

Our COVID Safe Plan

Business name: Collingwood Yards
Site location: 35 Johnston Street, Collingwood VIC 3066
Contact person: Kim O’Connell
Contact person phone: 0428 880 211
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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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 staff.</p>	<p>Hand sanitiser stations at every major entrance/exit point, lift entrances, kitchenettes, toilets and meeting rooms Rubbish bins are available in kitchenettes and bathrooms to dispose of paper towels There are adequate supplies of soap and sanitiser and a Slack channel to notify CAP Operations if/when supplies are low There are signs in bathrooms and kitchenettes outlining distancing requirements, hygiene requirements, mask/face cover requirements</p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p>Windows are set for optimum air flow at the start of each workday in used spaces</p>
<p>Ensure all staff/guests/patrons wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</p>	<p>Signs in all communal areas identifying that face masks must be worn at all times Cleaning staff have comprehensive PPE requirements including gloves / masks / removable smocks CY tenants to wear a face mask at all times including when in toilet cubicles</p>

<p>Provide training to staff 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>	<p>Signs in all communal areas on hygiene, including how to wash and sanitise hands correctly</p> <p>CY Tenants to reinforce the importance to employees of not attending Collingwood Yards site if unwell</p> <p>CAP Staff have access to face masks in CAP office</p> <p>CAP cleaners trained in safe use and disposal of PPE and high touch cleaning requirements</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>Tea towels have been replaced by paper towels in all kitchenettes. Paper towels provided</p> <p>x2 Kitchenettes -</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Cleaning</p>	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>Clear all precinct comms CY Tenants to sanitise touch surfaces after use in shared facilities (door and cupboard handles, kitchen counters, light switches, sink faucets, toilet flush buttons)</p> <p>Site wide provision of disinfecting and cleaning materials in areas such as bathrooms and kitchenettes that remain open during lockdown</p> <p>CAP has provided information about the cleaning schedule and how to use cleaning products.</p> <p>CY tenants required to carry out route-of-access cleaning and ensure that any hand contact points are sprayed and wiped with disinfectant after use (please don't flush wipes)</p> <p>Site wide high contact surfaces disinfecting, and cleaning by commercial cleaners</p> <ul style="list-style-type: none"> ○ Tenancy cleaning protocols in shared spaces with x2 designated cleans per day plus ongoing contact surface clean per touch/use ○ Deep clean of toilets daily ○ Per use disinfect and clean of all contact surfaces ○ Exterior buildings once a day - Spotless council cleaning brigade 0900 - TBC as to whether continuing

<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>Disinfectant and disposable surface wipes provided at shared space areas - kitchenettes and meeting rooms Cleaning products are monitored and topped up by service providers, ASRC</p>
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Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Physical distancing and limiting workplace attendance</p>	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p>Clear communications to whole precinct that all people who can work from home should work from home. All industry type and current restrictions from Table of Restrictions 210727 communicated out to whole of precinct communications (Slack / email) Updated CY precinct wide CovidSafe Plan sent via all tenants comms</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>**Not currently being enforced as a metro or state wide provision. However QR Coding protocols being adhered to, and fit out construction contractors required to QR Code Check-in at all sites they work in, and are asked to remain within confines of fit out areas when at CY</p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>Clear signage and QR Codes referencing mandatory vaccine requirements and integration of QR Code check-ins and vaccine certificates and industry type specific restrictions as per 20211016 Table of Restrictions and Metro Melbourne Roadmap and Metro Melbourne Work. Service Vic QR Code check-in points clearly identified at all major entrances. All tenancies and shared spaces must also have QR Codes clearly identified at entrances, and for applicable tenancies, to facilitate Covid Check-in Marshalls and Covid Marshalls. All tenants required to provide CAP a copy of their updated Roadmap CovidSafe Plan CY provides clear signage at all major entrances, lifts, kitchenettes and amenities identifying hygiene and personal health checks and the requirement to stay at home / away from precinct / get tested if showing any Covid symptoms. Signage abides by DQ4 CY has access to all tenant CovidSafe plans, and supplies CY sitewide CovidSafe plan to tenants to assist in unified approach to appropriate responses to Covid restrictions and protocols</p>

	<p>Individual entry paths for fit out contractors to minimise/eliminate cross-contact</p> <p>All CAP staff and tenants are actively encouraged not to work when unwell, and to report unwellness if identified when onsite</p>
<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>	<p>CY staff/tenants/guests/patrons on site must ensure density quotient of one person per 4sqm - clear signage identifying this</p> <p>CY provides site plans with m2 identified, and clear comms to all tenants reflecting state government restrictions including DQ4</p> <p>Communal work areas where workers are present who a) operate under a Vic Govt vaccine mandate, or b) operate under a tenancy organisational direction that all onsite personnel must be fully vaccinated, require that all present must be fully vaccinated with standalone QR Codes for check-ins - kitchenettes, meeting rooms, and amenities on Level 1 Johnston St and Level 1 and Level 2 Perry St.</p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>Signage in shared spaces and tenancies indicating maximum DQ4 pax</p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p>CY encourages tenants to modify workstations to avoid face to face alignment.</p> <p>CY communicates to tenants re max number of people allowable in office spaces and other industry type specific restrictions as per 20211016 Table of Restrictions and Metro Melbourne Roadmap and Metro Melbourne Work.</p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p>CY gates all open to minimise build up of people at entrances / exits. QR Code Check-in points near main entrances but not creating bottlenecks</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>CAP and CY tenants educate employees on strategies and work practice changes to maintain physical distancing</p> <p>CY tenants to reinforce messaging to employees that physical distancing needs to be maintained during work and during social interactions</p> <p>CAP and CY messaging to encourage and support full vaccination</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>CY tenants communicate loading zones to couriers and request contactless delivery or designate a drop off area that does not limit egress</p>

