

**COVID Safe Plan 2021 (v.1.7)**  
South Mornington Preschool Association

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# South Mornington Preschool Association COVID Safe Plan



## Our COVID Safe Plan

Business name: South Mornington Preschool Association 1 Downward  
 Site location: Street, Mornington 3931  
 Contact person: Natasha Beimers (SMPS Nominated Supervisor)  
 Contact person phone: Natasha: 03 5975 3514

Date prepared : **Updated 02 March 2021**

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
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"> <li>Hand sanitiser stations are positioned on entry and exit to the service (secured to the front and gear gates).</li> <li>Hand sanitiser is available widely inside the service and <b>must</b> be used regularly throughout sessions (both staff and children).</li> <li>Hand soap and paper towel supplies are available inside the service and <b>must</b> be used regularly throughout sessions (both staff and children).</li> </ul>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> <li>Where possible (predicated on the welfare of our children and staff) enhanced airflow must be achieved by utilising the following:               <ul style="list-style-type: none"> <li>Opening windows</li> <li>Adjusting air conditioning</li> <li>Opening the door connecting the large sessional area to the service play area.</li> </ul> </li> </ul>
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"> <li>Families and staff currently are required to wear a face mask both indoors and outdoors.               <ul style="list-style-type: none"> <li>Staff do not need to wear masks unless amongst groups or when visitors are onsite (at the preschool but outside the educational setting).</li> </ul> </li> </ul> <p><b>Note:</b> as per the instructions from the Department of Education and Training as well as the Department of Health and Human Services, teachers are not required to wear face coverings during educational sessions. (Addendum: Mask wearing must be conducted until the Victorian Chief Health Officer mandates otherwise.)</p>

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"> <li>• Staff <b>must</b> complete the COVID-19 Infection Control Training via the Australian Government Department of Health.               <ul style="list-style-type: none"> <li>○ Course completion confirmation <b>must</b> be emailed to the Nominated Supervisor.</li> </ul> </li> </ul> <p><b>Infection Control Training Link:</b>  <a href="https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training">https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</a></p>
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> <li>• Replacing high-touch items within a preschool educational environment presents great challenges — as per risk mitigations procedures, high-touch items must be cleaned as often as is possible/practical.</li> <li>• High-touch items and surfaces in staff only settings must be cleaned each time they are used (such as coffee cups, etc).               <ul style="list-style-type: none"> <li>○ Pens, stationary items, internal (landline) phones <b>must not</b> be shared.</li> </ul> </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>	<ul style="list-style-type: none"> <li>• New cleaning service has been engaged (Peninsula Commercial Cleaning) to ensure proper cleaning is conducted.</li> <li>• Three (3) weekly cleaning sessions are in operation until further notice.</li> <li>• Teaching staff to clean the preschool on days Peninsula Commercial Cleaning do not attend.</li> <li>• Teaching staff <b>must</b> ensure that regular cleaning/disinfecting of high-touch items and surfaces is conducted regularly.</li> </ul> <p><b>Note:</b> regular cleaning of high-touch items and surfaces does present extra challenges to teaching staff — especially during session times. It is, however, crucial to ensure the service remains clean and COVID-free.</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> <li>• Cleaning products are purchased in bulk and kept in the service bathroom in a locked cupboard — speak with the Nominated Supervisor regarding supply levels. Diluted ready to use disinfectant and multipurpose spray are kept out of children’s reach above the classroom sink, as well as on the shelf in the locked cupboard in the children’s bathroom.</li> </ul> <p><b>Note:</b> The Executive Committee authorises the ongoing purchase of cleaning materials, products, supplies at the discretion of the Nominated Supervisor.</p>

