

COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

Business name: UNGEX PTY LTD
Site location: Suite 1510, 530 Little Collins Street Melbourne VIC 3000
Contact person: Seyed M Mallak Behbahani
Contact person phone: 0497 472 333
Date prepared: 02.09.2020

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">• Location of hand sanitiser stations throughout the worksite• Ensuring rubbish bins are available to dispose of paper towels• Ensuring adequate supplies of soap and sanitiser• Ensuring staff have information on how to wash and sanitise their hands correctly
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift where possible
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">• Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn• Monitoring use of face coverings in all staff, unless a lawful exception applies

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"> • Educating staff on hand and cough hygiene, including how to wash and sanitise their hands correctly • Reinforcing the importance of not attending work if unwell • Ensuring appropriate information on the use of face coverings and PPE
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • Swapping shared coffee and condiments for single serve sachets • Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers where applicable • Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment • Provide staff with their own personal equipment, labelled with their name

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"> • Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment) • Provide information about workplace cleaning schedule and how to use cleaning products
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Identify which products are required for thorough cleaning • Monitor supplies of cleaning products and regularly restock

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<ul style="list-style-type: none"> • Ensure compliance with Stage 4 restrictions if in Metropolitan Melbourne about industry closure and Permitted Worker Permits • Identify the roles that are required to be performed from home or can be adapted to be performed from home • Adapt working arrangements to enable working from home • Regularly assess staff in attendance at the workplace to determine whether they are required to be there
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • Communicate the requirement for workers not to work across multiple sites • Adjust rosters and developing procedures to ensure workers do not work across multiple sites • Develop a form for workers to declare that they have not worked across multiple worksites
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> • Consider implementing temperature checking. • Asking workers to complete a health questionnaire before starting their shift
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so staff are not facing one another on break where applicable • Comply with relevant density quotient and signage requirements in the Workplace Directions
<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"> • Identify areas that may require floor marking, such as lifts, kitchen areas, printer collection areas
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<ul style="list-style-type: none"> • Identify which workstations need to be modified • Reconfigure workstations so that workers do not face one another • Ensure workstations are adequately spaced from each other, including the implementation of shields or barriers where appropriate

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit • Use floor markings to provide minimum physical distancing guides at entrances and exits if required
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • Develop and educate staff on strategies and work practice changes to maintain physical distancing • Reinforce messaging to staff that physical distancing needs to be maintained during work and during social interactions
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • Establish contactless delivery or invoicing. • Display signage for delivery drivers. • Identify designated drop off areas.
<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"> • Stagger start and finish times, shifts and break times, to reduce usage of common areas at the same time • Encourage staff to minimise time on breaks in shared facilities with others.
<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"> • Outlining the maximum occupancy of areas that are open to the general public, and information about signage

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> • Review processes to maintain up-to-date contact details for all staff • Provide information on protocols for collecting and storing information

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"> • Educating staff 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"> • Identify the roles and responsibilities of employer and workers. • Prepare for absenteeism of staff members required to quarantine or isolate • Describe key dependencies (e.g. third party providers) • Describe how you will continue to deliver essential services • Plans to communicate with customers, suppliers, stakeholders in the event of a positive case • Establishing processes for managing perishable stock
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> • Outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing • Establish a process and ensure readiness to provide records to DHHS and contact relevant staff members, including rosters and worker details • Outline key responsibilities and process for engaging with DHHS and undertaking employer-led contact tracing
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<ul style="list-style-type: none"> • Implement a process for the cleaning and disinfection of worker's workspace and high touch surfaces, • 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
Prepare for how you will manage a suspected or confirmed case in an worker during work hours.	<ul style="list-style-type: none"> • Advise the worker to self-isolate and be tested • Describing arrangements to isolate and transfer an unwell staff member from the premises to go home or get tested • Outlining responsibility and process for entering details into relevant OHS system
Prepare to notify workers and site visitors (including close contacts)	<ul style="list-style-type: none"> • Regularly update and manage a list with the contact details and date of attendance of workers and visitors to the workplace, including customers, clients, delivery workers, maintenance workers • Establish an effective way of quickly communicating with workers where there is or has been a confirmed case
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<ul style="list-style-type: none"> • Establish a process and responsibility for notifying WorkSafe and your health and safety representative

Guidance	Action to prepare for your response
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> • Establish a process for confirming a worker (with a suspected or confirmed case) does not have COVID-19 before returning to physical worksite • Establish a process for notifying Worksafe that the site is reopening

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed 

Name : Seyed M Mallak Behbahani

Date : 02.09.2020