

# MALLEE CATCHMENT MANAGEMENT AUTHORITY

## COVID Safe Plan

### Our COVID Safe Plan

Business name:	Mallee Catchment Management Authority
Site location/s:	DJPR Complex Irymple; and Lemon Ave Mildura
Contact person:	Janie Schliefert COVID-19 Coordinator
Contact person phone:	0428 590 109
Date prepared:	07 August 2020 (updated 11 August 2020)

### **Purpose**

The Mallee Catchment Management Authority (CMA) COVID Safe Plan has been designed to protect our staff and other workplace participants (including contractors, clients, visitors and volunteers) by minimising the risk of exposure to Coronavirus (COVID-19) in the workplace.

Preventive actions will be continually monitored, to help prepare our staff and workplace participants for a safe transition back into the workplace. Physical distancing measures, increased hygiene regimes and other safety precautions are required to be strictly adhered to in order to prevent the spread of COVID-19.

In accordance with legislative requirements under the Occupational Health and Safety Act 2004, this COVID Safe Plan has been developed to provide clear and current guidance on undertaking workplace activity and responding in the event of a COVID-19 infection. The Mallee CMA will continue to follow the advice of the Victorian Chief Medical Officer (CMO) and Department of Health and Human Services (DHHS), and will regularly update and amend this Plan based on their most recent advice.

### **General considerations and arrangements:**

To help with the gradual transition back to the workplace, individual staff and teams will be returned to the office environment on a business needs basis, subject to approval by the CEO. Return to the workplace will be managed in accordance with all relevant legal requirements to ensure compliance with State and Federal obligations.

Broadly speaking:

- Staff who can work from home must, until further advice is received.
- Currently the Irymple Office is closed to staff unless they are attending to pick up equipment or need short term access for essential activity. Access can only occur after consultation with their Manager and the COVID Coordinator.
- The VMFRP office (Fletcher Building) will remain open, but there will be no movement between the main office and Fletcher building.
- The Lemon Avenue site will remain operational for essential workers. No staff other than those already working at the office will be able to enter this site. There will be no non-critical drop offs or pickups. If something needs to be exchanged you will need to contact GM/CFO for approval and specific arrangements will be made to ensure the site remains an isolated work place.
- Where staff need to cross a state border for their work, or to travel between their home and work, an assessment of this work must be undertaken in accordance with the other provisions of this guideline.

- Staff who must cross borders should check the requirements of the relevant state to ensure that they meet all the requirements and obtain the relevant permits prior to undertaking this work. These requirements should be checked on a regular basis to ensure that the current requirements are being met, as they may change from time to time.

**Duty to consult**

Employers have a duty to consult with employees and Health and Safety Representatives (HSRs), so far as is reasonably practicable, on matters related to health or safety that directly affect or are likely to directly affect them. This includes consulting on decisions about how to control risks associated with COVID-19 in the workplace. Mallee CMA will consult with staff regarding risk controls and updates to Occupational Health Safety & Welfare (OHS&W) and Operating procedures relating to COVID-19 safety management.

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<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>	<ul style="list-style-type: none"> <li>• Hand sanitisers are located upon entry to both workplaces, near communal areas (including photocopying areas), and in all Mallee CMA vehicles;</li> <li>• Signs are up in toilets on correct handwashing technique. Signs are placed at entrances and common areas on correct hand sanitising technique;</li> <li>• Hard copy and electronic reminders are provided in the workplace, regarding social distancing, hand sanitisation, and general hygiene;</li> <li>• CEO updates on COVID-19, PPE and hygiene via email and communal postings on OUR SPACE, with hard copies provided to all field staff;</li> <li>• Our offices are currently closed to the public;</li> <li>• Additional face masks, hand soap, wipes and sanitisers have been purchased for both offices;</li> <li>• Face masks, gloves, wipes and hand sanitiser has been placed in all fleet vehicles;</li> <li>• Reception staff to clean/wipe high use door handles i.e. front door, meeting rooms, light switches at least twice a day;</li> <li>• Face masks supplied as well as staff being encouraged to bring reusable face masks;</li> <li>• When restrictions are lifted and Office reopens to public, use of hand sanitiser at front desks and upon entry to building will be a requirement for all visitors.</li> </ul>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> <li>• Windows are not capable of being opened in the Irymple Office however can open back doors during opening hours to promote good air circulation when staff return back to site;</li> <li>• Where possible at the Lemon Ave Office open the windows and doors and turn on the air-conditioning to increase circulation at least once a day.</li> </ul>

