

COVID Safe plan



Our COVID Safe Plan

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Guidance	Action to mitigate the introduction and spread of COVID-19
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 staff.	<ul style="list-style-type: none"> Hand sanitiser is located near all internal and external doors throughout the premises. Staff also have a dedicated sanitiser pack at each work space. Signs have been posted throughout the premises to remind staff to utilise the sanitiser. Signs have been posted throughout the premises to inform staff how to correctly wash hands thoroughly with soap and water, and dry completely. Adequate supplies of hand soap and paper towel are available in all washrooms and topped up regularly.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> Air conditioning is set for optimum airflow each morning.
In areas or workplaces where it is required, ensure all staff 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.	<ul style="list-style-type: none"> All staff and students have been instructed to wear a face covering at all times whilst on the premises, in line with Victorian Government regulations. Staff that do not supply their own face coverings have access to well stocked supplies of disposable face masks.

Guidance	Action to mitigate the introduction and spread of COVID-19
<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>	<ul style="list-style-type: none"> • Staff have been educated on hand and cough/sneeze hygiene. • Signs are posted throughout the premises to inform staff of correct hygiene practices. • Staff have been advised how to correctly wear face coverings. • A clearly labelled dedicated bin has been provided for the disposal of used single use face masks.
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • Wipe down textbooks after each use with disinfectant wipes • Advised tutors to bring their own laptop

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> • Cleaning/disinfecting is being carried out several times daily, on high touch areas such as door handles, taps and other shared surfaces (i.e. kitchen bench). • Staff are on a roster system to ensure scheduled cleaning is achieved.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Products required for thorough cleaning have been identified, including detergents, hospital grade disinfectants, disinfectant wipes, paper towels and other products as required. • Multiple staff are regularly checking stocks of cleaning supplies/products and re-ordering as necessary to ensure stock levels are maintained.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<ul style="list-style-type: none"> Roles that can be adapted to work from home have been identified, however these roles require some onsite attendance. To mitigate issues, staff in these roles have been rostered to work from home on alternate days.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> Tuition Zone has two locations and some of the staff work in both locations. We will follow appropriate DHHS guidelines if and when this is required. We maintain a signing sheet upon entry for both of our locations and temperature checks upon entry
<p>Establish a system to screen employees and visitors before accessing the workplace.</p> <p>Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> Visitors are not authorised to enter the building unless they are attending to carry out emergency repairs onsite, in which case they will be temperature tested and logged in the temperature screening log. All staff are temperature check with a non-contact infrared thermometer each morning. Any temperatures over 37.5°C are recorded in a temperature screening log, and the relevant staff member is required to go home and contact their GP for further instruction. Employees have been instructed to not attend the workplace if they: <ul style="list-style-type: none"> are experiencing any symptoms have been tested for Covid-19 or any person residing in the same household has been tested for Covid-19. have tested positive to Covid-19 or any person residing in the same household has tested positive to Covid-19.
<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"> All work areas and communal areas have been reconfigured, including rearranging or removing furniture and staggering seating. Signs have been posted informing of density caps in communal areas. All work stations are spaced at least 1.5 metres apart.
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> Floor markings have been established in areas where staff congregate such as the kitchen and boardroom.

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<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> All work areas and communal areas have been reconfigured, including rearranging or removing furniture and staggering seating.
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> Employees are required to physically distance whilst waiting to enter or exit the work place
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> Staff have been trained in strategies and work practice to maintain physical distancing. Signage is posted throughout the premises to remind staff to maintain physical distancing.
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> N/A
<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"> A roster has been implemented for all employees to reduce the number of employees working at the same time.
<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"> The general public are not authorised to be onsite.

Guidance Action to ensure effective record keeping	
Record keeping	
<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>	<ul style="list-style-type: none"> An attendance register has been established to record any visitor who attends the workplace for a period of more than 15 minutes Staff and student attendance is recorded in Tuition Zone data base.

Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none">• Staff have been educated on how to meet OHS requirements, including recording information about any incidents.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<ul style="list-style-type: none"> • Roles and responsibilities of employer and employees have been identified. • Steps are in place to prepare for absenteeism of staff members required to quarantine or isolate. • In the event of a positive case, all the staff and students will receive communication directly and via email.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> • Processes have been established ensuring readiness to provide records to DHHS, and to contact relevant staff members, including rosters and employee details. • Key responsibilities and processes for engaging with DHHS and undertaking employer-led contact tracing, have been outlined
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<ul style="list-style-type: none"> • In response to a confirmed case, a cleaning service will be utilised to conduct a deep clean of the premises in accordance with DHHS guidance. • In the instance of a confirmed case the workplace will be closed until deep clean is complete and clearance to re-open is given by DHHS.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<ul style="list-style-type: none"> • In the instance of a suspected or confirmed case during work hours, the staff member or student will be required to isolate, wearing appropriate PPE, in an suitable area (to be determined at the time), away from other staff members. • The employee will be communicated to about the requirement to self-isolate and be tested. • If well enough, the employee must immediately arrange transport from the premises to go home or get tested. If too unwell to organise, an ambulance may be called to transfer the ill staff member or student (at the employees cost if not covered by Ambulance Victoria membership and/or Health insurance). • Administration will enter details into relevant OHS system
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<ul style="list-style-type: none"> • The Workplace Attendance Register will be updated regularly with visitors to the site. Staff and student attendance will be documented via Tuition Zone data base. Details for both will be used to communicate with visitors and staff to self-isolate in the event of a confirmed Covid-19 case. In the event of a suspected case, visitors and staff will be informed to be vigilant about the onset of Covid-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.

Guidance	Action to prepare for your response
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> In the event of a confirmed case of Covid-19, WorkSafe will be notified immediately via the incident notification hotline 13 23 60. Formal written notification will be provided within 48 Hours. This will be enacted by Tuition Zone administration.
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> Reopening of the workplace will only take place once deep cleaning has been completed, contact tracing is complete and confirmation has been received in line with advice from DHHS. Administration will notify DHHS and WorkSafe that the site is re-opening. Staff members who are a suspected or confirmed case must provide medical evidence clearing them of Covid-19 before they can return to the physical worksite. This must be provided to management before the staff members' return. Administration will notify WorkSafe once the staff member is cleared to return to the physical workplace.