11.0	27/05/2021	Hayley Cork	7 day circuit breaker shutdown
12.0	9/07/2021	Hayley Cork	Circuit breaker restrictions ease
13.0	21/07/2021	Hayley Cork	5 day circuit breaker shutdown and extension
14.0	18/08/2021	Hayley Cork	Worker permits added
15.0	3/11/2021	Hayley Cork	Incorporate Roadmap to Recovery
16.0	25/11/2021	Hayley Cork	Phase D - COVIDSafe settings
17.0	21/01/2022	Hayley Cork	Facemasks are required indoors
18.0	28/02/2022	Hayley Cork	Incorporate changes to pandemic order
19.0	29/04/2022	Hayley Cork	Easing of restrictions 22/4/2022
20.0	21/07/2022	Hayley Cork	Implementing masks indoors and work from home
21.0	12/09/2022	Hayley Cork	Removal of masks and reduction in isolation
22.0	26/10/2022	Hayley Cork	End of pandemic declaration

### 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
01/04/2021	All Staff	CardiNet/public website, managers/leaders
17/05/2021	All Staff	CardiNet/public website, managers/leaders
09/07/2021	All Staff	CardiNet/public website, managers/leaders
21/10/2021	All Staff	CardiNet/public website, managers/leaders
25/11/2021	All Staff	CardiNet/public website, managers/leaders
21/01/2022	All Staff	CardiNet/public website, managers/leaders
28/02/2022	All Staff	CardiNet/public website, managers/leaders
29/04/2022	All Staff	CardiNet/public website, managers/leaders
21/07/2022	All Staff	CardiNet/public website, managers/leaders
12/09/2022	All Staff	CardiNet/public website, managers/leaders
26/10/2022	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 Business Continuity Coordinator for the organisation, the Risk Health and Safety business unit has the responsibility and authorisation to monitor, test, review and update the COVID Safe Plan and the supporting process involved as required. The People and Culture unit has the responsibility to implement the COVIDSafe plan.

## 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
<a href="#">CardiNet COVID-19 Page</a>	Coordinator, Communications and Engagement	All staff
CEO Newsletter	Senior Leadership Team	All Staff
Leaders Huddle	Chief Executive Officer	CEO, General Managers and Managers.
Business Continuity Meeting	Business Continuity Coordinator	Consequence Management Team
<a href="#">Cardinia Shire Council Website</a>	Coordinator, Communications and Engagement	Public access
Cardinia Shire Council Facebook, YouTube, Instagram, LinkedIn and Twitter feeds	Coordinator, Communications and Engagement	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
- Reporting requirements for a confirmed case

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

## 2. HYGIENE

### Unwell

The pandemic declaration ended 11:59pm Wednesday 12 October 2022, and it is no longer mandatory for people to isolate after testing positive to COVID-19, however it is strongly recommended that if you are unwell with COVID or any illness, you will work from home if you can, or take personal leave until you are well enough to return to work. Council continues to strongly recommend that all Council employees take the following proactive actions:

- Ensure you are fully vaccinated and up to date with your boosters
- Take a Rapid Antigen Test (RAT) if you are symptomatic or have been in contact with someone who has COVID
- Wear a mask if you find yourself in a high-risk setting or if it makes you feel safer.

### 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 [Cardinia BCP](#).

### 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 can stop or slow viruses from spreading. Face masks lower your chance of catching and spreading an airborne virus. Wearing a high quality and well fitted face mask can help protect you and those around you from COVID-19.

You are no longer required to wear a face mask in most indoor settings (including council facilities), but wearing a mask remains recommended in the following circumstances:

- For at least 7 days if you have COVID-19 or are a close contact and:
  - You need to leave home, or
  - You cannot maintain physical distance
- If you are caring for someone at home who is sick with COVID-19
- If you have any COVID-19 symptoms
- If you are with people who may be vulnerable to COVID-19
- If you are visiting or working in a sensitive setting such as hospitals and aged care facilities
- If you know you are at higher risk of falling very sick with COVID-19.

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

### 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](mailto:BuildingFacilities@cardinia.vic.gov.au) for the [cleaning schedule of individual Council workplaces.](#)

Pickwick's network of specialist cleaners are trained and certified in infection control procedures to prevent and protect against the spread of COVID-19 and maintain safe and healthy environments in the workplace.

