

COVIDSafe Plan

Business:	Kingston City Council (ABN 80 640 377 247)
Workplace	All Council Buildings
Approved by	Skip Fulton - Risk and Safety Management Officer
Date Reviewed	Friday 7 July 2022
Acknowledgement	Kingston City Council acknowledges its understanding of its responsibilities and obligations under the Orders issued by the Minister for Health pursuant to the Public Health and Wellbeing Act 2008 (Vic). Managers of Department approving this plan are empowered to take appropriate measures to implement this COVID Safe plan in the workplace.
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1. Document how you will manage a COVID-19 case at your business

Requirement:

At the first sign of COVID-19 symptoms, workers are required to get tested and must not attend work.

A worker who has tested positive for COVID-19 and has been in the workplace during their infectious period must follow the advice as noted at coronavirus.vic.gov.au/checklist-cases

When you become aware of a case of COVID-19 in your workplace, you must follow government advice as noted at coronavirus.vic.gov.au/case-workplace

If you need help with any of the steps, call the Department of Health on 1300 651 160.

Action: Do your workers know to get tested and isolate at the first sign of symptoms?

- All staff are encouraged to get tested if they are experiencing any COVID-related symptoms. Department of Health advise these symptoms include fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, loss or change in sense of smell or taste. Some people may also experience headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea.
- All staff are required to remain at home if they are experiencing any COVID-related symptoms, unless they can show a negative COVID test result.
- If staff are able to work from home, they are able to do so whilst they are awaiting the result of their COVID test.
- If staff are unable to work from home, they are able to access personal leave whilst they are awaiting the result of their COVID test. Staff who do not have an available personal leave balance available, may be able to access financial assistance provided by the Victorian State Government. The details of this program can be found at: <https://www.coronavirus.vic.gov.au/financial-and-other-support-coronavirus-covid-19#worker-support-payment>

Action: Do your workers know they must identify their social contacts in the workplace.

- All staff must immediately notify their Supervisor if:
 - They test positive to COVID-19;
 - They become aware of a COVID-19 positive case having entered a Council building or facility; or
 - They become aware of a COVID-19 positive case having used a Council service even if it is not in a Council building or facility (eg: Family Day Care, AccessCare, etc)
- The Supervisor will immediately notify the Business Recovery Team by calling Skip Fulton, Daniel te Hennepe or Richard Frazer.
- The Pandemic Response Officer (Skip Fulton) and/or other delegates of the Business Recovery Team will liaise with Managers and Team Leaders, including Building Managers, to identify workplace contacts.

Action: Who will notify workers if there is a symptomatic worker or confirmed case in the work premises?

- The Manager and/or Team Leader will notify:
 - Workplace contacts who will be provided with direction and guidance on the actions they are required to follow.
 - All workers in the workplace will be notified and provided guidance on the actions they are required to follow.

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Action: Who will notify your health and safety representative?

- All cases of a confirmed positive case being in a Council Building or using a Council Service is managed by the Business Recovery Team.
- The Business Recovery Team provides all relevant information to the Health and Safety Team so all workplace exposures are logged in SolvSafe.
- The Health and Safety Team provide a regular summary of all safety incidents (including COVID positive exposures) to applicable Health and Safety Representatives.
- The Health and Safety Team attends all OHS Committees to provide information about COVID positive exposures and answer questions from Committee members and Health and Safety Representatives.

Action: Who will document the actions taken?

- All cases of a confirmed positive case being in a Council Building or using a Council Service is managed by the Business Recovery Team.
- The Business Recovery Team OneNote is used to track all case information including the actions taken.
- The Business Recovery Team provides all relevant information to the Health and Safety Team so all exposures are logged in SolvSafe. This includes the information from the Business Recovery Team OneNote outlining the actions taken.

Action: Do you know when you need to notify the Department of Health of cases in your workplace? Who will notify the department?

- All cases of a confirmed positive case being in a Council Building or using a Council Service is managed by the Business Recovery Team.
- There are certain criteria when it is necessary to notify the Department of Health of confirmed cases in a Council workplace. This is:
 - five or more persons who are diagnosed with COVID-19 within seven days at a specific workplace.
- The Pandemic Response Officer (Skip Fulton) and/or other delegates of the Business Recovery Team will notify the Department of Health when these criteria are met.

Action: What will your business do if you or your workers need to isolate?

- Managers in critical services have plans in place to ensure service continuity is achieved if a case is identified in the workplace.
- Staff required to isolate because of having COVID or being exposed to a positive COVID case will be supported to meet the isolation requirements outlined by the Department of Health.

Recommendations

Action: Where practical, consider rostering workers into groups (workplace bubbles). Avoid an overlap of workers during shift changes.

- Managers and Team Leaders are empowered to implement flexible working protocols to stagger start times where required to minimise the number of staff in the workplace and minimise overall of workers during shift changes.
- Managers and Team Leaders are empowered to establish workforce bubbles including having staff from various Council workplaces to minimise unnecessary interaction between staff and to provide for the continuity of Council services in the event of exposure to a confirmed case of COVID-19.