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<p>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.</p>	<ul style="list-style-type: none"> <li>• Staff and approved contractors are required to wear face masks upon entry and whilst within office;</li> <li>• Staff are required to wear face masks in Mallee CMA vehicles if travelling with a passenger in the car;</li> <li>• Additional face masks, hand soap, wipes and sanitiser purchased for both offices and vehicles.</li> <li>• Staff encouraged to bring reusable face masks. Disposable face masks are available in the offices and vehicles.</li> </ul>
<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"> <li>• Staff are directed to the DHHS website with instructions on correct wearing of face masks. Video is also available on Our Space-COVID-19 Latest Information Page; <a href="https://www.dhhs.vic.gov.au/face-masks-victoria-covid-19#how-do-i-wear-a-mask-correctly">https://www.dhhs.vic.gov.au/face-masks-victoria-covid-19#how-do-i-wear-a-mask-correctly</a></li> <li>• All staff returning to MCMA offices will undergo a safety induction and watch Mallee CMA safety video.</li> <li>• Signs are up in toilets on correct handwashing technique. Signs are placed at entrances and common areas on correct hand sanitising technique;</li> <li>• Face masks if soiled or damp (or surgical face masks worn for greater than four hours) must be replaced.</li> <li>• PPE should be disposed of in rubbish bins followed by correct hand sanitisation.</li> </ul>
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> <li>• Staff to avoid printing unless required and utilise electronic means of document management, approvals and document signing;</li> <li>• Where appropriate/able utilise alternate ways to undertake field work to avoid utilising vehicles;</li> <li>• Wipe down of photocopier before and following use. Hand sanitiser to be located at all photocopiers;</li> <li>• Staff with high needs for printing/scanning to be provided a printer/scanner for home use.</li> </ul>
<p>Minimise spread when out in the field and utilising vehicles</p>	<ul style="list-style-type: none"> <li>• Practice social distancing and where appropriate/able utilise alternate ways to undertake field work without landholder/contractor/staff contact;</li> <li>• Unless essential (and approved by your manager) limit the number of staff per vehicle to one person. If approved for two staff to travel together then there is a requirement for wearing of masks in the vehicle, following the hygiene requirements below;</li> <li>• When commencing travel for field work, ensure disinfectant wipe-down of contact surfaces in the pool vehicle (doors, door handles, door control panel, driver's window, centre console, seatbelt, climate controls, key and steering wheel);</li> </ul>

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	<ul style="list-style-type: none"> <li>• Daily updates of COVID-19 requirements to staff working in the field communicated including control measures in JSAs and Take 5;</li> <li>• Working in the field requires staff to wear a face mask or covering. Supplies of face masks are available in all vehicles for staff use;</li> <li>• Staff are required to clean equipment required for the activity with disinfectant prior to and at the end of the work day;</li> <li>• Be mindful of potential contact surfaces you may encounter as part of your field duties (gates etc.) and avoid unnecessary contact;</li> <li>• Upon returning the pool vehicle, staff are required to repeat disinfectant wipe-down of contact surfaces and removal of all used wipes and used gloves from the vehicle to be disposed of responsibly.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>Mallee CMA has two office locations:</p> <ul style="list-style-type: none"> <li>• Irymple (Main Office): CNR Koorlong Ave and Eleventh St, Irymple</li> <li>• Mildura (Secondary site): 72 Lemon Ave, Mildura</li> </ul> <p>Irymple - Department of Jobs, Precincts and Regions (DJPR) shared facilities site - Proactive cleaning strategy contract is managed by DJPR.</p> <p><u>Confirmed Case of COVID -19</u></p> <p>Deep Clean - Cleaning contractors must have the ability to deploy specialist teams with qualified consultants for treatment of biohazards such as Coronavirus with equipment such as fogging machines and chemicals prepared for 24x7 response. Consultants must coordinate all site and vehicle decontamination responses and ensure appropriately trained staff perform required cleaning processes to ensure surfaces are correctly sanitised. A final fogging of the facility or vehicles may be required to ensure less accessible surfaces are sanitised.</p> <p><u>Mildura - Mallee CMA contracted cleaners</u></p> <p><u>Confirmed Case of COVID -19</u></p> <p>The cleaning contractor must have the capacity to provide biological contamination prevention and eradication services through both Proactive and Deep Cleaning measures as required. All cleaning services provided must align with Department of Health and Human Services (DHHS) recommendations.</p> <p>Refer Attachment 2 - Office Cleaning COVID -19 Checklist. Lemon Avenue office cleaned every day.</p> <p>Staff are responsible for wiping down and disinfecting:</p> <ul style="list-style-type: none"> <li>• photocopier following use</li> <li>• Phone headsets;</li> <li>• Desks including any under storage tables/Compartments;</li> </ul>

