

COVIDSafe Plan Stage 3 Version 1

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

Our COVIDSafe Plan

Business name:	The Cube Wodonga (currently in stage 3)
Site location:	118 Hovell Street WODONGA VIC 3690
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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.	<p>Signage on all entry doors at Cube to adhere to current Vic government requirements:</p> <ul style="list-style-type: none">do not enter if you have been in a "Hot Spot";do not enter if you are unwell;Practice Social Distancing , maintain 1.5 meters from others;Practice good hand hygiene. <p>Sanitiser is supplied for customers at all customer facing areas (e.g. Library, Front Counter, Child and Maternal Health, Immunisation, Early Years, The Cube), in all kitchens, meeting rooms and work areas.</p> <p>Soap and paper towels are refilled each night by cleaning contractor. Hand wash signage is in all bathrooms and on entry doors.</p> <p>Hand sanitiser around venue is check daily by set up staff and refilled as required.</p>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<p>All areas are controlled by a mixture of air conditioning systems that draw fresh air</p> <ul style="list-style-type: none">The Cube, has no opening windows in main auditorium or meeting room;The Cube staff office has windows and will be used to add air flow to office space. <p>Due to the nature of the different types of air conditioners there is no single answer but all air cons have individual control that are pre-set for optimal employee comfort but can be adjusted as required.</p>

Printed copies of this document are uncontrolled. The controlled version is available through Quality Manager in Kapish.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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.</p>	<p>In line with current government and DHHS guidelines: All staff in all areas have been supplied with disposable face masks and reusable face masks. All areas have disposable facemasks on hand and available to all staff; The Cube is a high risk area and has completed a risk assessment for all activities and wear appropriate and DHHS recommended PPE; All staff have been instructed to wear face masks in accordance with government requirements and provided with advice about correct use. A PPE reference document has been developed for all staff as a quick reference /clarification tool.</p>
<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>	<p>All Cube staff have been supplied washable face masks with instructions on how to wear and care for their masks. All staff are required to complete an online learning module on COVID safety when they return to work (ELMO COVID module). PPE guidelines for staff on what is required has been developed and circulated, along with how to use and how to order from central point within council.</p> <p>Hand sanitiser located throughout the venue. Cleaning kits supplied for each room and staff member responsible for venue cleaning. Videos on how to put on/off gloves and wipe down equipment provided as part of the induction.</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>Lights in toilets are turned on and off using no-touch sensor technology; Measures are in place to ensure Social distancing and reduce touch points e.g. deeper counters at box office, and room set ups for clients adhere to the 1.5m social distancing.;</p> <p>All high risk areas have been assessed and processes have been put in place. E.g. removal of shared pens/supplies, with an allocation given to each participant and are cleaned and sanitised between users.</p> <p>Limited staff are required in office so there is no crowding in communal areas (e.g. kitchens); There is no sharing of desks, computers or phones. On the odd occasion this does happen, sanitising wipes (greater than 60% alcohol) are used between users.</p> <p>Cleaning of all high touch surfaces are cleaned each night, as well as additional cleaning introduced during the day.</p> <p>Door that are not automated are propped open, where appropriate to reduce touch points.</p> <p>Restrictions on access to equipment for touring staff. One operator to touch equipment Cleaning protocols in place for all equipment at start and finish of shift – additional time allowed for in rostering. Line checks done with tech only microphone to reduce cross contamination –mic checks to be done by artists and no sharing of equipment.</p> <p>Cube Café OR onsite caterer is required to supply of COVID safe documents prior to opening/serving. All external catering will require COVID safe plans and health checks from COW team. Options for catering to be limited to pre-packaged options – no buffet or platter options available.</p>
Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Cleaning</p>	

