

Collingwood Children's Farm

Covid-Safe Plan Detail

ACTION TO MITIGATE THE INTRODUCTION AND SPREAD OF COVID-19

HYGIENE

Hand Sanitiser

- Hand Sanitiser is available upon entry to CCF and in the staff room.
- There are 10+ other locations of hand sanitiser across the property in key areas such as the workshop, toilets, barn and seating areas. Soap and paper towels are provided at each sink and toilet across the Farm.
- Personal small hand sanitiser bottles are available for staff to use throughout the day.
- Hand sanitiser that is in a gel form will be provided in public areas to minimise the risk of children being splashed in the face or eyes
- Sanitiser bottles are clearly marked 'Alcohol Hand Sanitiser'.
- Hand sanitiser is clearly labelled with 'Safety Data information available'.

Air Flow

- Where possible, windows and doors are left open into offices. Air conditioning is also used with air drawn from outside.
- Density limits are also adhered to and face masks are worn where physical distance is not possible.
- The majority of work takes place outdoors.
- All staff that can work from home, do.
- Staff onsite have been reduced to a minimum and all indoor workplaces have no more than 1 person per 4 square metres.

Masks and PPE

- All staff are required to follow DHHS guidance at all times. This is strongly enforced by CCF Management.
- All staff must carry a mask and masks must be worn where physical distancing is not possible.
- CCF has provided all staff with cloth masks and pm2.5 filters and have additional masks and N95 masks available.
- Staff are aware they must disinfect all tools or equipment after they use them to further mitigate risks associated with spreading the virus.

- Disinfectant spray and paper towels are available at 4+ locations on the Farm for use of disinfecting and cleaning high touch areas, tools or equipment.

Training With Masks and PPE

- Government posters are displayed in the staff room and across the site with information around good hygiene (coughing, washing and sanitising hands), physical distancing and mental health care/ wellbeing.
- Every morning during briefing, staff on-ground are reminded of various procedures and measures to be taken to minimise the risk of spreading a potential infection.
- Staff are asked for ideas to improve systems and further decrease potential risks.
- A general check-in takes place and mgt ensures that staff are healthy, supported and aware of any updated information.

High use areas and equipment

- Disinfectant is provided in the staffroom with paper towels.
- Staff use of the staffroom is staggered to avoid close contact.
- Signs asking staff to wipe down commonly used surfaces before and after use (taps, fridges, microwave etc).
- Tables have been removed from the staff room to minimise the use of shiny high touch surfaces.
- Commonly used gates are propped open to eliminate repeated contact.
- Sign-in to deputy (timesheets) is completed on personal phones
- Use of shared computers limited at every possibility. A full clean down is carried out where computers or phones are to be shared.
- Two microwaves and kettles in separate areas have been provided to minimise the number of staff using the same facilities.
- All toilets are cleaned and sanitised daily.

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A Community City Farm providing Country Life for City Folk

Patrons: The Honourable Linda Dessau, AM, Governor of Victoria and His Honour Judge Anthony Howard

The Collingwood Children's Farm respectfully acknowledges the Wurundjeri-Woiwurrung people as the traditional owners of the Abbotsford Precinct Heritage Farmlands, the lands we respect, care for and farm on behalf of all Victorians.

The Farm thanks all Wurundjeri Elders past and present, for their guardianship of these lands.



CLEANING

- Tools are disinfected after each use.
- Routine sanitation is carried out daily and high touch areas are completed at least twice daily.
- A cleaning roster is managed by the daily supervisor.
- When open, visitors will not be able to make purchases using cash.
- After each open to the public session, a full clean down of Key areas and high touch surfaces will be conducted.
- Toilets will be disinfected after each public session.

Cleaning Supplies

- 300L of disinfectant available for use by staff
- 20L of hand sanitiser is available and more is to be ordered in
- Surplus paper towels are stored in Bay 1 and in the toilet storage cupboard. Paper towels are stocked up regularly.
- SOAP: 60L
- Sev to conduct regular check on stock and re-order as required.

