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

**Our COVID Safe Plan**

Business name: Cranbourne Friends, Royal Botanic Gardens Victoria Inc.

Site location: Elliot Centre, 1000 Ballarto Road, Cranbourne 3977

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\*Response to COVID-19 pandemic at RBGV is guided by the COVID-19 Pandemic Response Framework, underpinned by the COVID-19 Action Plan and High-Risk Occurrence (HRO) as routinely reported to RBG Board Risk Committee

| **Guidance** | **Action to mitigate the introduction and spread of COVID-19** |
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| **Hygiene** | |
| 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 members/participants. | * ***Hand sanitiser*** *stations are established in key areas of the Elliot centre including the entry foyer, bathroom, kitchen, office, library and meeting rooms.* * *Amenities are well stocked with* ***soap and paper towels.*** * *Rubbish bins are available to dispose of paper towels.* * *Instruction on how to wash and sanitise hands provided through* ***posters and e-communications.*** * *Hand sanitiser is refilled regularly.* |
| Where possible: enhance airflow by opening windows and adjusting air conditioning. | * *Utilise air conditioning and/or open windows when facility is first opened and during use.* |
| In areas where it is required, ensure all members wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings available to staff that do not have their own. | * *Members /visitors must comply with State Government regulations and RBGV recommendations in place at the time of attendance. If masks indoors are mandated, members and visitors must provide and wear them as per instructions.* ***A small supply of masks will be available.*** * *If a member has a lawful exception (verified with a GP letter), they should communicate with the meeting organiser to assess risk and consider if reasonable strategies can be implemented to minimise exposure. Meeting organisers are advised to err on the side of caution.* * *Members advised that bandanas and scarfs are not permitted under government regulations* |
| Provide training to members/participants on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19). | * *At the commencement of meetings, facilitator to reiterate the importance of hand and cough hygiene, use of mask, and physical distancing.* * *Importance of not attending if unwell reinforced regularly through all member communications* |
| Replace high-touch communal items with alternatives. | * *Each member to use sanitising wipes to clean their high touch surfaces including table, chair, work area pre- and post-each meeting.* * *\*Adequate cleaning supplies on hand.* * *\*Workspace / meeting room furniture zoned to establish and maintain physical spaces* * *Tea and coffee provided in single serve sachets, members to bring their own cup, milk and other refreshments - food not to be shared unless in single serve packs. Recommend cup washing in hot water and detergent, dry with* ***paper towel****. Kitchen high touch points such as handles of taps, refrigerator and kettle should be wiped after each person’s use, or one person designated to prepare beverages.* |

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| **Cleaning** | |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). | * *High touch surfaces being cleaned pre- and post- each meeting with sanitising wipes, including kitchen areas, bathrooms, door and cupboard handles, equipment and materials used in workshops and events* |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | * ***Methylated Spirits/water spray 1/5 dilution in spray bottles*** *for surface cleaning with paper towels* * ***Liquid soap*** *in bathroom and kitchen for washing hands* * *Stock levels actively managed by Committee* |

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| **Physical distancing, limiting workplace attendance and event/activity management** | | |
| **Ensure that all staff that can work from home, do work from home.** | | * *Due to indoor constraint on numbers convenors/ meeting organisers encouraged to consider meeting outdoors when weather conditions and permissions allow.* * *Coordinators to ask members to book attendance at a session, exercising cut off bookings as per current regulations – indoors or out.* * *In the event of a further lockdown, member group meetings to be held online.* |
| **Establish a system that ensures members are not working across multiple settings/work sites.** | | * *Notify the membership that they are not to move between multiple sites when attending a meeting at the Elliot Centre. If it is necessary to visit another location the member must fulfil registration at each site.* |
| **Establish a system to screen members/ visitors before accessing the Elliot Centre.** | | * *Members and visitors are not permitted to attend the Cranbourne Garden, Friends Nursery or the Elliot Centre if they have any symptoms, or if they have been tested and are awaiting results.* * *Information for members is available on the* ***Cranbourne Friends website*** *and includes public health messaging (as per the COVIDSafe Event Checklist). This includes a* [*symptom self-assessment*](file:///C:\Users\Effie\Public%20Events%20Framework%20&%20Checklist\•%09https:\www.business.vic.gov.au\__data\assets\pdf_file\0018\1903320\Staff-Coronavirus-COVID-19-Health-Questionnaire.pdf) *prior to leaving home and a corresponding request not to attend if they are unwell or have been instructed to isolate or quarantine.* * *Any member testing positive to COVID-19 is required to notify Cranbourne RBGV and the Friend’s committee immediately.* * *On the receipt of advice from health authorities, or from an individual, regarding a visit to an RBG site when infectious for COVID-19, RBGV will seek and follow the advice of DHHS with regard to any actions to be taken, including employee testing, isolation and site cleaning.* |
| **Configure communal work areas so that there is no more than one participant per four square meters of enclosed workspace, and participants are spaced at least 1.5m apart. Also consider installing screens or barriers.** | | * *Identify and communicate to meeting organisers / convenors numbers of people that can be physically present in the* ***Elliot Centre*** *at any one time.* * ***Elliot Centre COVID Capacity***   *Main Room:       8 persons (based on 4 sqm)*  *Rear Space:      8 persons –* exclusive use of the Herbarium Collectors  *Office:                3 persons*  *Library:              2 persons*   * ***Signage*** *notifying maximum quota is displayed in all required areas, including bathrooms.* * *Minimum 1.5 m physical distancing requirement promoted regularly to members and monitored.* * *Arrange furniture to ensure physical distancing and minimise face to face configurations* |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of members /participants.** | | * ***Floor markings*** *in the Elliot Centre meeting rooms to show the position of tables and chairs.* |
| **Modify the alignment of workstations so that members/participants do not face one another.** | | * *As above in section ‘communal work area’.* |
| **Minimise the build-up of members/participants waiting to enter and exit the workplace.** | | * *Members to physically distance while waiting to enter and sign into Elliot Centre.* * ***Sign*** *reminding attendees not to group together but to stand 1.5m apart.* |
| **Provide guidelines to members/participants on physical distancing expectations while working and socialising (e.g., during lunchbreaks).** | | * *Physical distancing requirements are regularly communicated through staff communications (posters, digital and face-to-face)* |
| Review delivery protocols to limit contact between delivery drivers and staff. | | * *Not applicable.* |
| Review and update timetables where possible to ensure temporal as well as physical distancing. | | * *Maximum density cap in place for enclosed spaces, consistent with minimum 4 sqm per person.* |