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	<ul style="list-style-type: none"> <li>• Chairs;</li> <li>• Keyboards including wires;</li> <li>• Mouse including wires;</li> <li>• Screens including sides and behind;</li> <li>• Any other flat surfaces on the desk.</li> </ul>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> <li>• Additional cleaning products and wipes purchased for both Offices for cleaner use, including detergent and disinfectant;</li> <li>• Cleaners are able to source cleaning products which are utilised in cleaning of offices.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p>Staff who can work from home must, until further advice is received. Return to the workplace is based on need not preference, and is subject to approval by CEO.</p> <p>Currently Irymple Office closed to staff unless they are attending to pick up equipment or need short term access for essential activity. Access can only occur after consultation with their Manager and the COVID Coordinator.</p> <p>The VMFRP office (Fletcher Building) will remain open for essential workers but there will be no movement between the main office and Fletcher building. The Lemon Avenue site will remain operational for essential workers. No staff other than those already working at office will be able to enter the Lemon Ave site.</p> <p>There will be no non-critical drop offs or pickups. If something needs to be exchanged you will need to contact GM/CFO for approval and specific arrangements will be made to ensure the site remains an isolated work place.</p> <p>Staff should not come into work if they are feeling unwell. Additionally, upon entry to each site staff will be required to answer the following questions:</p> <ul style="list-style-type: none"> <li>• Are you experiencing cold or flu like symptoms?</li> <li>• Have you had a temperature? Additionally, temperature testing will be undertaken before entering the workplace.</li> <li>• Have you been in contact with anyone that is confirmed to have COVID -19?</li> <li>• Have you visited a COVID hotspot in the last 14 days?</li> <li>• Have you returned from overseas in the past 14 days?</li> </ul> <p>Each staff member has their own laptop and other computer equipment (Monitor, keyboard, mouse, chair) to support working from home.</p>

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<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> <li>• Staff are not permitted to attend both offices unless approved by a General Manager or CFO</li> <li>• Attendance at both Offices is strongly discouraged.</li> <li>• If there is a business-critical need for this to occur it must be coordinated through the COVID Coordinator, following GM or CFO approval</li> </ul> <p>Mallee CMA requires a record of which employees and contractors are within the building on any given day. All employees will be provided with the Rapid Access app to monitor their access and exit from their work site. Employees and contractors are not to enter or leave in groups. Each person must check in and out to maintain accurate data who was in the office at which time.</p> <p>All other visitors, although discouraged where possible, are to use the sign in/out book at entrances to the buildings. Each visitor will be assigned a sponsor staff member who is responsible for advising the visitor of the COVID Safe protocols for utilising shared spaces.</p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>To help prevent the spread of COVID-19 daily screening questions to be asked as staff/visitors enter workplaces such as:</p> <ul style="list-style-type: none"> <li>• are you experiencing cold or flu like symptoms?</li> <li>• have you had a temperature?</li> <li>• have you been in contact with anyone that is confirmed to have COVID-19?</li> <li>• have you returned from overseas in the past 14 days?</li> <li>• have you visited a COVID hotspot in the last 14 days?</li> </ul> <p>If the answer is yes to any of the above questions, the worker must not enter the workplace and will be directed to return home to seek medical advice. <b><i>This may include self-isolation for 14 days as per the government guidelines before returning to work.</i></b></p> <ul style="list-style-type: none"> <li>• Staff location/attendance register to be maintained</li> <li>• Only essential contractor work to be carried out at the Offices and requires approval from CEO. Contractors must have COVID Safe Plan, have the appropriate PPE and complete successfully the screening questions.</li> <li>• Contractors completing on ground works must have provided a COVID Safe plan to Mallee CMA for approval in advance of commencing works. Temperature testing will also be conducted on arrival</li> <li>• Staff are not expected to work when unwell and can access sick leave entitlements. If you have no sick leave entitlement you can enquire about the Pandemic Leave Disaster Payment  <a href="https://www.servicesaustralia.gov.au/individuals/services/centrelink/pandemic-leave-disaster-payment/who-can-get-it">https://www.servicesaustralia.gov.au/individuals/services/centrelink/pandemic-leave-disaster-payment/who-can-get-it</a> </li> </ul>
<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</p>	<ul style="list-style-type: none"> <li>• Maintain social distancing in face to face meetings. Continue to use Zoom/Teams meetings where possible and at all times when the number of meeting occupants would breach social distancing requirements.</li> <li>• Implement meeting room number restrictions and allow staff to use Zoom/Teams to continue to access all meetings.</li> </ul>