Working at Home

- Staff who are unwell are staying at home and getting tested.
- Staff who fall in the at-risk category have been stood down. They can only return to work when their doctor states it safe for them to do so, and if they cannot complete their work from home.
- Staff who are not essential on-ground are working from home.

Multiple Settings/Work

- All staff have been directed to declare a second place of employment. In cases where this is declared, for the duration of Stage 4, staff have been directed to provide relevant details as per Workplace Directions:

If a worker is working at more than Work Premises for two or more different employers:

- The worker must provide a written declaration to each employer to advise them that the worker is working at more than one Work Premises and must provide details of the other Work Premises to each employer; and

- each employer must maintain a record of all workers who have disclosed to the employer under sub-clause 6(20) (a) that they are working across more than one work premises. (Source (pg 7) at:

<https://www.dhhs.vic.gov.au/sites/default/files/documents/202008/B6%20-%20Workplace%20Directions%20-%205%20August%202020.pdf>

- All staff are asked to declare any potential contact with a positive case.
- All staff have been reminded to follow all Government restrictions to keep themselves and their colleagues safe.

Screening System

- All employees meet in the morning where they are reminded of the protocols; to stay home if they are feeling unwell, to talk to management if they have any concerns.

- No employee is forced to work or has any pressure to attend work if they feel unwell. Staff are actively encouraged to get tested if they have any symptoms.
- All staff have been provided with alternatives to stay home; work from home; or modified tasks where required for care, children at home, at-risk or unwell.
- Visitors must book online so that their information is gathered for potential contact tracing. When booking they must select that they will not visit the Farm if they or any one of the group they intend to visit displays any symptoms, has been a close contact of someone that has symptoms or if they or someone they have been in contact with has Covid-19.
- A sign is displayed at reception asking people to stay home if they feel unwell.

Communal Work Areas

- Only 2 staff members maximum use each office at a time and when speaking with colleagues, staff stand at the door. All staff are required to wear masks where physical distancing is not possible. Where the office is larger, staff maintain minimum 1.5m distancing and the 2m² rule is met.
- All other worksites are outside and staff are reminded to maintain physical distancing at all times.
- Markings have been placed in communal spaces (staffroom) as a visual reminder to keep safe distances.

Floor Markings

- The staff room has been split into 3 areas using floor markings (not including toilet).
- Staff numbers on site have been kept to a minimum to ensure these rules can be observed.
- All surfaces/taps/microwaves etc are wiped down after each use.
- Signs will be displayed around the Farm noting the number of people who are able to use certain areas or entry or exit routes taking into consideration 1.5m spacings.

Workstations

- The only space where staff may need to work in the same indoor space is in the reception building. In these spaces, staff are facing opposite corners of the room with an open space in front of them promoting movement of air or open windows and doors.

Enter/Exit

- There is ample space around the farm entrance and staffroom to allow for staff to maintain physical distancing. Staff are reminded to not congregate and to give each other space to move through spaces where physical distancing may not be easy.
- The Farm is a predominantly an outdoor worksite.

Physical Distance Training

- Staff have been repeatedly reminded about physical distancing throughout the day. Breaks are often taken in the café area where there is more space or in the barn when the weather is not so great.
- Posters are also displayed around the Farm.
- Staff are asked to advise on times where physical distancing may be a challenge to that measure can be taken to minimise the risks.

Deliveries to the Farm

- Anyone visiting the Farm that is not on deputy (rostering system) is required to complete an online form using a QR code. This information is stored for 30 days.
- Delivery companies are told that this information will be collected and that their drivers cannot come to the Farm if they display any COVID-19 symptoms.
- Delivery drivers are asked to remain in their vehicles where at all possible to minimise risk to Farm staff.
- Where possible, delivery driver stay in their vehicles, or CCF staff or volunteers stay as far from the drivers as possible giving over 1.5m space.

Rosters

- Only essential tasks are undertaken and minimum staff are onsite to maintain key basic operations.