| **Guidance** | **Action to ensure effective record keeping** | |
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| **Record keeping** | | |
| **Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.** | | * *Members attendance register maintained* * *Attendee contact details retained for 28 days after the event, after which, information should be destroyed, unless there is another statutory requirement for retention* |
| **Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).** | | * *OHS incident reporting to the RBGV Cranbourne Chief Warden.* |

| **Guidance** | **Action to ensure COVIDSafe events and activities** |
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| **Oversight and administration of events** | |

Deleted as not yet applicable. Specific plan for Plant Sale in May to be prepared

| **Guidance** | **Action to prepare for your response** |
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| **Preparing your response to a suspected or confirmed COVID-19 case** | |
| **Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.** | * *Default to RBGV procedures.* |
| **Prepare to assist DHHS with contact tracing and providing members/participants records to support contact tracing.** | * *As per site register /* |
| **Prepare to undertake cleaning and disinfection at your premises. Assess whether the workplace or parts of the workplace must be closed.** | * *RBGV Pandemic response structure in place to coordinate response with DHHS in case of infection* |
| **Prepare for how you will manage a suspected or confirmed case in a member who has attended on site in the previous 48 hours.** | * *Members are notified of the requirement to not attend Elliot Centre or RBGVC if they have any symptoms, or if they have been tested and are awaiting results.* * *Members notified of the requirement to immediately alert meeting organiser if symptoms develop whilst in attendance, and supported to go home immediately, or to isolate on-site if returning home is not possible, and to arrange testing and self-isolation as soon as possible.* * *Appropriate areas to isolate member identified.* * *A member who develops symptoms in the 48 hours post their visit to the Elliot Centre must isolate and be tested. They should advise the meeting organiser of this development, so that the RBGV can be advised, and that attendees at the same meeting can be informed to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested.* |
| **Develop a process to manage a visitor or audience member who develops symptoms.** | * *Arrangements made to send a member home in suitable and safe private transport, so the risk of potential coronavirus (COVID-19) transmission is reduced.* * *If the person cannot immediately travel home identify an area where the person can remain in isolation until they are able to travel home* |
| **Prepare to notify members and site visitors of a confirmed or suspected case.** | * *On the receipt of advice from health authorities, or from an individual, regarding a visit to an RBG site when infectious for COVID-19, RBGV will seek and follow the advice of DHHS with regard to any actions to be taken, including employee testing, isolation and site cleaning.* * *Use Cranbourne Friends communication channels in place to notify members of confirmed or suspected case.* * *For a confirmed case, Cranbourne Friends must inform all members who are close contacts and direct them to stay in self-isolation.* * *For a suspected case, Cranbourne Friends must inform any other members on site 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.* |
| **Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.** | * *Inform RBGV immediately so they can comply with WorkSafe notification procedures for any visiting members testing positive to COVID-19.* |
| **Confirm that your facility can safely re-open and members/participants can return.** | * *Member to confirm negative result following last COVID-19 test prior to returning to site. Inform Friends Committee and RBGV.* * *RBGV to notify WorkSafe and DHHS of intention to reopen following after all required measures have been completed.* |

Acknowledgement. I understand my responsibilities and have implemented this COVID Safe plan in the Cranbourne Friends Elliot Centre.

Erin Cosgriff

President – Cranbourne Friends Royal Botanic Gardens Victoria Inc

Chris Russell

Director Royal Botanic Gardens Cranbourne