



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

Our COVIDSafe Plan

Business name: Canine Comprehension
 Site location: Multiple school sites
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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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>	<ul style="list-style-type: none"> • Providing and encouraging use of hand wash and hand sanitiser with over 60 per cent alcohol to allow tutors and clients to maintain good hygiene practices. • Avoiding shared use of phones, desks, writing equipment, or other work tools and dog handling equipment. • Thorough and regular sanitation of workplaces and work items. • Providing tutors with time to wash up and sanitise prior to the end of their session.
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> • Making sure that windows and air conditioning are set for optimum air flow
<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>	<ul style="list-style-type: none"> • Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn • Monitoring use of face coverings in all staff, unless a lawful exception applies

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>	<p>All Tutors have been educated on:</p> <ul style="list-style-type: none"> • Hand and cough hygiene, including how to wash and sanitise their hands correctly • Reinforcing the importance of not attending work if unwell • Ensuring appropriate information on the use of face coverings and PPE

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of schools), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> • Canine Comprehension tutors will follow school protocols and procedures for cleaning and disinfecting regularly. • Shared staff spaces must be cleaned at regular intervals.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>Canine Comprehension will declare to all clients when they are working across multiple sites and where these multiple sites are located.</p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> • Staff are to follow school protocols on entering a school. • Staff have been educated on not attending work with any cold like symptoms.
<p>Use floor markings to provide minimum physical distancing guides between clients</p>	<ul style="list-style-type: none"> • Identify the area that requires floor markings to keep a safe distance

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record clients. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> • Canine Comprehension will use a scheduling system to record all clients they work with with days and times <p>Workplaces are to establish and maintain a register of attendance for all workers, subcontractors, customers, clients and visitors (including workplace inspectors) to the worksite, who are present for 15 minutes or longer. Exceptions apply to customers entering retail businesses.</p> <p>Records are only to be used for tracing COVID-19 infections, and must be stored confidentially and securely.</p> <p>Employers should note where staff are working across multiple sites (where this is unavoidable).</p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • Educating staff on how to meet OHS requirements, including recording information about any incidents. Training has been provided and incident forms are readily available.

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"> • Identify the roles and responsibilities of employer and workers. • Prepare for absenteeism of staff members required to quarantine or isolate • Describe key dependencies (e.g. third party providers) • Describe how you will continue to deliver essential services • Plans to communicate with customers, suppliers, stakeholders in the event of a positive case • Establishing processes for managing perishable stock
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p>DHHS must be notified to report on actions taken, to share the risk assessment as to closure of the work premises and to provide close contact details. Employers must comply with any further directions from DHHS as to further closure or cleaning.</p> <p>The employer/manager will prepare records from the period commencing 48 hours prior to the onset of symptoms in the suspected case that include all rosters and worker details, along with customers, clients, visitors and workplace inspectors. This will assist in contact tracing should be worker test positive.</p> <p>For a positive case, records will be requested from the period commencing 48 hours prior to the onset of symptoms or 48 hours prior to the positive test if asymptomatic.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<p>A worker 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 worker must wear a mask and be physically distancing from all other staff persons. An employer must advise the worker to undergo a COVID-19 test and self-quarantine.</p>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p>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 (ahead of the DHHS contact tracing process).</p> <p>For all suspected or confirmed cases, employers must inform all workers at the workplace (including the Health and Safety Representative) 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.</p> <p>All workers at the work premises must be notified if there is a 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>Employers must immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.</p> <p>Employers must comply with any directions from DHHS and WorkSafe as to closure or cleaning</p>

Guidance	Action to prepare for your response
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p>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).</p> <p>You must seek approval from DHHS to open the workplace once you have complied with all the requirements under the directions</p> <p>WorkSafe must be notified that the workplace is reopening.</p>

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

Signed _____

Name _____

Date _____