Clear Signage re Numbers

- We have had a number of areas mapped around the farm to allow for exact numbers. We have also taken into consideration 'focus points' where people may group around the property.
- In these 'grouping' or picnic areas, we will provide signage to advise on the number of people who are allowed in each space and how they can use that space.
- We will ensure we are up to date with the current legislation surrounding numbers and spacing.

RECORD KEEPING

- All staff on-site are rostered on to Deputy.
- Anyone visiting the farm that is not on deputy is required to complete an online form using a QR code. This information is stored for 30 days'
- The Farm Café is tracking their staff on-site, and are able to see through their delivery record who has been on-site
- Visitors will be tracked through online booking where they will need to provide their name and contact information.

Workplace OH&S

- All staff are aware of the CCF OH&S document and have recently read through the updated document.
- Staff are asked for input into processes and management of the work environment through this time.

- Staff are aware of the channels they are able use if they do not feel as if their concerns are being appropriately met.
- Staff are often asked to comment or ask questions around OH&S at the Farm.

RESPONSE TO SUSPECTED OR CONFIRMED COVID-19 CASE

Identify the roles and responsibilities of employer and employees.

Conor, Steve, Sev, Susan to work on roll out of plan.

Prepare for absenteeism of staff members required to quarantine or isolate eg: *Team A* stays home to test and quarantine and *Team B* divides across week.

At-Home staff come in where necessary until such time as quarantined staff get all clear to return to work.

· Describe how you will continue to deliver essential services

All other work could cease aside from essential animal welfare (feed and healthcare).

· Plans to communicate with customers, suppliers, stakeholders in the event of a positive case.

Sev - need to provide me, Helen, Steve with G Drive (QR CODE) info access.

Preparing to assist DHHS and Contact Tracing

- Information is gathered through deputy around details of staff onsite and when.
- Those not on Deputy are recorded through QR code/Google Form.
- Those visiting as paid visitors or Farm members are to book through online where details will be recorded.
- The below statement will be met:

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.

Prepare to undertake Cleaning

- If a staff member was to test positive, we know what areas that staff member was working in and would be able to manage a deep clean of the site/associated areas.
 - CCF will undertake a risk assessment immediately and work through the ongoing actions that will need to be taken. Where necessary we will engage Public Safety Australia as a consultant to support in the roll out of any action required to be taken.

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.

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.

Prepare for how to manage a suspected or confirmed case of an employee in working hours

- Should a staff member test positive, Worksafe and DHHS would be contacted to advise on how to manage on-ground staff who are a close-contact returning to their homes or to get tested. Staff would be notified as soon as the immediate risk assessment had been made and actions determined by management, and in consultation with relevant bodies.
- The Farm would conduct a deep clean of all shared spaces under instruction of the protocols of worksafe and DHHS. Professional cleaners will be engaged where necessary.
- Care of the animals would be reduced to a feed, water and minimum care until the site was deemed safe, and only staff who were not a close contact would be allowed onsite.
- Should this happen, we have enough back-up/at-home staff to tide the Farm over until such time as those who are self-isolating are able to return to work.

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.

Prepare to notify workforce and site visitors of a confirmed/suspected case

- DHHS, WorkSafe, all staff and recorded visitors would be informed that a positive case has been recorded and the direction to get tested and quarantine as per DHHS direction must be followed.
- The Farm Cafe, IL Vit, The Abbotsford Convent, Melbourne University Childcare Centre, Mercy Place Care and Convent Bakery would also be notified as they are local organisations and businesses.

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.

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 as reasonably practicable.

Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace

- Supervisors will contact the Farm Manager or Farm Operations Manager immediately and they will contact Worksafe and any other relevant bodies.

Employers must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.

Confirm your workplace can safely re-open & workers can return to work

- CCF would follow any guidelines to ensure the safety of all staff.

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).

DHHS and WorkSafe must be notified that the workplace is reopening.

I acknowledge I understand my responsibilities and have implemented this COVID-19 Safe Plan in the workplace.

Signed:

Name : Sev Darwell Date: 14/12/2020

