



COVID SAFE MANAGEMENT PLAN

As part of the Victorian COVID Safe practices, Premier Daniel Andrews has announced requirements Be Heard must adhere to. It is mandatory for all businesses to have covid safe plans in place. The below plan sets out how the business intends to manage and mitigate the risk of transmission of COVID-19. The plan allows us to demonstrate our employer obligations to keep the workplace healthy and safe for employees, necessary visitors, clients, and any contractors. This plan also adheres to any Federal or State Government COVID-19 Safe Work Principles. This plan should be revised frequently and as restrictions or conditions change or are updated.

PREPARED FOR:
Be Heard Therapy & Supports
VERSION 3 PUBLISHED January 2023

Our People & Safety are Our First Priority

COVID Safe Management Plan Checklist Understand your Industry & Obligations

Check Task	Completed On (Date)
<input type="checkbox"/> Understand how your WHS risks have changed	
<input type="checkbox"/> Complete your business Risk Assessment	
<input type="checkbox"/> Understand current industry advice & Changes	
<input type="checkbox"/> Understand you must collect all records of anyone that attends the premises	
<input type="checkbox"/> Understands Density Requirements	
<input type="checkbox"/> Understand symptoms of COVID-19	

Industry Specific Business Restrictions

- Masks are required in medical settings

Hygiene and Cleaning Obligations & Plan

What does your business need to do?	How will your business achieve this?	When will your business have this completed?	What supplies do you need to achieve this?	Check
Have mobile hand sanitizing and hygiene kits stations available to each team member to be used at client sites or sites attended.	Provide all staff with mobile hygiene kits to be carried at all times	The worker will use their hand sanitizing and hygiene kit regularly	Hygiene kits	o
Have hand sanitiser in all vehicles for employees to access.	Identify who drives a vehicle.	As soon as possible.	Hand sanitiser bottle to be stored in vehicle.	o
Develop cleaning policy and procedure to clean high touch areas regularly and multiple times a day in Be Heard locations.	Identify high touch areas such as doors etc.	Cleaning will be carried out twice per day as a minimum. This will be continuously reviewed to be aligned with recommendations from DHHS.	High quality cleaning supplies such as single use gloves, disinfectant etc.	o
Where possible only use disposable hand towel at client sites.	Identify bathroom, kitchen and any other rooms that have non-disposable hand towels and ensure option of paper towel or hand towel is available.	As soon as possible.	Rolls of disposable paper towel.	o
Educate employees and contractors on hygiene and cleaning policies, procedures and best practice.	Hold a Zoom meeting to go through policies, procedures & best practice. Have everyone sign an acknowledgement declaration.	During onboarding of new team member or when there are new updates to policies	Internet connection and template for declaration.	o
Ensure employees are wearing disposable gloves for all cleaning tasks including handling rubbish or scraps.	Educate employees on importance of avoiding contamination, including how to safely remove gloves.	During onboarding of new team member or when there are new updates to policies	Disposable gloves	o

Physical Distancing Obligations & Plan

What does your business need to do?	How will your business achieve this?	When will your business have this completed?	What supplies do you need to achieve this?	Check
Understand and follow the current advice from Government authorities on physical distancing.	DHHS information and Premier Statement if relevant.	As soon as possible.	Accurate and up to date information.	o
Educate employees, clients, and contractors on physical distancing requirements.	Hold a Zoom meeting to go through government guideline. Have everyone sign an acknowledgement declaration.	During onboarding of new team member or when there are new updates to policies	Accurate and up to date information and declaration template.	o

