

Bellarine Community Health Ltd

COVIDSafe Plan V12 February 2022

About the COVIDSafe Plan

The COVIDSafe Plan has been developed to support businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.

In order to be compliant with public health direction:

- All Victorian businesses with on-site operations must complete a COVIDSafe Plan.
- This COVIDSafe Plan should be developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you are still required to meet your obligations under the Occupational Health and Safety Act 2004.
- You must comply with a request to present or modify your COVIDSafe Plan, if directed to do so by an Authorised Officer or WorkSafe Inspector.
- In addition to the general restrictions for all businesses, some industries require additional obligations due to a higher transmission risk.

High Risk COVIDSafe Plans are no longer mandatory, but industries with higher levels of risk may have additional requirements beyond those listed in this document. For more information, see: [coronavirus.vic.gov.au/additional-industry-obligations](https://www.coronavirus.vic.gov.au/additional-industry-obligations).

If you have an up-to-date High Risk COVIDSafe Plan, you do not need to write a new COVIDSafe Plan, but you should ensure your existing plan reflects current restrictions.

How to develop your COVIDSafe Plan

1. Understand your responsibilities


Information on public health directions applying to employers is available at [coronavirus.vic.gov.au](https://www.coronavirus.vic.gov.au).

2. Prepare your plan

Below is the COVIDSafe Plan template which you will need to complete. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Practise physical distancing
2. Wear a face mask
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Avoid interactions in enclosed spaces
6. Create workforce bubbles

When completing your plan, under the 'actions' column of each COVIDSafe principle, you must outline the actions you will take to meet the listed requirement. You will note that additional requirements apply to some industries. For more information on additional industry obligations, see: <https://www.coronavirus.vic.gov.au/additional-industry-obligations>.

Mandatory requirements under public health direction feature this symbol: 

- All other points are highly recommended for keeping your workers safe and workplace open but are not mandatory.
- Some of the requirements in the COVIDSafe Plan may not apply to your business. Where the requirement does not apply to your business it should be marked N/A (not applicable).

3. Keep your plan up to date

Your COVIDSafe Plan must be reviewed and updated routinely and when restrictions or public health advice changes. Organisations with multiple worksites must complete a COVIDSafe Plan for each worksite.

You do not have to lodge your COVIDSafe Plan with the Victorian Government, however, you may need to provide your COVIDSafe Plan to an Authorised Officer or WorkSafe Inspector upon request, or in the event of a confirmed positive case at your workplace. There will be virtual and physical inspections as well as desktop audits to ensure the implementation of and compliance with your COVIDSafe plan.

4. Share your plan

Your workforce needs to be familiar with this plan. Where possible it is recommended that you discuss the plan with your workers before you finalise it. Once you have completed the plan, share it with your workers and occupational health and safety representatives.

For further guidance on how to prepare your COVIDSafe Plan or any other questions, please visit coronavirus.vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Your COVIDSafe Plan

Business name: Bellarine Community Health Ltd

Plan completed by: Karyn Digby – Quality & Compliance Manager/COVID Marshall


Date developed:

V1 May 2020

For the latest information on restrictions in Victoria, visit coronavirus.vic.gov.au



Practise physical distancing


Requirements and recommendations	Action
<p> You must apply the relevant density quotient to configure shared work areas and publicly accessible spaces.</p> <ul style="list-style-type: none"> • Shared work areas are only accessible to workers, and should only include workers in the density quotient. • Publicly accessible spaces should include members of the public, and may include workers if they share the space on an ongoing basis. • Further information can be found at coronavirus.vic.gov.au 	<p>Completed May 2020 - Rooms measured for the room quotient of 1 person per 4sqm. Rooms capacity signs placed at entrance to rooms, waiting areas and common staff areas.</p> <p>Completed May 2020 - Staggered lunch breaks to ensure room capacity quotient is adhered to.</p> <p>Stagger appointments with dental/allied health at Point Lonsdale. 28 May 2020-Dental lunch break 12pm-12.45 Allied Health 12.30-1.15pm.</p> <ul style="list-style-type: none"> • COMPLETED March 2020 - Rearrange, remove or cordon off furniture in common areas to practise physical distancing, stagger seating so workers are not facing one another. <p>COMPLETED MAY 2020 - Comply with relevant density quotient and signage requirements in the Workplace Directions.</p>

Requirements and recommendations	Action
<p>Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:</p> <ul style="list-style-type: none"> • Displaying signs to show patron limits at the entrance of enclosed areas where density quotients apply for your workplace <p>You may also consider:</p> <ul style="list-style-type: none"> • 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 	<p>Completed May 2020 - Signs ordered and displayed on floors and walls at all sites.</p> <p>Separate point of entry and exit at Portarlington and Point Lonsdale. Unable to do at Drysdale and Youth – arrows and barriers placed to identify entry and exit.</p> <p>Physical distancing signs placed on the floor in waiting areas in front of chairs that are spaced at 1.5metres apart.</p> <ul style="list-style-type: none"> • COMPLETED MAY 2020 - Identify areas that require floor markings, such as lifts, kitchen areas, printer collection areas. • COMPLETED MARCH 2020 - Allocate different doors for entry and exit. • COMPLETED MARCH 2020 - Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit. • COMPLETED MAY 2020 - Use floor markings to provide minimum physical distancing guides at entrances and exits. • COMPLETED MARCH 2020 - Establish contactless delivery or invoicing. • Outline the maximum occupancy of areas that are open to the general public, and information about signage. • COMPLETED MARCH 2020 - Stagger break times to reduce crowding in shared spaces and facilitate physical distancing between workers.
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> • Informing workers to follow current public health directions when carpooling. This can be found at coronavirus.vic.gov.au 	<p>May 2020 – regular communication via Quality & Compliance Manager to all staff. This information was also sent to Volunteers.</p> <ul style="list-style-type: none"> • Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly. • Reinforcing the importance of not attending work if unwell. This is communicated via email and the Intranet. • Ensuring appropriate information on the use of face masks and PPE. Flyers relating to the correct use of face masks and PPE has been communicated via DHHS Flyers. • March 2020 - Community Nurses completed donning/doffing competencies.