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<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>Cleaners are undertaking additional cleaning daily with a focus on high touch areas. Guidelines created for cleaning and disinfection process in the COVID-19 PPE guidelines for staff.</p> <p>Cleaning kits supplied for each room and staff member responsible for venue cleaning.</p> <p>Cube staff wipe down room and equipment after set up is completed, and at the end of each day. The staff complete a digital checklist in I-Auditor and fill in the cleaning checklist on the door of each space, noting date of cleaning, who cleaned and what event it is set for.</p> <p>Create venue-specific check list to itemise all venue areas - Front and Back of House - and its key surfaces for quick reference by cleaners/contractors and managers</p> <p>Every venue clean must be documented by those performing the clean, utilising a venue Cleaning Check List – I-Auditor stores date and times of all room cleans prior to event use.</p> <p>Dispose of disposable cleaning products and items safely in bins provided – Emptied by cleaning contractor</p> <p>Confirmed case venue cleaning will be carried out by COW commercial cleaning contractor.</p> <p>All seating, tables and high touch points are cleaned with approved cleaning products.</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>All PPE and sanitising equipment is managed through a central control person with council. The Cube Wodonga has adequate stock on hand that can be replaced quickly and an internal ordering process has been developed.</p> <p>Audits of stock are undertaken weekly and local supplier network has been developed and maintained.</p> <p>PPE and Cleaning guidelines for all staff created and all staff are to be trained and inducted to new processes prior to first shift.</p>
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>	<p>All staff that can work from home do.</p> <p>Social distancing of staff is accommodated within the Cube office and meets the 4m2 social distancing rulings.</p> <p>Any staff that has or been in contact with a possible confirmed case are required to work from home until negative results are returned.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>All staff only work for the organisation. Essential services have been identified. Staff from non-essential (closed) areas may be seconded to an “essential area”.</p> <p>These staff may work from home or clean and sanitise allocated desk and other touch points before use, and follow social distancing practices and wear a face mask.</p> <p>Many face to face meetings and training have been replaced with meetings and training using video conferencing technology, to limit staff gathering in common places.</p> <p>Currently only permanent Cube staff are working on site. Reducing the number of workers in the venue and the ‘work bubble’, and alternating days in office to keep numbers of staff onsite as low as possible.</p>