Managing People

Obligations & Plan

What does your business need to do?	How will your business achieve this?	When will your business have this completed?	What supplies do you need to achieve this?	Check
Understand my legal requirements of the premises or workplace.	Review appropriate and reliable information sources such as DHHS.	As soon as possible.	Review information.	o
Understand which workers are at risk of exposure.	Identify which workers are at risk.	As soon as possible.	Understand positions, day to day movements, workflow, working in close contact with others.	o
Reduce chance of workers coming to work unwell.	Educate workers on staying home. Advising if they have no paid leave entitlements, they will have access to unpaid leave and could be eligible for the Government \$300 support payment. Encourage workers to stay home when unwell.	During onboarding of new team member or when there are new updates to policies	Information on importance of staying home and reinforcing serious nature of virus with statistics.	o
Unwell employees with symptoms are to be tested for COVID-19.	Implement workplace procedure that if a staff member is unwell, they are encouraged to get COVID-19 tested and may not be able to return to the workplace until they receive clearance.	As soon as possible.	Educate employees on procedure and remind them on different types of leave options (paid and unpaid).	o
Trace who has been present for the session	Session notes document who is present on site during session - these will be in email communications Educate on benefits of App.	As soon as possible.	Session notes template	o
Encourage employees to turn on COVID-Safe App	Traveling employees to keep personal logbook in vehicle or electronic in phone.	As soon as possible (cannot be forced)	Knowledge of the app	o
Monitor employees that travel to a different site each day.		As soon as possible.	Consistent way to document where they have been.	o

Training & Enforcement Obligations & Plan

What does your business need to do?	How will your business achieve this?	When will your business have this completed?	What supplies do you need to achieve this?	Check
Educate employees and contractors on COVID19 symptoms and risks	Run a zoom session or send out a memo.	During onboarding of new team member or when there are new updates to policies	Person in charge to draft memo or hold meeting.	0
Provide accessible information to educate on COVID, updates, symptoms and risks.	Send out regular reminder emails. Have policies and procedures in a common SharePoint or accessible drive.	As soon as possible	Document storage location	0
Keep team up to date on mask policy throughout workplace and educate on employee obligations outside workplace.	Send memo via email or hold a zoom. Continue to monitor employees mask wearing in line with current policy. Educate severe ramifications for those that do not wear a mask when required	During onboarding of new team member or when there are new updates to policies	Person in charge to draft memo or hold meeting. Manager to understand how to monitor and handle conversation should employee not follow guidelines	0
If employees must travel for work, they wear face masks on public transport or in rideshare/taxis etc unless an exemption applies	Educate employees and try to avoid car pooling.	As soon as possible	Discuss with employees COVID safe summer	0
Monitor employees following recommended hand washing protocol.	Manager to enforce this. Monitor and manage employees.	As soon as possible	Manager have appropriate training and understand protocols.	0
Provide site inductions	Family Safety Checklists	When appropriate and required	Checklist in client on-boarding pack	0

Responding Obligations & Plan

What does your business need to do?	How will your business achieve this?	When will your business have this completed?	What supplies do you need to achieve this?	Check
Ensure all employees, contractors know how to respond to a suspected case, close contact and positive case.	Implement COVID-19 Policy	As soon as possible	Policy	o
Response plan in place.	Develop and implement response plan.	As soon as possible.	develop plan and implement across business/company.	o
Keep employees, contractors and visitors away and out of contact from the suspected case.	Speak with the person concerned, review contact tracing documentation for that person. Understand risk of others. If at work when symptoms arise, and they are well enough - send home immediately.	Immediately send home and seek medical advice.	Understand symptoms. Consult with person displaying symptoms. Ensure employee or contractor safety to go home, if not phone 000.	o
Keep employees, contractors and visitors away and out of contact from the positive case.	Speak with the person concerned, review contact tracing documentation. Seek health advice. Close premises and arrange full and thorough clean. Contact WorkSafe to notify of positive case as per WHS obligations.	Immediately.	WorkSafe details. Contact for Cleaning.	o
Define work area and affected employees.	Direct affected employees to self-isolate and await further information.	Immediately	Notification system & appropriate communications.	o
Notify workplace in memo/email.	Be respectful to wellbeing and mental health. Ensure privacy is being maintained.	Immediately	Appropriate communications	o
Review controls. Analyse how suspected or positive case entered workplace. Make any required changes or updates.	Investigation	As soon as possible following notification of suspected or positive case.	HR investigate	o

Further Information COVID Safe Plan

In addition to the above, briefly discuss your business actions that are in place to prevent the introduction of COVID-19 in your workplace.

We are making sure we have records of all sessions that take place and who is present through session notes and email communications.

All staff will be provided with a hygiene kit when completing on-boarding, including; hand sanitiser, soap, surface wipes, gloves.

Discuss any additional requirements you are aware of for your industry and how you will meet these requirements within your workplace.

Owner/ Director Name

Signature

Date

Rhyannon Perkins

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18th January 2023