

COVID Safe Plan *The Ridge House*

The following template should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the document. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

[Contacting the Victorian Chamber of Commerce and Industry](#)

The Victorian Chamber's team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

The information contained in this document has been prepared by the Victorian Chamber of Commerce and Industry in this format for the convenience and benefit of its members and is provided as a source of information only. The Victorian Chamber does not accept responsibility for the accuracy of the information or its relevance or applicability in particular circumstances. The information does not constitute, and should not be relied on, as legal or other professional advice about the content and does not reflect the opinion of the Victorian Chamber, its employees or agents. The Victorian Chamber and its employees, officers, authors or agents expressly disclaim all and any liability to any person, whether a member of the Victorian Chamber or not, in respect of any action or decision to act or not act which is taken in reliance, whether partially or wholly, on the information in this communication. Without limiting the generality of this disclaimer, no responsibility or liability is accepted for any losses incurred in contract, tort, negligence, or any other cause of action, or for any consequential or other forms of loss. If you are uncertain about the application of this information in your own circumstances you should obtain specific advice.

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

Our COVID Safe Plan

Business name:	The Ridge House – Gippsland Getaway
Site location:	442 Yarragon South Road, Yarragon South, VIC 3823
Contact person:	Kristy Plumridge
Contact person phone:	0417316599
Date prepared:	9 September 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering a building or other location at the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<p><i>Hand sanitiser is located in kitchen and front entry for both cleaning staff and guests to use.</i></p> <p><i>Hand soap is located in kitchen and all bathrooms for both cleaning staff and guests to use.</i></p> <p><i>Paper towel is located in kitchen for both cleaning staff and guests to use.</i></p> <p><i>Hand towels will be available to guest in bathrooms and hot-washed between each stay.</i></p>
<p>Where possible: enhance airflow by opening windows and/or adjusting air conditioning.</p>	<p><i>Windows will be opened during cleaning between guest stays.</i></p>
<p>In all areas or workplaces ensure employees wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to employees that do not have their own.</p>	<p><i>Cleaning staff will be asked to wear face masks and gloves during cleaning.</i></p> <p><i>Spare face masks and gloves will be kept on site if cleaning staff need to access to additional PPE</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to employees on the correct use and disposal of face coverings, other PPE, on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p><i>At the end of each clean, cleaning staff will dispose of all used PPE equipment. It will be removed from the premises at the end of each clean. Good hygiene practices are discussed with cleaning staff and notice of these practices will be displayed in the cleaner's access area.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>There are no high-touch communal items on site.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Cleaning</p>	
<p>Increase environmental cleaning, including between changes of shift and ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>Enhanced cleaning protocols and training, as outlined by Airbnb, have been undertaken and will be conducted between each guest stay. This includes spraying all high touch surfaces including door handles, tapware, remote controls, etc with a disinfectant prior to the arrival of each guest.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Adequate stock of supplies have been secured for deep cleaning and for use by guests during their stay.</i></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 work from home, do work from home.</p>	<p><i>Not applicable – no staff onsite during guest stay</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Not applicable – no staff onsite during guest stay</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p><i>All guests and cleaning staff will be required to confirm via text message that they are not currently unwell, are not insolation due to taking a COVID test in the last 14 days and/or have not been in close contact with a person that has been confirmed to be COVID positive.</i></p> <p><i>All guests and cleaning staff will be required to be temperature checked prior to entering the accommodation</i></p> <p><i>Temperature checks will be conducted using a non-contact thermometer (as provided by the Baw Baw Shire to all accommodation businesses)</i></p>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p><i>Not applicable – no staff onsite during guest stay</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of employees.</p>	<p><i>Not applicable – no staff onsite during guest stay</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p><i>Not applicable – no staff onsite during guest stay</i></p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p><i>Not applicable – no staff onsite during guest stay</i></p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p><i>Not applicable – no staff onsite during guest stay</i></p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p><i>Not applicable – no staff or deliveries onsite during guest stay</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>Not applicable – no staff on site during guest stay</i></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><i>Not applicable – no staff onsite during guest stay</i></p>

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record the attendance of customers, clients, visitors, workplace inspectors and delivery drivers. This information will assist employers to identify close contacts.</p>	<p><i>All guests and cleaning staff will be asked to sign a COVID register for use in contact tracing if required Registers will be destroyed after 14 days and no personal information will be collected by The Ridge House All guests and cleaning staff will be asked to download the COVIDsafe app during their visit.</i></p>
<p>Provide guidance to employees on the effective use of the workplace OHS reporting system.</p>	<p><i>All cleaning staff will be asked to contact the owner of The Ridge House, Kristy Plumridge, if they have a COVID test and will be asked to self-isolate in accordance with Government guidelines until results are known. All cleaning staff will be asked to contact the owner of The Ridge House, Kristy Plumridge, if they test positive for COVID. The staff member will be asked to report the incident to DHHS for contact tracing.</i></p>

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>	<p><i>If a Covid case is reported by either guest, owner, host, or cleaner who have had access to The Ridge House in the prior 14 days, The Ridge House will immediately close, report the incident to DHHS & WorkSafe and enact deep cleaning protocols as advised by DHHS & WorkSafe guidelines</i></p>
<p>Prepare to assist DHHS by providing employee and visitor records to support contact tracing.</p>	<p><i>All guests and cleaning staff will be asked to sign a COVID register for use in contact tracing if required Registers will be destroyed after 28 days and no personal information will be collected by The Ridge House Registers will be managed by the owner, Kristy Plumridge, to ensure personal information is kept safe. All guests and cleaning staff will be asked to download the COVIDsafe app during their visit.</i></p>

Guidance	Action to prepare for your response
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>Engage a professional cleaning service for a deep clean</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p><i>Not applicable – no staff onsite during guest stay</i></p>
<p>Prepare to notify the workforce and site visitors of a confirmed or suspected case.</p>	<p><i>Not applicable – no staff onsite during guest stay</i></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><i>Kristy Plumridge, owner, will take responsibility for notifying WorkSafe upon notification of a confirmed COVID-19 case.</i></p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p><i>Establish a process for notifying Worksafe that the site is reopening</i></p>