

# COVIDSafe Plan

## Department of Premier and Cabinet

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### Our COVIDSafe Plan

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Site locations:	Government House Victoria
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Requirements	Action to mitigate the introduction and spread of COVID-19
<b>1. Ensure physical distancing</b>	
<b>You must ensure workers and visitors are 1.5m apart as much as possible.</b>	<ul style="list-style-type: none"><li>• Active workstations and workforce bubbles have been identified and implemented to ensure that physical distancing is managed appropriately.</li><li>• Signage installed in communal areas indicating physical distancing requirements.</li><li>• Tailored advice and guidance provided to staff regarding attending the workplace.</li><li>• Floor markings and directional signage is in place throughout Government House.</li><li>• Seating in break areas re-arranged to only allow for maximum number of people to be seated in an appropriate configuration.</li></ul>
<b>Restricting the number of employees who are able to attend work locations</b>	<ul style="list-style-type: none"><li>• Staff attendance aligned with CHO advice, relevant percentages and operational requirements.</li><li>• Attendance systems are in place to ensure compliance with maximum allowed numbers to maintain physical distancing whilst working</li><li>• The Office of the Governor has established a COVID Leadership Group which monitors employees both onsite and working from home.</li></ul>

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<p><b>Consider minimising the build-up of people waiting to enter and exit the workplace</b></p>	<ul style="list-style-type: none"> <li>• Staff attendance aligned with the CHO advice and relevant percentages.</li> <li>• Signage installed in communal areas indicating physical distancing requirements.</li> <li>• Maximum limits signage for lifts and lobby areas at all facilities.</li> </ul>
<p><b>Consider using floor markings to provide minimum physical distancing guides</b></p>	<ul style="list-style-type: none"> <li>• Floor markings and directional signage is in place where appropriate, throughout Government House.</li> <li>• Common areas such as meeting rooms, kitchens and bathrooms have signage to indicate appropriate physical distancing requirements and maximum number of people per space.</li> </ul>
<p><b>Consider reviewing delivery protocols to limit contact between delivery drivers and workers</b></p>	<ul style="list-style-type: none"> <li>• Delivery is now contactless, including a designated drop off area. This area is configured to also allow quarantining of items before being handled.</li> </ul>
<p><b>You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:</b></p> <ul style="list-style-type: none"> <li>• There is no more than one worker per two square meters of enclosed workspace</li> <li>• There is no more than one member of the public per two square meters of publicly available space indoors</li> </ul>	<ul style="list-style-type: none"> <li>• Common areas such as kitchens and bathrooms have signage to indicate appropriate physical distancing requirements and maximum number of people per space.</li> <li>• OOG floor space quotient is aligned to or below current CHO advice for both shared work areas and publicly accessible spaces.</li> <li>• Staggered arrival and departure times for the staff to avoid build up in changing areas, etc.</li> </ul>
<p><b>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</b></p> <ul style="list-style-type: none"> <li>• Informing workers to follow current public health directions when carpooling.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff have undertaken COVID Safe training, at a hospitality service level (high).</li> <li>• This training is part of a return to work induction process for those who have been working from home or have continued on site. All staff have undertaken COVID safe training.</li> <li>• Regular reminders to staff and briefings prior to events taking place to reinforce the message.</li> </ul>

Requirements	Action to mitigate the introduction and spread of COVID-19
<b>2. Wear a face covering</b>	
<p><b>You must ensure all workers and visitors entering the workplace wear a face covering if they cannot maintain at least 1.5 metres from others, as per public health advice. This includes:</b></p> <ul style="list-style-type: none"> <li>• Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own</li> </ul>	<ul style="list-style-type: none"> <li>• Face masks are required to be worn by staff in line with the current CHO requirements.</li> <li>• Facemasks are made available to all OOG staff and visitors.</li> <li>• Guidance on the use of facemasks is regularly updated on the <a href="#">DPC intranet</a>.</li> </ul>
<p><b>You should install screens or barriers in the workspace for additional protection where relevant</b></p>	<ul style="list-style-type: none"> <li>• Appropriate arrangements in place, including screens, to ensure protection and physical distancing for reception area.</li> <li>• Staff have been moved into separate areas where necessary to facilitate distance.</li> </ul>
<p><b>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</b></p>	<ul style="list-style-type: none"> <li>• All staff have undertaken COVID Safe training, at a hospitality service level (high). This included detailed information on PPE and sanitisation.</li> </ul>
<p><b>You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.</b></p>	<ul style="list-style-type: none"> <li>• All staff have undertaken COVID Safe training, at a hospitality service level (high). This included detailed information on mask use.</li> </ul>