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>	<ul style="list-style-type: none"> <li>• Working from home will be authorised and organised predicated on COVID-19 social restrictions.               <ul style="list-style-type: none"> <li>◦ The Nominated Supervisor has operational control and will organise working from home responsibilities as required.</li> </ul> </li> </ul> <p><b>Note:</b> as a community provider and early childhood education service, working from home presents challenges. Nevertheless, working from home will be conducted as is practical and required.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> <li>• South Mornington Preschool operates on a single site</li> <li>• In cases where cover must be sought, it is an imperative to seek teachers/ educators that do not work between teaching sites, if possible — this ensures the SMPS service remains COVID-free.               <ul style="list-style-type: none"> <li>◦ In situations where the SMPS service does utilise a teacher/educator that does work between teaching sites, it is crucial that the covering teacher scan the visitor QR code or sign in to log days/times of visit.</li> </ul> </li> </ul>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> <li>• Any staff member presenting with even mild COVID-19 like symptoms <b>must</b> get tested and self-isolate at home until receiving a negative test result — symptoms must also have subsided.</li> <li>• All visitors <b>must</b> scan the QR code provided— this aids in accurate contact tracing.</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 consider installing screens or barriers.</p>	<ul style="list-style-type: none"> <li>• Staff are required to maintain social distancing protocols (1.5m) during non-session periods as well as sessional times where practical.</li> </ul>
<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"> <li>• As per SMPS Risk Mitigation measures, social distancing markers have been placed at entry points to the service.</li> <li>• Families have been provided with SMPS social distancing protocols.</li> </ul>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> <li>• Staff are required to ensure face-to-face contact is prevented where possible.</li> </ul> <p><b>Note:</b> preventing face-to-face contact 100 per cent is challenging in a preschool educational setting. As per SMPS Risk Mitigation Measures, teaching staff operate based on educational programming requirements.</p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> <li>• South Mornington Preschool operates to a strict timetable — staff enter and exit the service predicated on strict session times.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> <li>• Staff <b>must</b> complete the COVID-19 Infection Control Training via the Australian Government Department of Health.               <ul style="list-style-type: none"> <li>○ Course completion confirmation must be emailed to the Nominated Supervisor.</li> </ul> </li> </ul> <p><b>Infection Control Training Link:</b>  <a href="https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training">https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</a></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> <li>• Deliveries, drop-offs and collections must adhere to social distancing protocols.</li> <li>• Packages or mail <b>must not</b> be transferred via person-to-person contact where practical.</li> </ul>
<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"> <li>• South Mornington Preschool operates to a strict timetable — staff enter and exit the service predicated on strict sessions times.</li> <li>• Teaching staff <b>must</b> ensure that SMPS Social Distancing Protocols are adhered and maintained where practical.</li> </ul>
<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 <a href="#">‘four square metre’ rule</a>.</p>	<ul style="list-style-type: none"> <li>• Social distancing signage is present around the exterior of the service to ensure families maintain social distancing.</li> </ul>