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consider installing screens or barriers.	<ul style="list-style-type: none"> <li>• Add signage to rooms to indicate maximum number of staff.</li> </ul> <p>Maintaining appropriate social distancing between workers. Social distancing posters to be displayed in areas.</p> <p><u>Tearooms / Kitchenettes</u></p> <ol style="list-style-type: none"> <li>1. Every tearoom has had a sanitising point added - use it as you enter/start to use the tearoom.</li> <li>2. Do not leave anything behind for others to handle, including clean or dirty dishes, spoons, food, etc.</li> <li>3. Wash everything straight away and put it away or take it with you.</li> <li>4. Any appliance or surface you use must be wiped down after use. This includes fridges, microwaves, toasters, taps and the coffee machine. When making coffee, you must wipe down the knobs, the handles, the milk jug, the bin handle, the fridge handle and any other items you use to prepare your coffee.</li> <li>5. Where possible eat your lunch at your desk or outside if facilities are available. Try and eat at similar locations each day and at similar times.</li> <li>6. Do not use shared cutlery/cups/plates etc. Bring in and wash your own crockery and cutlery.</li> </ol> <p><u>Social Areas</u></p> <p>Physical distancing needs to be observed in all the shared physical spaces. These include outdoor seating, toilet areas, BBQ areas, smoking areas, and so on.</p>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<ul style="list-style-type: none"> <li>• Minimum physical distance markings for front reception of Mallee CMA Office to be added before reopening to public.</li> <li>• Floor markings to be added upon returning to offices by staff</li> <li>• Desk setup is compliant with social distancing.</li> <li>• Signage has been added to desks that are not compliant to prevent use</li> </ul>
Modify the alignment of workstations so that employees do not face one another.	<ul style="list-style-type: none"> <li>• Desk setup is compliant with social distancing.</li> <li>• Signage has been added to desks that are not compliant to prevent use.</li> </ul>
Minimise the build-up of employees waiting to enter and exit the workplace.	<ul style="list-style-type: none"> <li>• All staff to wear face masks on entering and whilst in the premises.</li> <li>• Transition arrangements to stagger number of staff working in the offices and from home when restrictions lift.</li> <li>• Social distancing signage in place at workplace entry</li> </ul>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> <li>• Social distancing signage in place at workplace including communal areas</li> <li>• CEO updates to staff via Teams and COVID-19 written communications to include messaging on social distancing.</li> <li>• Communal room maximum people limit signage to be implemented at Offices</li> </ul>



Guidance	Action to mitigate the introduction and spread of COVID-19
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> <li>• Signage in place at Offices describing where to leave goods</li> <li>• Delivery of packages to be left at door and instructions to contact staff member once delivered</li> <li>• Staff Member accepting deliveries to record interactions on register/app to assist in contact tracing</li> <li>• Staff to wear PPE (masks) and maintain good hygiene, regardless of the level of interaction with driver/s</li> <li>• Communal room limit signage to be implemented at Offices.</li> <li>• Limit deliveries to prevent staff having to attend offices.</li> </ul>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> <li>• Transition arrangements to stagger number of staff working in the offices and from home when restrictions lift.</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Social distancing signage in place at workplace entry and around workplace</li> <li>• Communal and meeting room limit signage to be implemented at Offices</li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
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>Mallee CMA requires a record of which employees and contractors are within the building on any given day. All employees will be provided with the Rapid Access app to monitor their access and exit from their work site. Employees and contractors are not to enter or leave in groups. Each person must check in and out to maintain accurate data who was in the office at which time.</p> <p>All other visitors, although discouraged where possible, are to use the sign in/out book at entrances to the buildings. Each visitor will be assigned a sponsor staff member who is responsible for advising the visitor of the COVID Safe protocols for utilising shared spaces.</p>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> <li>• Staff undergo safety inductions prior to returning to the workplace</li> <li>• Staff to watch induction video prior to returning to the workplace</li> <li>• Staff to be inducted in the wearing of facemasks</li> <li>• Staff regularly updated through CEO, HSR, COVID Coordinator and Line Manager updates.</li> </ul>