Requirements	Action to mitigate the introduction and spread of COVID-19
<b>3. Practise good hygiene</b>	
<p><b>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</b></p>	<p>Regular cleaning undertaken by OOG staff throughout Government House.</p> <ul style="list-style-type: none"> <li>• Detailed cleaning against required COVIDSafe cleaning regime occurring before and after events/attendance of guests at Government House.</li> </ul> <p>Additional cleaning of high touch surfaces implemented including:</p> <ul style="list-style-type: none"> <li>• Doors and door handles, light switches, printers, communal benches where multiple people have contact with these surface multiple times throughout the day.</li> <li>• Clean Desk Policy has been implemented</li> </ul>
<p><b>You should replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so</b></p>	<ul style="list-style-type: none"> <li>• Shared items such as crockery and cutlery in kitchen spaces have been removed and staff have been asked to provide their own items for their personal use only.</li> <li>• Shared items such as coffee and sugar to be replaced with single serve sachets.</li> </ul>
<p><b>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.</b></p>	<ul style="list-style-type: none"> <li>• Sanitation points and dispensers have been placed around the house.</li> <li>• Hand sanitiser and anti-bacterial wipes are provided at each active workstation and all communal spaces</li> <li>• Hand soap, sanitiser and paper towels located in bathrooms and kitchens.</li> <li>• Rubbish bins available to dispose of paper towels and masks.</li> <li>• Relationships with suppliers have been established and supplies are monitored and maintained.</li> </ul>

Requirements	Action to ensure effective record keeping
<b>4. Keep records and act quickly if workers become unwell</b>	
<p><b>You must support workers to get tested and stay home even if they only have mild symptoms.</b></p>	<ul style="list-style-type: none"> <li>• The <i>Guidelines for attending a DPC workplace</i> instruct staff not to enter a DPC workplace if they are experiencing a range of symptoms, and what staff should do if they have attended a DPC workplace and subsequently develop any COVID-19 symptoms.</li> <li>• Guidelines regularly reinforced through consistent executive messaging. This includes strong messaging to stay at home if unwell and facilitation and support for testing and isolating.</li> </ul>
<p><b>You must develop a business contingency plan to manage any outbreaks. This includes:</b></p> <ul style="list-style-type: none"> <li>• Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results</li> </ul>	<ul style="list-style-type: none"> <li>• Protocols are in place for managing a suspected or confirmed COVID-19 case to ensure appropriate management of all scenarios.</li> <li>• Protocols are in place for managing a suspected or confirmed COVID-19 case to notify staff and attendees of a confirmed or suspected case.</li> <li>• Staff, visitor, contractor and courier attendance at sites is being recorded for contact tracing purposes.</li> <li>• Supported through use of government QR code which is linked to DOH contact tracing team.</li> <li>• Work from home arrangements continue to be used and available in the event of site closure</li> <li>• Protocols in place for managing a suspected or confirmed COVID-19 case to notify WorkSafe of a confirmed case of COVID-19.</li> <li>• Incident reporting documentation now includes 'pandemic' to capture COVID-19 notification.</li> </ul>
<p><b>You must keep records of all people who enter the workplace for contact tracing.</b></p>	<ul style="list-style-type: none"> <li>• Approval for staff attendance is required prior to attendance.</li> <li>• The details of any contractor, courier, visitor or staff member who attends Government House is recorded into the visitor management system by the security team.</li> <li>• Security system at Government House provides an auditable record of all staff attendance on site, including locations.</li> <li>• Up-to-date staff contact details held to assist contact tracing if required.</li> </ul>

Requirements	Action to prepare for your response
<b>5. Avoid interactions in enclosed spaces</b>	
<p><b>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</b></p> <ul style="list-style-type: none"> <li>• Enabling working in outdoor environments</li> <li>• Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms</li> <li>• Enhancing airflow by opening windows and doors</li> <li>• Optimising fresh air flow in air conditioning systems</li> </ul>	<ul style="list-style-type: none"> <li>• Adjustments have been made to airflow where possible</li> <li>• Office areas have been reconfigured, including creating more single person office spaces and change rooms.</li> <li>• Access to meeting rooms has been restricted.</li> <li>• Outdoor meeting areas are being utilised.</li> </ul>

Requirements	Action to prepare for your response
<b>6. Create workforce bubbles</b>	
<p><b>You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.</b></p>	<ul style="list-style-type: none"> <li>• Roster for relevant staff teams attending the workplace to be in place when there is an increase in staff attendance, to enable physical and temporal distancing wherever possible.</li> <li>• Office areas have been reconfigured, including creating more single person office spaces and change rooms.</li> </ul>
<p><b>You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.</b></p>	<ul style="list-style-type: none"> <li>• COVID Register captures all employees who have notified they have had a positive diagnosis for themselves or a member of their immediate household.</li> </ul>