

COVIDSafe Plan

27 October 2020

COVID Safe Plan

Business name: Bingo Bonanza Pty Ltd

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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: . Signage posted to exterior and interior of premises

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:. Signage posted to both exterior and interior. Table and seating spaced to comply with COVID safe plan

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 vic.gov.au
- Informing workers to work from home wherever possible

Action: .Workers reminded of spacing and distancing requirements on entering premises, prior to the start of any shift

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: Workers informed to wear facemasks; spare facemasks provided.

Requirements:

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

Action: Screens already installed at ticket office. Distancing and partial screening in take away

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: Staff induction on use 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: Communal items replaced with single use items where possible. Cleaning during and between shifts

You should display a cleaning log in shared spaces.

Action: Cleaning log situated on work areas

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

Action: Soap and hand sanitiser available in all areas of the premises.

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: Workers supported both financially with Government assistance and testing available at the Northern Hospital COVID testing site

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

Requirements: You must develop a business contingency plan to manage any outbreaks. This includes –

Action:

- Workers showing symptoms of COVID are instructed to get tested and isolate until they receive their results
- If there is an outbreak, all close contacts will be informed and requested to take tests.
- Deep cleaning of premises to commence once site is closed

- DHHS and WorkCover to be notified.
- Premises to be closed until deep clean is completed and DHHS / WorkCover allow opening
- Implement opening plan after deep clean.

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

Action: .Attendance Register in place

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

Action: Temperature check on arrival for staff

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: Minimising staff in enclosed areas and optimising airflow for indoor areas

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: Work bubbles formed for bingo and food and beverage

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: Records kept of workers for each area and shifts

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.