Guidance	Action to ensure effective record keeping
	<ul style="list-style-type: none"> <li>• COVID-19 Latest Information page created on OUR-SPACE for easy all staff access to all COVID related information.</li> <li>• Staff to report to Managers if feeling unwell and have been in the workplace or have been tested.</li> <li>• Staff who are displaying symptoms as per DHHS recommendations are encouraged to be tested.</li> <li>• Where a positive test occurs, this should immediately be reported to CEO, CFO or a General Manager;</li> <li>• Mallee CMA has an obligation to ensure safe workplace practices are in place and to notify WorkSafe of any positive coronavirus (COVID-19) cases, this also includes any contractors and consultants.</li> <li>• Mallee CMA uses Rapid Global Incident Reporting system to report on all incidents including recording confirmed cases of COVID19. Staff are provided instruction and training on the Rapid Global Incident reporting system during induction process.</li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
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"> <li>• Mallee CMA Pandemic Influenza Action Plan 2020-22</li> <li>• Business Continuity Recovery Plan</li> <li>• COVID-19 Returned to Work Plan</li> </ul>
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> <li>• Staff visitors and contractors will be trained in the use of the staff/visitor/contractor attendance access to site conditions for sign in and out using the Rapid Access app or the sign in register.</li> <li>• Where a positive test occurs, this should immediately be reported to CEO and Business and Governance Services General Manager</li> <li>• Records to be provided to DHHS, as requested</li> <li>• WorkSafe notified as per 096-OPOL Management of Suspected or Confirmed Coronavirus (COVID-19) Cases Policy</li> </ul>
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"> <li>• Refer to DELWP "Management of suspected or confirmed coronavirus (COVID-19 cases)</li> </ul> <p><b>Irymple</b> - Department of Jobs, Precincts and Regions (DJPR) shared facilities site - Proactive cleaning strategy contract is managed by DJPR.</p> <p><u>Confirmed Case of COVID -19</u></p> <p>Deep Clean - Cleaning contractors must have the ability to deploy specialist teams with qualified consultants for treatment of biohazards such as Coronavirus with equipment such as fogging machines and chemicals prepared for 24x7 response. Consultants must coordinate all site and vehicle decontamination responses and ensure appropriately trained staff perform required cleaning processes to ensure surfaces are correctly</p>

Guidance	Action to prepare for your response
	<p>sanitised. A final fogging of the facility or vehicles may be required to ensure less accessible surfaces are sanitised.</p> <p><b>Mildura</b> - Mallee CMA contracted cleaners</p> <p>Confirmed Case of COVID -19</p> <p>The cleaning contractor must have the capacity to provide biological contamination prevention and eradication services through both Proactive and Deep Cleaning measures as required. All cleaning services provided must align with Department of Health and Human Services (DHHS) recommendations.</p> <p>Refer Attachment 2 - Office Cleaning COVID -19 Checklist</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><b>Summary steps for suspected or confirmed case</b></p> <p>If in the event we reasonably suspect someone could have the COVID-19 virus, or has been exposed, we shall implement the following steps:</p> <ol style="list-style-type: none"> <li>1. Isolate – prevent the spread, isolate the person from others and provide a disposable surgical mask (if available) for the person to wear</li> <li>2. Seek Advice from the 24-hour coronavirus (COVID-19) hotline on 1800 675 398</li> <li>3. Transport – ensure the person has transport to their home or to a medical facility</li> <li>4. Clean – arrange cleaning and disinfecting of the areas where the person and close contacts have been. Return home and do not use those areas until cleaning is complete.</li> <li>5. Identify &amp; Inform – consider who the person has had close contact with. If instructed by public health officials, tell close contacts they may have been exposed and follow advice on quarantine requirements. The following authorities need to be informed if a COVID-19 case is identified in the workplace: <ul style="list-style-type: none"> <li>• DHHS – for confirmed or probable cases – 1300 651 160</li> <li>• Worksafe Victoria <ol style="list-style-type: none"> <li>i. Employers and self-employed persons, with management or control of a workplace must notify WorkSafe immediately (call 132360) after becoming aware that: <ul style="list-style-type: none"> <li>• an employee, independent contractor, employee of the independent contractor or self-employed person has received a confirmed diagnosis of coronavirus (COVID-19) and;</li> <li>• the employee, independent contractor, employee of the independent contractor or self-employed person has attended the workplace within the relevant infection period.</li> </ul> </li> </ol> </li> </ul> </li> <li>6. Review – review risk management controls relating to COVID-19 and review whether work may need to change.</li> </ol>

