COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available.

Our COVID Safe Plan

Business name: _____

Site location: _____

Contact person: _____

Contact person phone: _____

Date prepared: _____

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote a hand sanitiser station for use by Contractors and Officials on entering the Rooming House and other locations as necessary on the site.	*Hand sanitiser available in entry Hall to Rooming House, next to Rooming House Attendance Register for use by residents, Contractors or Official Visitors i.e. Council Environmental Health Officer, Fire Officer, CAV Inspector, etc.*
Where possible: enhance airflow by opening front and rear doors of Rooming House for a period on a daily basis.	*Consider opening the front and back doors for a period each day subject to safety of security doors and weather.* *Consider fitting exhaust fans to bathrooms and kitchens connected to the light switch with 10 minute run on timer after switch turned off.*
When traversing communal areas of the Rooming House, encourage residents to wear a face covering.	*Consider putting up posters as supplied from DHHS website:-* https://www.dhhs.vic.gov.au/promotional-material-coronavirus-covid-19 How to wear a face mask - poster.pdf How to wear a face mask.pdf
Provide training links to residents on COVID-19 Infection Control, the correct use and disposal of face coverings, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	*Consider suggesting the following information available on this link* https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training How-to-wear-and-care-for-mask-A4-fs-CC
Encourage residents, Contractors and Officials to not touch surfaces unless necessary and for Contractors to supply their own tools and not share contact.	*Request that residents do not leave personal belongings in communal areas such as bathrooms, kitchens and laundry.* *Consider requesting that Contractors to supply disposable gloves when working at your Rooming House and also undertake the COVID-19 Infection Control training on this link:-* https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training
Guidance	**Action to mitigate the introduction and spread of COVID-19**

Cleaning	
Increase environmental cleaning (including between changes of residents), ensure high touch surfaces are cleaned and disinfected regularly (at least twice normal).	*Ensure that cleaning and disinfection is completed to DHHS guidelines for non-healthcare settings which is available from the following link:-* Cleaning and disinfecting to reduce
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	*Choose strength of disinfectant as per the above document and the below link, if the strength is not listed on the container look up the SDS (Safety Data Sheet) which by law is available for all chemical cleaners form the supplier.* https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines/chlorine-dilutions-calculator

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Establish a system to communicate that no visitors are to be accessing the Rooming House.	*Install the below "STOP Resident Access Only", signs at entries to the Rooming House and send communication to all residents to confirm this.* STOP COVID-19 Sign.pdf
Screen Contractors and Officials before they enter the site to obtain their declaration they have not: been diagnosed with COVID-19, or are not being tested for COVID-19, or been in close contact with anyone with COVID-19, or have any symptoms consistent with COVID-19 (fever, sore throat, shortness of breath)	*Request that all Contractors and official visitors complete the below Rooming House Entry Questionnaire before allowing access to the Rooming House and then complete the COVID-19 workplace attendance register.* Rooming House Entry COVID-19 Ques
Establish a system that ensures Contractors & Officials are not working across multiple Rooming Houses/ sites. Request that your contractors make your Rooming House the first site of the day, avoid visiting all your Rooming Houses on the same day.	*Request to know where the Contractors and Official visitors have been prior to entry to the Rooming House as well as complete the above documentation.*
Establish a system to screen Contractors and Officials before accessing the Rooming House.	*Check the temperature of Contractors and Official visitors as well as complete the above documentation prior to entry to the Rooming House.*
Communicate that in communal areas there is to be no more than one person per four square meters of enclosed space, and persons are spaced at least 1.5m apart. Also consider installing screens or barriers in communal areas like Kitchens. 'four square metre' rule.	*Consider limiting Bathrooms. Kitchens and Laundry to one person at a time or at least to the 4 square meter rule as per the following link:-* https://www.dhhs.vic.gov.au/four-square-metre-rule-covid-19
Minimise the build-up of residents waiting to enter and exit the Rooming House.	Consider allocating the front door of entry only and the rear door for exiting from the Rooming House if this is possible.
Review delivery protocols to limit contact between delivery drivers and residents.	*Display the "STOP Resident Access Only", sign at the entry to the Rooming House and instruct residents to request contactless deliveries with items left at the front door and an SMS message sent to the resident to collect after the delivery driver*

	has left an adequate space.
Require that Contractors and Officials inform the RH Operator if they share accommodation with anyone working at a high-risk workplace	Request information on precautions taken by all parties in preventing contamination of COVID infection.

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of RH Operator, Contractors, Officials, and any sanctioned persons. This information will assist RH Operators to identify close contacts in case of a COVID infection.	*Keep a record of all Contractors and Official visitors that enter the Rooming House in a Workplace Attendance Resister and destroy this record after 28 days.* COVID-workplace-att endance-register.doc
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available). Confirm that Contractors are aware of OHS reporting requirements.	*Maintain a record of any OHS incidents and instruct all Contractors and Official visitors in the location and necessity to complete this record.*

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update a business continuity plan to consider the impacts of a COVID outbreak and potential closure of the Rooming House.	*Prepare a Business Continuity Plan (BCP) or a Property Plan as per the attached guidelines that list how you will isolate a positive resident from the rest of the residents with allocation of separate bathroom and procedure for supply of food and essentials to them during the quarantine period.* Multi-dwelling Properties with Share
Prepare to assist DHHS with contact tracing and providing Contractor and visitor records to support contact tracing.	*Ensure availability of workplace attendance register to assist DHHS with contact tracing.* *DHHS Coronavirus Hotline 1800 675 398*
Prepare to undertake cleaning and disinfection at your Rooming House premises. Assess whether the Rooming House or part of the site must be closed.	*In consultation with DHHS ensure that cleaning is performed to the required COVID contamination standard as per the below DHHS document.* cleaning-and-disinfec ting-reduce-after cov
Prepare for how you will manage a suspected or confirmed case in a resident.	*As per your Business Continuity Plan (BCP) that lists how you will isolate a positive resident from the rest of the residents with allocation of separate bathroom and procedure for supply of food and essentials to them during the quarantine period.*
Prepare for how you will manage a suspected or confirmed case in a Contractor during work hours.	*As per your Business Continuity Plan (BCP) that lists how you will isolate a positive Contractor from the Rooming House by Ambulance if required.*

Prepare to notify residents, Contractors and Official visitors of a confirmed or suspected case.	Use the *attendance register to notify all Contractors and Official visitors of a confirmed or suspected case.*
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your Rooming House when it is a workplace.	If only Residents are present in the Rooming House then it is not a Workplace, if contractors are present then it becomes a workplace.
Confirm that your Rooming House can safely re-open and residents and contractors can return to the premises.	

I acknowledge that I understand my responsibilities and that I have implemented this COVID Safe Plan in the Rooming House.

Signed _____

Name _____

Date _____