<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>CY tenants to consider (where appropriate):</p> <ol style="list-style-type: none"> 1. Staggered start and finish times, shifts and break times, to reduce usage of common areas at the same time 2. Encouraging employees to minimise time on breaks in shared facilities with others 3. No mixing of staff across different shifts
<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 <u>'four square metre' rule.</u></p>	<p>Signage denoting limits of people per area and limits of pax in lifts, shared spaces, and public realm areas identifying maximum capacity</p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<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>Precinct wide QR Codes at all entry points. All tenancies/shared spaces/fit out construction sites also provide QR Code check-in points at entrances and ensure all people entering a space check-in Signage requiring Check-ins, clipboards/manual check-ins made available at every QR Code point for non-smart phone users</p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>CY tenants are advised to use email and instant messaging (Slack) to inform Operations Manager and CAP Executive Team of incidents. The CAP Operations Manager will assist tenants to record information and further escalate incidents as required.</p>

Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>Regularly reviewed and updated escalation matrix for site management with designated substitute staff to perform essential functions including outbound urgent communications to staff, tenants, contractors and stakeholders</p> <p>Contact details of DHHS etc on hand (in CAP Covid response for instant response to suspected or confirmed Covid case)</p> <p>Weekly meetings to establish continuity of Covid operations and share information/updates between CAP staff to ensure clarity of messaging to precinct</p> <p>Casual staff with knowledge of key operation procedures available on short notice</p>

	<p>Pre-prepared emails to stakeholders, onsite presence, tenancies to report Covid incidents and responses</p> <p>Pre-prepared phone contact tree to relevant bodies with clear triggers of incident communication response including state govt Covid hotlines, onsite presence, construction contractors and staff</p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p>CY Operations Manager maintains an active all-precinct Covid channel of communications with reiterating brief to the precinct to immediately alert CAP of a suspected or confirmed case onsite, or a direct contact with onsite presence.</p> <p>CY tenants / guests / patrons with a suspected or confirmed COVID-19 case are required to inform the CAP Operations Manager ASAP.</p> <p>The following information will be requested:</p> <ol style="list-style-type: none"> 1. Full name 2. Contact details 3. Date of onset of symptoms 4. Specific movements onsite over the week prior to above date 5. Any specific cross contact with other onsite people
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p>If a case or direct contact case is confirmed to have been at CY, the CY Operations Manager will report immediately to DHHS.</p> <p>In line with advice from DHHS a determination will be made if the affected building or the entire site will close. This will be determined based on the movements of the infected person and their contacts.</p> <p>The CY Operations Manager will engage a qualified service for a terminal clean of either the affected building or the entire site, estimated to take 3 - 6 days. The site will be closed throughout this period.</p> <p>CY tenants with a suspected or confirmed COVID-19 case are required to:</p> <ol style="list-style-type: none"> 1. Contact dedicated Covid hotline - 1800 675 398 / DHHS / WorkSafe 13 23 60 - take advice as given, action 2. Contact CY Operations Manager to enact site-wide response 3. Site notification of incident 4. CY will close affected areas or whole site depending on movements, any potential close contact to get tested and self-isolate 5. External/Internal stakeholder notification of closure 6. CY will action a deep/terminal clean in any affected common/shared areas 7. In consultation with CY tenant(s) arrange through CY or with appropriate accredited deep/terminal cleaning company to clean affected areas/tenancies 8. Get confirmation of capacity and date of reopening

<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ol style="list-style-type: none"> 1. CY has provisioned for two isolation rooms onsite - x1 per main buildings to minimise movement of case - Johnston St bldg Level 1 Meeting Room 1 / Perry St bldg Level 2 Meeting Room 2. Both spaces have been deep cleaned in preparation as of 22/10/21. Neither shares ventilation with other spaces 2. Case to move to and stay in isolation room while Coronavirus hotline contacted and medical/transport advice sought. Travel path contact points immediately disinfected 3. Any areas of site that infected case has been in will immediately be closed 4. Any cross contact presence will be notified and recommended to get tested immediately then self-isolate 5. Closest Covid testing centres and equipped medical centres pre-identified by CY 6. Assess movements on site from past week of onset of symptoms 7. Close all potential transmission areas / whole site as deemed necessary 8. Inform any potential contacts
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>Email and Slack instant messenger scenario templates drafted</p> <p>Sitewide communications will be issued via email and instant messenger (Slack) to alert other tenants to the potential need for testing and isolation</p> <p>If a case is confirmed, sitewide emails and instant messages will relay this information with further details regarding the known movements of the person, and the affected areas of the site</p> <p>When partial or full site closure is required due to escalation of government restrictions, or confirmed Covid 19 onsite cases or onsite direct link to community transmission then all-Comms strategy triggered</p> <p>All stakeholders contacted</p> <p>Pre-prepared email templates for multiple potential scenarios amended for specific incident and sent</p> <p>CY Operations team will contact all logged external contacts (i.e suppliers, couriers, inspectors, contractors) to inform them of the suspected or confirmed case, level of closure and responses</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>CY Operations Manager and/or tenancies will immediately inform WorkSafe on the incident notification hotline, followed by formal written notification within 24 hours. Further contact to be maintained as required. Contact Covid Hotline on 1800 675 398 in parallel</p>

<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>CY Operations Manager or Executive Team will consult with DHHS to establish if the affected areas or entire site is able to be re-opened post deep/terminal clean</p> <p>CY Operations Manager or Executive Team will notify DHHS and WorkSafe that the site or building is reopening following this advice from DHHS</p>
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