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"> <li>• Staff <b>must</b> ensure that child ‘sign-in’ and ‘sign-out’ records are maintained daily.</li> <li>• Staff attendance is recorded via the SMPS Teaching Roster.               <ul style="list-style-type: none"> <li>○ Any and all absences must be recorded.</li> <li>○ Staff <b>must</b> notify the Nominated Supervisor regarding any absences.</li> </ul> </li> </ul>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> <li>• SMPS Occupational Health and Safety procedures and processes <b>must</b> occur as per the service’s OH&amp;S Policies.               <ul style="list-style-type: none"> <li>○ Staff <b>must</b> ensure they have read and understood all service policies connected with or relating to Occupational Health and Safety.</li> </ul> </li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<ul style="list-style-type: none"> <li>The preschool must adhere to Department of Education and Training (DET) / Department of Health and Human Service's (DHHS) protocols and procedures regard any and all COVID-19 outbreaks.</li> </ul>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li>The preschool must adhere to Department of Education and Training (DET) / Department of Health and Human Service's (DHHS) protocols and procedures regard any and all COVID-19 outbreaks.</li> <li>Staff, child and visitor records will be provided to DHHS as required.</li> </ul>
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<ul style="list-style-type: none"> <li>The preschool must adhere to Department of Education and Training (DET) / Department of Health and Human Service's (DHHS) protocols and procedures regard any and all COVID-19 outbreaks.</li> <li>The preschool will re-open based on DET and DHHS directives.</li> </ul>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<ul style="list-style-type: none"> <li>The preschool must adhere to Department of Education and Training (DET) / Department of Health and Human Service's (DHHS) protocols and procedures regard any and all COVID-19 outbreaks.</li> </ul>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<ul style="list-style-type: none"> <li>The preschool must adhere to Department of Education and Training (DET) / Department of Health and Human Service's (DHHS) protocols and procedures regard any and all COVID-19 outbreaks.</li> </ul> <p><b>Note:</b> in situations where a parent(s) has a confirmed diagnosis of COVID-19 (and where the child has tested negative), the child must self-isolate with their parent(s) until the household has received wholesale negative test results — as per DET guidance.</p>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<ul style="list-style-type: none"> <li>The preschool must adhere to Department of Education and Training (DET) / Department of Health and Human Service's (DHHS) protocols and procedures regard any and all COVID-19 outbreaks.</li> <li>Confirmed case(s) must trigger notification to the DET via: 1800 338 663 (8AM — 6PM 7 days per week).</li> </ul>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<ul style="list-style-type: none"> <li>The preschool must adhere to Department of Education and Training (DET) / Department of Health and Human Service's (DHHS) protocols and procedures regard any and all COVID-19 outbreaks.</li> </ul>

I acknowledge I understand my responsibilities and have implemented this COVID Safe Plan in the workplace.  
 South Mornington  
 Preschool COVID Safe Plan

Signed:

Name: Natasha Beimers  
 Position: Nominated Supervisor

Up Date: 27/05/2021

# How to prepare your COVID Safe plan

4 August 2020

This document outlines the minimum requirements of a Victorian workplace COVID Safe Plan. Depending on the size and complexity of your business, you may wish to tailor your plan accordingly. If your business or organisation already has a COVID Safe Plan, it is your responsibility to ensure that it addresses all the guidance and requirements outlined in this template.

A blank version of the template is available at the [Business Victoria Website](#).

## Instructions

### 1. Understand your responsibilities

Information on public health directions applying to employers is available at:

<https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/creating-a-covid-safe-workplace>.

You can also refer to the following guidance:

- WorkSafe: [Managing COVID-19 risks – face coverings in workplaces](#)
- DHHS: [Preventing infection in the workplace](#)
- DHHS: [Preparing for a case of coronavirus \(COVID-19\) in your workplace](#)
- DHHS: [Planning and responding to cases of coronavirus \(COVID-19\)](#)
- DHHS: [Cleaning and disinfecting to reduce COVID-19 transmission](#)
- WorkSafe: [Other relevant industry specific guidance](#)

### 2. Prepare your plan

Your COVID Safe Plan must set out, at a minimum:

- [The process you have in place to keep records of all staff or visitors who attend the work premises](#)
- Your actions to mitigate the introduction of COVID-19 in your workplace
- The level of face-covering or personal protective equipment (PPE) required for your workforce
- How you will prepare for, and respond to, a suspected or confirmed case of COVID-19 in your workplace

### 3. Keep your plan up to date and ready

- Your COVID Safe Plan must be reviewed and updated routinely, and when restrictions or public health advice changes. Organisations with multiple premises must complete a COVID Safe Plan for each workplace.
- You do not have to lodge your COVID Safe Plan with the Victorian Government. However, you may be required to provide the COVID safe plan to the Department of Health and Human Services (DHHS) or Worksafe upon request or in the event of a confirmed positive case at your workplace. There will be random business spot checks for COVID Safe Plans.

#### 4. Share your plan

- Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your staff before you finalise it. Once you have completed the plan, share it with your staff and with any employee or occupational health and safety representatives.