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2. Make sure workers are fully vaccinated if working outside their home

Requirement:

Workers in some workplaces must be vaccinated to work outside their home or at certain facilities (e.g. healthcare facilities), unless an exception applies. When vaccination requirements apply to your workers or workplace, sight and record the vaccination certificate or valid medical exemption.

Visit coronavirus.vic.gov.au/worker-vaccination-requirements for the latest information and advice.

Recommendations:

Consider whether having a vaccination policy can continue to keep your workers safe from serious illness.

Note:

Effective 11:59pm on 24 June 2022 it is no longer a requirement under the Pandemic Orders for all Council workers to have a COVID-19 vaccination. Council does not have its own vaccination policy and relies upon the Pandemic Orders for vaccination requirements. The Pandemic Orders retain a third dose vaccination requirement for the following workers:

- Those performing any work activity in a healthcare facility. At Council this is:
 - Maternal and Children's Health Centres and service areas; and
 - Platform 81 (Youth Services counselling service areas)
- Those performing emergency service worker activities.

Workers subject to these third dose vaccination requirements have been advised by their Manager and/or Team Leader.

Action: Who will check the vaccination status of your workers?

- All Council staff are required to record their vaccination status in MyConnect and upload evidence to support their vaccination status.
- The Health and Safety Team will review the evidence provided by all staff to validate their vaccination status.

Action: How will you manage the records of vaccination status?

- All Council staff are required to record their vaccination status in MyConnect and upload evidence to support their vaccination status.
- The vaccination status of a staff member can only be accessed by:
 - The individual staff member;
 - The applicable Supervisor, Team Leader and Manager;
 - The Health and Safety Team; and
 - The HR Services Team.

Action: If your business operates across multiple sites, how will the records be managed — centrally or by location?

- All Council staff are required to record their vaccination status in MyConnect and upload evidence to support their vaccination status.
- All vaccination status records are centrally managed.

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3. Wear face masks to reduce the risk of COVID-19 transmission

Requirement:

Ensure all workers follow the current face mask requirements.

Visit coronavirus.vic.gov.au/face-masks-when-wear-face-mask for the latest information and advice.

Personal Protective Equipment (PPE) is recommended for use in sensitive or high-risk settings.

Recommendations:

If face masks are required, they should be worn for up to four hours and replaced after this time.

For workers who are required to use N95/P2 masks, they should be fit-tested where practicable with a worker having access to the respirator mask as determined by their fit-test. Workers should also know how to do a fit-check with each wear.

Action: Do workers know the face mask requirements for your business?

- Effective 11:59pm Friday 22 April it is no longer a requirement under the Pandemic Orders for a person to wear a mask in a Council building. Council recommended persons in Council buildings consider using a face mask when they are unable to physically distance.

Action: Who will make sure workers understand how to wear face masks correctly and when they need to wear them?

- Council has provided instruction to staff on the use of re-usable masks through a combination of:
 - COVIDSafe online training package is completed by all staff.
 - Face-to-face training sessions
 - Provision of online training videos
 - In the manufacturer's instruction sheet accompanying distribution of the re-usable masks.
 - On the COVID page on Knet.

Action: If required, who will provide workers with face masks?

- Council has accessible a supply of disposable and reusable masks, free of charge, for all workers.

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4. Improve indoor air quality

Requirement:

Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace.

This can be improved by:

- opening windows
- leaving doors open in hallways and corridors
- adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air.

Visit coronavirus.vic.gov.au/ventilation for information on how to improve ventilation systems in the workplace.

Action: Can doors and/or windows be opened?

- Windows generally do not open in Council Buildings. Where windows open, they will be opened if practical to do so.
- The air handling contractor has reviewed air handling to ensure that as far as practicably possible enhanced air flow is achieved and set to optimise the inflow of fresh air. Windows should not be opened unless directed by the City Works team as this can adversely affect the flow of fresh air through the air handling system.

Action: Can you turn on ceiling fans or wall-mounted air-conditioning units to increase air flow?

- The Air Handling contractor has reviewed air handling to ensure that as far as practicably possible enhanced air flow is achieved and set to optimise the inflow of fresh air.

Action: Do you regularly service your HVAC systems including upgrading filters?

- The air handling systems at Council Buildings are managed by the City Works team. These systems are maintained by an external contractor.
- Maintenance is performed on a scheduled basis to ensure regularly servicing. Additional servicing or maintenance is managed by the Community Building team as issues are identified or feedback is received.

Action: Can you use portable filtration units to increase the clean air and reduce the concentration of viral particles?

- In Council buildings where it is not possible to optimise the inflow of fresh air using the air handling system, portable air purifiers may be deployed.

Action: If air cleaners are in use, are they maintained regularly and are there policies in place to guide their use?

- Maintenance is performed on a scheduled basis to ensure regularly servicing. Additional servicing or maintenance is managed by the Community Building team as issues are identified or feedback is received.