

COVID Safe plan C Care Inc

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

Our COVID Safe Plan

Business name: C Care Inc

Site location: 2 Bath St, St Kilda VIC 3182

Contact person: Shlomo Nathanson

Contact person phone: 0433 810 313

Date prepared: 06/08/2020

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">• <i>Hand sanitisers have been provided at various locations around the kitchen</i>• <i>Every staff member and volunteer are provided with access to sanitiser and a face mask</i>• <i>Posters have been printed/displayed outside and around the kitchen</i>• <i>Supplies of soap and alcohol-based sanitizers will be checked and refreshed regularly</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• <i>During times where the kitchen is manned all doors and windows will be opened to increase circulation around the kitchen</i>
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">• <i>Every staff and volunteer are provided with access to sanitiser and face masks</i>• <i>Social distancing shall be continually adopted where room limits have been placed to ensure that this can be easily achieved</i>• <i>Emails and C Care website contain information to staff and volunteers about safety in the kitchen and the work procedures that have been developed to keep them safe</i>

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"> • <i>Education posters regarding risk reduction, symptoms and best practice hand washing have been placed around the kitchen</i> • <i>Constant communication and reinforcement are in place to remind staff and volunteers of the importance of not attending the kitchen if unwell</i>
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • <i>The kitchen is routinely cleaned by a professional cleaner</i> • <i>Dishwashers are set to high temperature to reduce likelihood of transmission through use of kitchen items</i> • <i>Kitchen routinely wiped down with disinfectant throughout its use</i> • <i>Hand sanitiser is provided throughout the kitchen</i>

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"> • <i>Kitchen cleaning has been increased, along with additional deep cleaning</i> • <i>Disinfectant and sanitiser is located throughout the kitchen</i> • <i>Staff and volunteers are directed to sanitise surfaces using the disinfectant after completing each task</i>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • <i>Supplies of soap and alcohol-based sanitiser will be checked and refreshed regularly</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<ul style="list-style-type: none"> <i>All activities that don't directly relate to requiring to be in the kitchen have been directed to occur elsewhere</i> <i>We are monitoring the numbers of staff and volunteers in attendance with the aim of reducing these numbers as far as possible</i>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> <i>As there is only one kitchen this is the only site to which this plan relates</i> <i>All deliveries occur in people's personal vehicles which aren't shared</i>
<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"> <i>A register is kept at the door of the kitchen requiring all to sign in/out</i> <i>A thermometer is located at the front entry to record people's temperatures</i> <i>No attendance is granted to people who are awaiting test results</i> <i>No attendance is granted to anyone feeling unwell</i> <i>Anyone accessing the building is required to use hand sanitiser upon entry</i>
<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"> <i>We have limited the number of people able to work in each space to enable the social distancing</i> <i>Each of these spaces has been measured to ensure that work locations are beyond the social distancing requirements</i>
<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"> <i>Signage has been installed outlining the maximum occupancy of areas</i>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> <i>Workstations are oriented such that they don't directly face each other</i>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> <i>We have a system that people must book for each volunteer spot and have repeatedly indicated that only those with confirmed spots are permitted to attend the kitchen</i>

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"> • Upon entry a staff member runs through all the safe working practices with volunteers • Staff members are routinely updated with the most up-to-date safe working procedures
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • Deliveries occur to the rear access of the kitchen and are placed on the landing pad for staff to process • Delivery drivers are not permitted to enter the building
<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"> • The number of staff and volunteers located in the kitchen has been minimised as far as is practicable • Further limitations are routinely discussed
<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"> • Signs indicating that only volunteers with spots confirmed can enter have been placed at the entry • The kitchen is not open to the general public

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<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"> • A paper-based register of all entries to the kitchen is located at the entry to the kitchen
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • OHS guidance routinely given in the form of correspondence and website changes

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> <i>C Care has reviewed and updated the business continuity plan and considered the impacts of a potential outbreak</i>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> <i>We have systems in place to notify the relevant authorities if a staff or volunteer member tests positive for COVID-19</i> <i>We 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 or volunteer details</i> <i>This will assist in contact tracing should a positive test be returned</i>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> <i>The kitchen cleaning has increased, along with additional deep cleaning</i>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> <i>Where a case is confirmed to have been in the workplace, cleaning shall be undertaken in accordance with DHHS guidance</i> <i>C Care shall undertake a risk assessment to determine whether the kitchen (or part of the kitchen) should be closed</i>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> <i>For confirmed case, C Care shall inform staff and volunteers directing them to self-isolate</i> <i>For a suspected case, C Care shall 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 as reasonably practicable</i>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> <i>C Care shall immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline and providing formal written notification within 48 hours</i>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> <i>The kitchen will only re-open based on the direction guidance of the state government</i>

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

Signed:



Name: Shlomo Nathanson

Date: 06/08/20