Guidance	Actions to consider	Relevant employer obligations
<b>Hygiene</b>		
<b>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.</b>	<ul style="list-style-type: none"> <li>Location of hand sanitiser stations throughout the worksite</li> <li>Ensuring rubbish bins are available to dispose of paper towels</li> <li>Ensuring adequate supplies of soap and sanitiser</li> <li>Ensuring staff have information on how to wash and sanitise their hands correctly</li> </ul>	
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<ul style="list-style-type: none"> <li>Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift</li> </ul>	
<b>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.</b>	<ul style="list-style-type: none"> <li>Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn</li> <li>Monitoring use of face coverings in all staff, unless a lawful exception applies</li> </ul>	
<b>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).</b>	<ul style="list-style-type: none"> <li>Educating staff on hand and cough hygiene, including how to wash and sanitise their hands correctly</li> <li>Reinforcing the importance of not attending work if unwell</li> <li>Ensuring appropriate information on the use of face coverings and PPE</li> </ul>	
<b>Replace high-touch communal items with alternatives.</b>	<ul style="list-style-type: none"> <li>Swapping shared coffee and condiments for single serve sachets</li> <li>Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers</li> <li>Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment</li> <li>Provide staff with their own personal equipment, labelled with their name</li> </ul>	

Guidance	Actions to consider	Relevant employer obligations
<b>Cleaning</b>		
<b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b>	<ul style="list-style-type: none"> <li>Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment)</li> <li>Provide information about workplace cleaning schedule and how to use cleaning products</li> </ul>	<i>Shared staff spaces must be cleaned at regular intervals.</i>

Guidance	Actions to consider	Relevant employer obligations
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> <li>Identify which products are required for thorough cleaning</li> <li>Monitor supplies of cleaning products and regularly restock</li> </ul>	

Guidance	Actions to consider	Relevant obligations
<b>Physical distancing and limiting workplace attendance</b>		
Ensure that all staff that must work from home, do work from home.	<ul style="list-style-type: none"> <li>Identify the roles that are required to be performed from home or can be adapted to be performed from home</li> <li>Adapt working arrangements to enable working from home</li> <li>Regularly assess staff in attendance at the workplace to determine whether they are required to be there</li> </ul>	Employers must not require employees to work from home if that work can be performed from home.
Establish a system that ensures staff members are not working across multiple settings/work sites.	<ul style="list-style-type: none"> <li>Communicate the requirement for employees not to work across multiple sites</li> <li>Adjust rosters and developing procedures to ensure employees do not work across multiple sites</li> <li>Develop a form for employees to declare that they have not worked across multiple worksites</li> </ul>	<p>Employers must ensure that staff members are not working across other settings.</p> <p>Employees are required to declare to employers when they are working across multiple sites.</p>
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<ul style="list-style-type: none"> <li>Consider implementing temperature checking.</li> <li>Asking workers to complete a health questionnaire before starting their shift</li> </ul>	Employers must not require employees to work when unwell. Employees must not attend their workplace if they are being tested for coronavirus and must notify employers if they are a positive case. Employees who test positive must not work.
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.	<ul style="list-style-type: none"> <li>Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so staff are not facing one another on break</li> <li>Consider implementing a density quotient or cap in each area (i.e. one person per 4sqm) and put up signage or posters to reflect the new limit</li> </ul>	The number of people allowed in shared staff spaces is limited to no more than density quotient allows (one person per four square meters).
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff.	<ul style="list-style-type: none"> <li>Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas</li> </ul>	
Modify the alignment of workstations so that employees do not face one another.	<ul style="list-style-type: none"> <li>Identify which workstations need to be modified</li> <li>Reconfigure workstations so that employees do not face one another</li> <li>Ensure workstations are adequately spaced from each other, including the implementation of shields or barriers where appropriate</li> </ul>	