### **Detailed management of suspected or confirmed coronavirus (COVID-19) cases**

This DELWP protocol provides provisional advice and direction to staff and managers about the steps to be taken in managing risks associated with a suspected or confirmed case of coronavirus (COVID-19) at our workplaces:

- Determine what areas of the workplace were visited or used by the confirmed case by referring to records of staff attendance at the workplace. The more accurate these details are and the more readily available, the more confident DHHS can be about which areas of the workplace need to be closed and for how long.
- Consult with DHHS on whether the workplace or part of the workplace is required to close for a short period to facilitate cleaning and enable contact tracing. DHHS will determine whether to assign an outbreak management team and deploy DHHS staff to attend the workplace to perform a risk assessment and provide advice.
- Work with DHHS to provide details that will assist in contact tracing such as records of staff attendance and up-to-date contact details for staff should they be required. DHHS will contact anyone who is identified as a close contact of the case. In some circumstances, DHHS will ask the company to make first contact with relevant staff members with agreed messages.
- Open outside doors and windows to increase air circulation and close off the affected area before commencing cleaning and disinfection.
- Organise for the cleaning and disinfecting of all areas that were used by the confirmed case. The workplace or part of the workplace as determined by DHHS should remain closed until this is completed.
- Wider cleaning and disinfection of the site, paying particular attention to high-touch areas as may be advised by DHHS.
- Any staff member who tests positive for coronavirus (COVID-19) must remain at home in self-isolation until they have been notified by DHHS that they have met the criteria for release. The staff member should follow DHHS guidance and their employer's policy with regards to return to work.
- Ensure staff who are identified to be close contacts of a person with coronavirus (COVID-19) by DHHS do not come to work for 14 days after their last close contact with the positive case, as they must quarantine at home for this period. During their quarantine, the staff member should watch for symptoms and seek medical assessment and testing if they develop symptoms such as fever, sore throat, runny nose, shortness of breath or a loss of their sense of taste or smell.
- If the case or cases are deemed an outbreak, DHHS will maintain active involvement throughout the course of the outbreak including providing advice on when the workplace can re-open or when the outbreak is considered resolved.
- The workplace should work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the business.
- Following a coronavirus (COVID-19) case at a workplace, risk management controls and infection prevention measures should be

Guidance	Action to prepare for your response
	<p>reviewed in order to reduce risk of further coronavirus (COVID-19) exposures.</p> <p>This protocol should be activated in instances where the CMA is notified of an employee or other workplace participant who falls within one of the following categories:</p> <ul style="list-style-type: none"> <li>• someone who has been identified by a medical practitioner as a person needing to be tested for coronavirus (COVID-19) due to experiencing coronavirus or flu-like symptoms</li> <li>• someone who has had close or casual contact with someone who has a confirmed case of coronavirus (COVID-19)</li> <li>• someone who has been identified by a medical practitioner as being suspected to have coronavirus (COVID-19)</li> <li>• someone who is confirmed to have coronavirus (COVID-19)</li> </ul> <p>The CMA is not required to activate this protocol when notified of an employee or other workplace participant:</p> <ul style="list-style-type: none"> <li>• who is not experiencing any coronavirus (COVID-19) or flu-like symptoms, but has self-elected to be tested to exclude the possibility of coronavirus (COVID-19)</li> <li>• who is not experiencing any coronavirus (COVID-19) or flu-like symptoms, but is being tested for coronavirus (COVID-19) as part of a routine health-check</li> <li>• who is not experiencing any coronavirus (COVID-19) or flu-like symptoms, but is being tested following the directions by DHHS or other public health officer as part of outbreak management.</li> </ul>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> <li>• General Managers/CFO to request and record details from Staff Member/visitor utilising question list located in table 2 pg 8 of DELWP “Management of suspected or confirmed coronavirus (COVID-19 cases)</li> <li>• Review record keeping for potential close contacts</li> <li>• Along with verbal communication, written correspondence must be made with confirmed COVID-19 cases and approved by the CEO</li> <li>• Follow advice from DHHS on who should be contacted including close contacts</li> <li>• Ensure staff who are identified to be close contacts of a person with coronavirus (COVID-19) by DHHS do not come to work for 14 days after their last close contact with the positive case, as they must quarantine at home for this period.</li> <li>• Notify all staff of event (staff member/visitor details to remain confidential) and restrictions/cleaning to be put in place plus advice from DHHS.</li> </ul>

