

# Safe plan

## Our COVID Safe Plan

Business name:	The Besen Centre
Site location:	87 Station St, Burwood, Vic 3125
Contact person:	Andrew Smith
Contact person phone:	03 9834 0200
Date prepared:	17/02/21

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
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.	<i>Hand Sanitizer is provided at each entrance and in each room. All bathrooms have suitable supplies of hand sanitizer, soap and paper towels and are regularly checked throughout the hiring period.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Front foyer doors are opened and we have increased the air flow through the aircon fan coil system.</i>
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.	<i>All venue staff and clients have been told to wear face masks. There is a suitable supply of face masks in case a staff member or client forgets to bring one. Performers have a lawful reason for not wearing a mask while on stage performing.</i>
Guidance	Action to mitigate the introduction and spread of COVID-19
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).	<i>All staff have been instructed on the correct use of the PPE. All toilets have good hygiene posters located around the Theatre.</i>
Replace high-touch communal items with alternatives.	<i>All items have been replaced with disposable products.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b>	<i>Increased cleaning has been introduced since the start of COVID 19 outbreak. Cleaners are now on site for the duration of each hiring to sanitize all high traffic areas and touch points across the venue. Between multiple performances on a single day the venue is completely locked down to allow a thorough clean before the next group of performers/audience arrive.</i>
<b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b>	<i>There is adequate supplies of cleaning chemicals, hand sanitizers, paper towel, face masks across the venue. The stocks are regularly checked and reordered when required.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<b>Ensure that all staff that can work from home, do work from home.</b>	<i>Staff have been informed if they can work from home they must and only essential staff can work on site.</i>
<b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b>	<i>N/A as we are a single venue.</i>
<b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b>	<i>All staff, visitors, patrons, and performers are required to sign in via QR code. Staff are required to fill out a health questionnaire before beginning their shift and are directed to stay home if unwell.</i>
<b>Configure communal work areas so that there is no more than one worker per two square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b>	<i>All areas of the venue have been measured and signs have been put in place stating how many people are allowed in that particular area.</i>
<b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff/patrons.</b>	<i>There is a range of suitable floor markings and signage that have been installed including 1.5 meter signs, please remember social distancing, etc.</i>
Guidance	Action to mitigate the introduction and spread of COVID-19

<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<p><i>Staff have been advised on social distancing while having their tea breaks and lunch breaks.</i></p>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p><i>All delivery staff and couriers are limited to one person at a time on site.</i></p>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p><i>Rosters are continually updated depending on event requirements, audience numbers and maintenance work load.</i></p>
<p><b>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 <a href="#">‘two square metre’ rule</a>.</b></p>	<p><i>All areas of the venue have appropriate signage in place.</i></p>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<p><b>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.</b></p>	<p><i>All staff, visitors and performers must sign in via QR code upon arrival. All public events must also be ticketed with the venue and client retaining ticket details for 28 days after the event. Clients are also required to keep records of all performers.</i></p>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<p><i>All staff are aware of the incident reporting system.</i></p>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	

<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p><i>We have reviewed the BCP for COVID on a weekly bases explaining the roles and responsibilities</i></p>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<p><i>Can supply all contact information to the department when required.</i></p>
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<p><i>The venue has a documented Deep Clean Program which has been reviewed on a monthly basis. All chemicals, equipment and PPE have been allocated to each site.</i></p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p><i>The process has been documented in the COVID Plan</i></p>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<p><i>Signage will be displayed at each entrance, staff will be informed by email and visitors will be contacted to advise by their detail contact information.</i></p>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p><i>Theatre manager will contact Work Safe.</i></p>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<p><i>Yes the venue can confirm that it can safely re open and workers can return to work following the documented COVID plan The venue will follow the departments guidelines on how to safely reopen.</i></p>

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed:

A handwritten signature in black ink, appearing to read 'AS', is written on the page.

Name: Andrew Smith  
Date: 17 February 2021