

RHSV COVIDSafe Plan

Business name: Royal Historical Society of Victoria Inc

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Note: in this plan the term 'workers' refers to all paid staff, volunteers and contractors.

This plan applies to tenants of and those who hire space from the RHSV including:

History Council of Victoria

National Council of Women Victoria

Professional Historians Association (Victoria & Tasmania)

Oral History Victoria

Hand Tool Preservation Association of Australia

May Downs Dance School

and other casual hirers

1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

You may also consider:

- Minimising the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

Action: Floor markings have been provided in public areas where social distancing is more difficult to envisage to provide a visual reminder.

Action: A sneeze screen has been provided to separate reception staff from the public.

Action: On a day to day basis we are unlikely to have a build-up of people waiting to enter or exit however, for events where this might occur, we will have an individual plan for each event that regulates flows in and out of the building to avoid bottle-necks.

Action: Deliveries are contactless, where possible

Action: During lock-down, only paid staff enter the workplace. All volunteers work from home. Volunteers decide when they feel comfortable to return to work once lock-down is lifted. Only they understand their health vulnerability and there is zero pressure for them to return before they feel safe doing so.

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

- There is no more than one worker per four square meters of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

- In shared work spaces chairs have been placed at 1.5m distance (and excess chairs removed)

Action: Each room at the RHSV has been measured and a **density quotient has been applied to calculate the** maximum number of persons based on 1.5m separation and 4 sqm per person. There is signage throughout the RHSV's Drill Hall indicating max numbers of persons.

Requirements: You should provide training to workers on physical distancing expectations while working and socialising. This should include –

- Informing workers to follow current public health directions when carpooling. This can be found at ([hyperlink](http://vic.gov.au)) vic.gov.au
- Informing workers to work from home wherever possible

Action: As a matter of course, the RHSV follows all Government directives about working from home and any other COVID-related issues.

Action: Signage and ongoing ebulletins to all staff and volunteers inform them of current public health directions

Action: Signage on hand and cough hygiene, including how to wash and sanitise their hands correctly is displayed throughout workplace

Action: The RHSV ensures compliance with Stage 4 restrictions if in Metropolitan Melbourne about industry closure and Permitted Worker Permits

Action: Roles that are required to be performed from home or can be adapted to be performed from home are identified

Action: Working arrangements have been established to enable working from home

Action: The RHSV will reimburse staff for CBD parking during 2020 to ensure that staff can avoid peak hour on public transport

Action: meeting times have been moved to enable staff and volunteers to attend and avoid peak hour on public transport.

2. Wear a face covering

Requirements: You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice. This includes –

- Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

Action: Signage and ebulletins to staff and volunteers have stressed that face masks must be worn whilst indoors

Action: Disposable face masks are supplied to any worker or visitor who enters the building without a mask

Requirements:

- You should install screens or barriers in the workspace for additional protection where relevant.

Action: A sneeze screen has been provided to separate reception staff from the public.

Requirements:

- You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.
- 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.

Action: Our staff and volunteers wear masks not PPE and ebulletins to staff and volunteers outline correct mask-wearing protocols.

3. Practise good hygiene

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

Action: Wherever possible we have replaced high-touch communal items in the shared lunch room with individually packed single-use items (coffee / tea / milk / sugar)

Action: the lunch room has been cleared of chairs and an alternative lunch room in a much larger space which allows appropriate social distancing

Action: sanitiser, soap, antiseptic wipes and other cleaning products have been provided throughout the building to enable all staff and volunteers to clean shared equipment and furniture before they use it. Signage spells out the obligation of all workers to clean their work stations and equipment before use.

Action: Office cleaners now clean to a new COVID standard

Requirement: You should display a cleaning log in shared spaces.

Action: Extra cleaning of communal areas has been established and a Cleaning Log displayed in reception. Extra cleaning covers door handles, light switches, the photocopier, worker lockers

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Action: Hand sanitiser is provided in a prominent place at the building entrance for all workers and visitors to use. Soap is provided in all toilets and kitchen. Signage is prominently displayed reminding workers of correct cleaning protocols.

Action: Special cleaning products have been bought and their supply is monitored and regularly restocked

Action: rubbish bins are provided throughout the workplace for disposal of cleaning products

4. Keep records and act quickly if workers become unwell

Requirements: You must support workers to get tested and stay home even if they only have mild symptoms.

Action: Workers are sent home immediately if they develop symptoms at work and encouraged to be tested for COVID.

Action: Extra leave was approved by Council for staff to enable them to take leave should they be tested and in self-quarantine or otherwise affected by COVID restrictions or the illness itself.

Requirements: You must develop a business contingency plan to manage any outbreaks.

Action: Our contingency plan includes:

- If a worker is notified they are a positive case while at work they will be sent home and all workers who show symptoms or have been in close contact will also be sent home from the workplace and be in self-quarantine until they receive their test results
- Using our contact tracing records, all those workers who have been in close contact in the event of a positive case attending the workplace during their infectious period, will be notified and encouraged to be tested, self-quarantining until such time as they are given a negative test result.

- When all workers have been sent home, the worksite (or part) will be thoroughly cleaned in the event of a positive case
- DHHS will be notified of the actions taken, provided with a copy of the risk assessment conducted and contact details of any close contacts
- WorkSafe Victoria (13 23 60) will be notified immediately if we have identified a person with coronavirus (COVID-19) at your workplace
- If instructed to close by DHHS, workers will take lap-tops and work from home. Everything is in place for this to happen.
- Once agreed by DHHS that the workplace can open again workers will be notified that they can return to work

Requirements: You must keep records of all people who enter the workplace for contact tracing.

Action: Our Admin Officer maintains a record of all people entering the workplace for contact tracing.

Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.

Action: Not acted on.

5. Avoid interactions in enclosed spaces

Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimising fresh air flow in air conditioning systems

Action: Workers are encouraged to leave the building and have their lunch in Flagstaff Gardens

6. Create workforce bubbles

Requirements: 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.

Action: not necessary as we do not work across shifts or workplaces.

Requirements: 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.

Action: No action required. No workers reside with other workers, nor do we have shifts.