#### Cleaning Products

For restocking of any of the following items please contact [Cardinia BCP.](#)

- facemasks (disposable or reusable)
- Sanitiser gel
- Alcohol wipes

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

### 4. PHYSICAL DISTANCE AND LIMITING WORKPLACE ATTENDANCE

#### Mandatory Vaccination

Cardinia Shire Council confirms, with respect to all its employees involved in its provision of services to the community, that Cardinia Shire Council complies with the COVID-19 Mandatory Vaccination (Workers) Directions.

Many workers are now required to provide evidence to their employer they have received a 3<sup>rd</sup> dose of the COVID-19 vaccination. Staff that have been identified as working in an essential industry must provide evidence of their vaccination or a valid medical exemption in order to continue working onsite. For further information please refer to <https://www.coronavirus.vic.gov.au/worker-vaccination-requirements>

Cardinia Shire strongly encourages all employees who are able to, to get fully vaccinated against both COVID and the flu.

Staff are permitted to take a reasonable amount of time to attend an appointment to get vaccinated during work hours. You must advise your direct supervisor that you are doing this to ensure that the time taken does not negatively impact your work or others in your team.

#### Transition Back to the Office

All staff are required to attend the workplace a minimum of two days per week or as reasonably and lawfully required by your supervisor/manager,

Facemasks are no longer mandatory indoors however are recommended in some settings, Staff are required to return to the workplace commencing Monday 5th September 2022.

The following settings will be in place:

- Activity based working will return in full
- When working away from home staff must comply with covid-19 restrictions and the directions contained within this plan at all times
- Continue to wash and sanitise your hands regularly
- All signage and instructions within Council workplaces must be complied with at all times,
- Maintain 1.5 metres distance at all times where practical,
- You must let your supervisor/manager know if you have tested positive to covid-19 or are living with someone who has tested positive to covid-19, even if you have been working from home.

## Working from Home

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

When working from home, please note that you will still need to remain contactable and productive. Working from home is not a replacement for your caring responsibilities and arrangements. 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 30 of the Cardinia Shire Council Enterprise Agreement 2021. If your caring responsibilities do not allow you to perform your duties within our standard spread of operating hours and you 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. Please refer to Clause 30 of the Enterprise Agreement 2021.

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](#)

## 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 is maintaining a record of all staff that work on-site across multiple employers. This includes contractors and volunteers.

## Council Vehicles and Pool Cars

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

- Staff are required to wipe down the pool 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 to wipe down keys prior to returning them.
- Key board at Civic Centre has been relocated near the IT service desk, staff that have private use vehicles are required to leave their keys on the key board on days when they are in the office.

## Carpooling

The following procedure must be followed if carpooling:

- Increase ventilation in the vehicle by opening windows wherever possible
- Avoid having air-conditioning on recirculate
- Refer to car cleaning guide in vehicle (wipe touchpoints including keys on entry and exit)
- Wearing a facemask is encouraged when other people are in the vehicle.

## Community Bus

The community bus is operational. Hirers are required to provide/complete the following documentation before hire is permitted:

- COVIDSafe plan
- Online booking application form
- Bus induction
- Health and Safety presentation
- Relevant licences and insurance
- Conditions of use document including sign-off that all the above requirements have been met

## Incident Reporting

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

## 5.SUSPECTED OR CONFIRMED COVID-19 CASE

### What do I do if I test positive for COVID-19?

It is strongly recommended that staff do not attend a Council workplace if they have tested positive to COVID-19. Staff are required to speak to their manager about working from home if they are well enough to do so. Staff that do not feel well enough to work are required to submit an application for personal/carers leave.

### Can I attend the workplace and wear a mask if I am COVID positive?

Council offers a flexible, hybrid working environment that allows many employees to work from home. It is strongly recommended that staff **do not** attend a workplace if they have tested positive for COVID.

### What notification requirements are there if I am COVID positive?

There is no longer a requirement for staff or management to notify the CardiniaBCP email if a staff member is COVID positive. As a courtesy, staff should advise any close contacts from within the previous 48 hours that they have tested positive to COVID.

For further information visit [COVID-19 Home Page](#)

### Cardinia Shire Council Business Continuity Plan

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