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<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p>A process is in place to ensure those that are unwell do not attend work. All staff are not to attend work if unwell or a member of their household is unwell and must notify their Manager/team leader if they or someone in their household or someone they have been in close contact with is unwell with cold and flu like symptoms (no matter how minor). Staff must stay home and not return to work until negative test results are returned. This is reported to the COVID Sub-committee and Manager for People and Workplace (Health, Risk, OH&S and Building Maintenance) who assess actions needed according to when last in office, areas visited in office, level of risk, cleaning and isolation of areas etc.</p> <p>The Cube has contractor/visitor registers that require all visitors, contractors and clients to declare they meet the health requirements and have not visited any hot spots or been in contact with a suspected or confirmed case of COVID 19</p> <p>Once the venue is reopened, staff temperatures can be taken along with the health survey prior to each shift, with a contactless thermometer.</p> <p>All employees work a roster so managers/team leaders know who is working in what location/area. Buildings are locked and access for staff is via individually traceable RFID swipe cards.</p>
<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>	<p>All customer facing facilities and activity areas have physical distancing markers on signage and markers on floors and measures to force 1.5 meters are in place (e.g. Cube Box office and Bar).</p> <p>All meeting rooms, lifts, service areas have the number of persons allowed in the area on the door;</p> <p>All direct customer facing areas have social distancing barriers and processes; Barriers have been installed and The Cube box office to enforce distance between the staff member and the customer when these services are open to the public;</p> <p>Furniture has been removed so there is no encouragement to stay longer than 15 minutes.</p> <p>All rooms are limited to the current specified guidelines as set by the Victorian Government. Currently 1 per 2 square meter.</p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>All rooms and communal areas have physical distancing markers, signage and markers on floors to encourage 1.5 meters separation.</p> <p>Where required areas will be divided to ensure one way entry and exits with bollards or pin boards. This will be pre planned prior to each event dependant on layout and number of expected attendees.</p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p>In line with current regulations room capacities will adhere to ensure social distancing. Cube office allows for permanent staff to work within the social distancing requirements, all at least 2m apart and not facing each other.</p> <p>Only one staff member to work in box office at any point, whilst the 4m2 ruling is in place.</p>
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<p>There are 2 access points to the main foyer and 2 access points to the back of house areas and staff stagger arrival times to avoid congestion.</p> <p>For events, staggered arrival times may be considered dependant on total expected attendance, and events needs.</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>All staff are required to complete an online learning module on COVID safety when they return to work (ELMO COVID module).</p> <p>All Cube staff have completed the online government COVID safe training.</p> <p>COVID-19 Guidelines for all staff has been created and published, and consistent instructional signage is displayed throughout Council workplaces.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>All deliveries are received in to front counter of council and placed on the far end of the counter or on the sign up desk against the wall. Like all persons attending Customer Focus, drivers are required to socially distance if waiting to be served. There is currently no sign in for deliveries, only their name is taken by the delivery driver.</p> <p>Customer Focus team ask who the delivery is for and send an email advising the appropriate person of the delivery.</p> <p>If staff are unable to collect it that day, the parcel/s are placed in the storage cupboard.</p> <p>For any deliveries to Cube loading dock, PPE to be worn if mandated and social distancing to be adhered to. All items are to be wiped down prior to use.</p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>The general public areas are currently closed due to stage 3 restrictions, apart from essential service events including immunisations, Service NSW and Salvation army family mediation sessions.</p> <p>The Cube staff do a mix of working from home or the office depending on what tasks need to be completed or event needs, alternating days off to minimise staff on site. If customer contact is needed the team rosters staff to limit the number of staff in the office, and measures are in place to ensure hygiene and social distancing.</p>
<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>	<p>All meeting rooms, lifts, and common areas have the number of persons allowed in the space on the door as set by the current room capacities as set out by the Victorian Government.</p>
Guidance Action to ensure effective record keeping	
Record keeping	
<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>	<p>The Cube Staff use a Fob keyless system (RFID) that identifiably records staff entry into the building.</p> <p>The Cube has a contractor/visitor register capturing data for Contact tracing via the App I-Auditor. There is a table device located at each entry point of the venue and all contractors and event organisers are required to register, answering the health questions, and agreeing to the venues COVID safe requirements.</p> <p>The Cube also has QR code registration for contactless registration for event attendees, ticket holders and short term visitors, or regular contractors and venue staff.</p> <p>All ticket purchasers will be required to agree to COVID safety requirements for venue prior to entry.</p> <p>Once Venue reopens</p> <p>Third Parties to sign-off o to venue’s COVID Safe Plan prior to access. Covid safe plan sent to hirers with contract.</p> <p>Hirers required to sign off on Cube safe plan and their requirements with hire contract as condition of hire.</p> <p>Hirers required to send their own Covid safe plan with booking contract. Saved into Artifax.</p> <p>Touring Parties to supply covid safe plan specific to their performance and how they will ensure the safety of their performers and venue staff.</p> <p>Client and hirer inductions will be recorded in I-Auditor – prior to any work commencing on site -</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>The Cube Wodonga is to follow the Council procedure for reporting COVID 19.</p> <p>Council has an OHS incident and investigation procedure that outlines the process involved for all hazards, incidents and near misses occurring at council in accordance with legislative requirements.</p> <p>Council has an ELMO online training module (OHS Awareness) that all Staff complete that outlines the incident and reporting procedure.</p> <p>Council has an ELMO online training module (COVID19 Awareness) that all staff complete that outlines the COVID19 and reporting requirements</p>
Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>Pandemic Business Continuity Plan established in March 2020. Pandemic Stages and Severity are in line with Emergency Management Victoria's action plan for influenza pandemic. The Cube Wodonga has specific actions for its service based on the stages and severity of the pandemic.</p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p>The Procedure for the Management of COVID-19 Cases (see appendix 1) details the process to identify close contacts to support contact tracing. A copy of the Procedure is attached to this Plan.</p> <p>The Cube Staff use a Fob keyless system (RFID) that identifiably records staff entry into the building. The Cube has a contractor/visitor register capturing data for Contact tracing should it be required through I-auditor.</p> <p>Clients hosting training, manage the contact tracing for their attendees, to add level of security to their data.</p>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<p>The Procedure for the Management of COVID-19 Cases details the responsibility and process to determine to close a workplace in preparation for cleaning, and responsibility for arrangement of additional cleaning should it be required.</p>
<p>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</p>	<p>The Procedure for the Management of COVID-19 Cases details how Wodonga Council manages a suspected or confirmed case in a worker.</p> <p>A process is in place to ensure those that are unwell do not attend work.</p> <ul style="list-style-type: none"> • All staff are not to attend work if unwell. • Staff must notify their Manager/team leader if they or someone in their household or someone they have been in close contact with is unwell with cold and flu like symptoms (no matter how minor). • Staff must stay home and not return to work until negative test results are available. <p>This is reported to the COVID Sub-committee (Health, Risk, OH&S and Building Maintenance) who assess actions needed according to when last in office, areas visited in office, level of risk, so cleaning and isolation of areas etc. can be determined</p>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p>The Procedure for the Management of COVID-19 Cases details how Wodonga Council will notify workers and site visitors of a suspected or confirmed case;</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>The Procedure for the Management of COVID-19 Cases details the responsibility to notify Worksafe of a confirmed case.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p>Risk Assessments are completed for each site that is re-opening to ensure they are COVID Safe. Stored in Kapish Folder F20.308 Return to Workplace Checklists have been completed by all managers to ensure their workspace is COVID safe and outlining the return to work arrangements with staff. Stored in Kapish Container B20.207</p>

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



Signed _____

Name Rebecca Bennell

Date 23/12/2020