Guidance	Action to prepare for your response
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<p>These OHS COVID-19 Regulations require duty holders to notify WorkSafe Victoria if:</p> <p>an employer becomes aware that an employee or independent contractor engaged by the employer, and any employees of the independent contractor, has received a confirmed diagnosis of COVID-19, and has attended the workplace within the infectious period*;</p> <p>*(being 14 days prior to receiving the confirmed diagnosis of COVID-19 and until clearance from isolation has been received)</p>
Confirm that your workplace can safely re-open and workers can return to work.	<ul style="list-style-type: none"> <li>• CEO to review and approve when workplace can safely reopen</li> <li>• CEO to communicate with staff on opening</li> </ul>

Guidance      Action to ensure Mental Health Safety	
<b>Maintaining Mental Health</b>	
Support for staff in managing anxiety both during COVID-19 if a confirmed or suspected outbreak occurs.	<ul style="list-style-type: none"> <li>• Regular check-ins by Managers with staff</li> <li>• Regular communication to staff from CEO including reminders around hygiene and also discussing mental health including support available (e.g. Employee Assistance Program) and encouraging staff to check in on each other.</li> <li>• HR regular attendance to team meeting</li> <li>• HR individual contacts</li> <li>• Communicate promptly with staff on confirmed cases in the workplace.</li> <li>• Encourage staff to inform themselves of risks, referring them to government information.</li> <li>• Manager to discuss specific concerns and identify any further controls where possible.</li> <li>• Communicate and consult with staff on controls to be implemented</li> <li>• Provide staff with links to local mental health and well-being programs</li> <li>• Provide staff 24 hour a day access to Employee Assistance program.</li> </ul>

### Internal Documents

- Mallee CMA Pandemic Influenza Action Plan 2020-22
- Business Continuity Recovery Plan
- COVID-19 Returned to Work Plan
- 096-OPOL Management of Suspected or Confirmed Coronavirus (COVID-19) Cases Policy
- 042-OPOL Driver Safety Policy-Appendix1: Vehicle Hygiene Guidelines during COVID19
- 032-030-PRO Field Work Procedure Appendix1: Working in the field during COVID 19
- 019-370 FORM Staff Induction Return to Workplace COVID -19 Checklist

- 019-376 FORM Office Cleaning COVID -19 Checklist Lemon Ave
- 019-373-FORM Vehicle Cleaning Checklist
- 019-374-FORM Contractor Cleaning Checklist
- 019-371-FORM COVID-19 Transition to the Workplace Request and Risk Assessment Authorisation Form
- 019-375-FORM Preparation Return to Work Office CIVID19 Checklist
- 019-370-FORM Staff Induction RTW COVID- 19 Checklist
- 019-377 Form COVID19 face to face meeting participation record
- Plan DELWP Management of suspected Coronavirus (COVID-19) Case

**External documents:**

- Australian National COVID-19 Coordination Commission
- Safe Work Australia
- Victorian WorkSafe
- Fair Work Ombudsman
- Department of Health and Human Services Victoria
- Business Victoria Coronavirus (COVID-19) support website
- Australian Government COVIDSafe application
- World Health Organisation Coronavirus disease country and technical guidance
- Australian Government Department of Health

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed: 

Jenny Collins,  
Mallee CMA, CEO

Date: 11/8/2020