Guidance	Actions to consider	Relevant obligations
<b>Minimise the build-up of employees waiting to enter and exit the workplace.</b>	<ul style="list-style-type: none"> <li>• Allocate different doors for entry and exit</li> <li>• Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit</li> <li>• Use floor markings to provide minimum physical distancing guides at entrances and exits</li> </ul>	
<b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b>	<ul style="list-style-type: none"> <li>• Develop and educate staff on strategies and work practice changes to maintain physical distancing</li> <li>• Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions</li> </ul>	
<b>Review delivery protocols to limit contact between delivery drivers and staff.</b>	<ul style="list-style-type: none"> <li>• Establish contactless delivery or invoicing.</li> <li>• Display signage for delivery drivers.</li> <li>• Identify designated drop off areas.</li> </ul>	
<b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b>	<ul style="list-style-type: none"> <li>• Stagger start and finish times, shifts and break times, to reduce usage of common areas at the same time</li> <li>• Encourage staff to minimise time on breaks in shared facilities with others.</li> <li>• Consider cohorting of staff (during shift work). Ensure there is no contamination (mixing) of staff across different shifts</li> </ul>	
<b>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 <a href="#">‘four square metre’ rule</a>.</b>	<ul style="list-style-type: none"> <li>• Outlining the maximum occupancy of areas that are open to the general public, and information about signage</li> </ul>	

Guidance	Actions to consider	Relevant obligations
<b>Record keeping</b>		
<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.</b>	<ul style="list-style-type: none"> <li>• Establish a process to collect records from staff attendance (including labour hire, external contractors, cleaners, delivery drivers), including areas of the workplace accessed during each shift or visit. Where possible, consider implementing a contactless system</li> <li>• Review processes to maintain up-to-date contact details for all staff</li> <li>• Provide information on protocols for collecting and storing information</li> </ul>	<p>Workplaces are to establish and maintain a register of attendance for all workers, subcontractors, customers, clients and visitors (including workplace inspectors) to the worksite, who are present for 15 minutes or longer. Exceptions apply to customers entering retail businesses.</p> <p>Records are only to be used for tracing COVID-19 infections, and must be stored confidentially and securely.</p>
<b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b>	<ul style="list-style-type: none"> <li>• Educating staff on how to meet OHS requirements, including recording information about any incidents</li> </ul>	

Guidance	Actions to consider	Relevant obligations
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>		
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<ul style="list-style-type: none"> <li>• Identify the roles and responsibilities of employer and employees.</li> <li>• Prepare for absenteeism of staff members required to quarantine or isolate</li> <li>• Describe key dependencies (e.g. third party providers)</li> <li>• Describe how you will continue to deliver essential services</li> <li>• Plans to communicate with customers, suppliers, stakeholders in the event of a positive case</li> <li>• Establishing processes for managing perishable stock</li> </ul>	
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li>• Establish a process and ensure readiness to provide records to DHHS and contact relevant staff members, including rosters and employee details</li> <li>• Outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing</li> </ul>	<p>The employer/manager will prepare records from the period of 48 hours prior to the onset of symptoms in the suspected case that include all rosters and employee details, along with customers, clients, visitors and workplace inspectors. This will assist in contact tracing should be employee test positive.</p>
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or part of the workplace must be closed.</b></p>	<ul style="list-style-type: none"> <li>• Implement a process for the cleaning and disinfection of employee's workspace and high touch surfaces, including use of service providers</li> <li>• Establish a process for determining whether closure or part closure of the business and/or implementation of other control measures are required to manage risk</li> </ul>	<p>Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with DHHS guidance. Employers must undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed.</p> <p>Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, employers must take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected employee's workspace, areas where they attended and high-touch surfaces.</p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<ul style="list-style-type: none"> <li>• Identify an appropriate area to isolate staff members</li> <li>• Communicate with the employee about the requirement to self-isolate and be tested</li> <li>• Describing arrangements to isolate and transfer an unwell staff member from the premises to go home or get tested</li> <li>• Outlining responsibility and process for entering details into relevant OHS system</li> </ul>	<p>An employee suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at work if unable to travel home immediately. If isolating at work, the employee must wear a mask and be physically distancing from all other staff persons. An employer must request that an employee undergo a COVID-19 test and self-isolate.</p>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<ul style="list-style-type: none"> <li>• Regularly update and manage a list with the contact details and date of attendance of visitors to the workplace, including staff and customers</li> <li>• Establish an effective way of quickly communicating with visitors to a workplace where there is or has been a suspected or confirmed case</li> </ul>	<p>For a confirmed case, employers must inform staff, customers, clients, visitors and workplace inspectors who are close contacts and direct them to stay in self-isolation.</p> <p>For a suspected case, employers must inform all staff at the workplace to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon</p>

Guidance	Actions to consider	Relevant obligations
		<i>as reasonably practicable.</i>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<ul style="list-style-type: none"> <li>• <i>Establish a process and responsibility for notifying WorkSafe</i></li> </ul>	<p><i>Employers must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.</i></p>
<p><b>Confirm that your workplace can safely reopen and workers can return to work.</b></p>	<ul style="list-style-type: none"> <li>• <i>Establish a process for confirming that a workplace is safe to reopen, in line with advice from DHHS</i></li> <li>• <i>Establish a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite</i></li> <li>• <i>Establish a process for notifying DHHS and Worksafe that the site is reopening</i></li> </ul>	<p><i>Employers may reopen the worksite once they have assessed that all required measures within the directions have been completed (unless in a high-risk workplace setting).</i></p> <p><i>DHHS and WorkSafe must be notified that the workplace is reopening.</i></p>

# Template: Workplace attendance register

## Instructions:

Under current public health advice, from [date], all Victorian workplaces are required to establish and maintain a register of every person who attends the workplace for a period of more than 15 minutes. This includes all workers (including sub-contractors) and any customers, clients or visitors permitted in the workplace (including workplace inspectors).

If an employee or visitor tests positive for coronavirus (COVID-19), a current and accurate workplace attendance register will allow the employer to immediately identify anyone who has been in close contact with that person within the prior 48 hours.

If you already have a system in place to capture this information, it is not necessary to use this template. This template can be adapted or used by workplaces that do not already record the attendance of employees and visitors to the workplace.

For more information regarding the definition of a close-contact, see: <https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

## Business details

Business name: \_\_\_\_\_

Site/location: \_\_\_\_\_

Contact person: \_\_\_\_\_

Workplace attendance register						
Date	First name	Phone number	Check-in time	Check-out time	Relationship with business	Area(s) visited
<i>e.g. DD/MM/YY</i>	<i>e.g. John</i>	<i>e.g. 1234 5678</i>	<i>e.g. 10am</i>	<i>e.g. 11am</i>	<i>e.g. employee, contractor, customer, client, inspector, visitor, etc.</i>	<i>e.g. warehouse, factory, office, loading dock, etc.</i>







South Mornington Preschool Associatic

Downward Street, Mornington

P: 03 5975 3514 F: 03 5975

ABN 46 742 95

Association # A000

## COVID SAFE PLAN ADDENDUM: VISITOR SIGN IN PROTOCOL

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*South Mornington Preschool Inc.*

**\*\*ADD DATE\*\***

**\*\*ADD NAME\*\***

**\*\*ADD TITLE\*\***

South Mornington Preschool  
1 Downward Street  
Mornington VIC, 3931.

Dear *Visitors*,

To ensure our service maintains the highest standards of health and wellbeing for our children, far and wider community, it is crucial that all visitors scan the QR code below (or sign in manually) on the link to 'check in'.



Yours sincerely,

**\*\*ADD SIGNATURE\*\***

**\*\*ADD NAME\*\***

**\*\*ADD TITLE\*\*** of the *SMPS Committee of Management*