Requirements and recommendations	Action
<p>You may be required to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions.</p>	<p>March 2020 - commenced and continued until early 2021. Corporate services staff to work from home as per current guidelines.</p> <p>January 2021 – corporate service staff returning onsite; each team involved to place their staff on a hybrid model so that not everyone is onsite on the same days.</p> <p>ONGOING 2021 - Staff working onsite is dependent on lockdowns and circuit breakers guidelines.</p> <p>October 2021 – Workplace restrictions as per Victoria’s Roadmap: Delivering the National Plan.</p> <p>February 2022 – Working from home restrictions lifted.</p> <p>Work From Home Policy & Procedure and Work From Home Request Form developed.</p>



Wear a face mask

Requirements and recommendations	Action								
 <p>You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks</p>	<p>March 2020 to ongoing – Level 2 face masks worn in accordance with PPE Tier guidance.</p> <p>March 2020 to ongoing – Clients to wear masks in accordance with DHHS guidance. Level 2 masks are provided at entrance to BCH sites and on the social support buses.</p> <p>2021 – face protection to be worn when delivering services to clients in line with PPE Tier guidelines.</p> <p>Level 2 face masks acquired via Victorian State Government PPE stockpile.</p> <p>September 2021 – P2/N95 fit testing of 3 types of masks was undertaken for 75 staff delivering face to face client services in uncontrolled environments. A weekly ordered dependent on the relevant type of mask is placed and delivered to sites.</p> <p>The formula for ordering P2/N95 masks is:</p> <ul style="list-style-type: none"> • 3 x masks per day / per weekly shift <p>OCTOBER 2021 – level 2 face masks are required to be worn inside BCH sites and vehicles.</p> <p>Face protection is required to be worn when delivering services to clients.</p> <p>February 2022 – updated face masks requirements.</p> <table border="1" data-bbox="815 1167 1495 2031"> <tbody> <tr> <td data-bbox="815 1167 1155 1290">TIER 1 Delivering services to clients</td> <td data-bbox="1155 1167 1495 1290">Current mask rules remain.</td> </tr> <tr> <td data-bbox="815 1290 1155 1384">TIER 2 Client Service Assistants</td> <td data-bbox="1155 1290 1495 1384">Current mask rules remain.</td> </tr> <tr> <td data-bbox="815 1384 1155 1966">TIER 3 Staff in single office environment</td> <td data-bbox="1155 1384 1495 1966"> <p>Staff in single office environment. Face masks are not required when sitting at your desk. Face masks are required when moving around the building.</p> <p>Staff sharing an office environment. Face masks are not required when sitting at your desk, providing you remain socially distanced. Face masks are required when moving around the building.</p> </td> </tr> <tr> <td data-bbox="815 1966 1155 2031">TIER 4 Working from home</td> <td data-bbox="1155 1966 1495 2031">Face masks are not required.</td> </tr> </tbody> </table>	TIER 1 Delivering services to clients	Current mask rules remain.	TIER 2 Client Service Assistants	Current mask rules remain.	TIER 3 Staff in single office environment	<p>Staff in single office environment. Face masks are not required when sitting at your desk. Face masks are required when moving around the building.</p> <p>Staff sharing an office environment. Face masks are not required when sitting at your desk, providing you remain socially distanced. Face masks are required when moving around the building.</p>	TIER 4 Working from home	Face masks are not required.
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Requirements and recommendations	Action
<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p>	<p>March 2020 – flyers communicate to staff on how to wear a face mask.</p> <p>Staff / Volunteers advised to wear Level 2 masks at all times and not to wear reusable masks. Level 2 masks are supplied at entrance to BCH sites.</p>

If your industry is subject to additional industry obligations, you may also be required to:

Adhere to additional face mask requirements.	Face protection is worn as PPE Tier levels are updated.
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Practise good hygiene



Requirements and recommendations	Action
<p> You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> • Clean high-touch 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. 	<p>March 2020 – contract cleaners provided additional cleaning including high-touch surfaces.</p> <p>Clinicians/Dental Assistants to clean touch points in clinical environments following every client.</p> <p>Client Service Assistants to clean touch points following a client presenting at reception.</p> <ul style="list-style-type: none"> - EFTPOS machine plastic cover replaced following each touch - Reception surface - Gloves to be worn when handling cash <p>Contracted cleaners notified weekly as additional services resume/cease for appropriate cleaning.</p> <p>October 2021 – EFTPOS is recommended for payment.</p> <ul style="list-style-type: none"> - EFTPOS machine plastic cover replaced following each touch - Reception surface cleaned
You should display a cleaning log in shared spaces.	Contracted cleaners have a cleaning log noting days cleaning occurred.
You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.	March 2020 – additional hand sanitiser stations were installed neared entrances to BCH sites.


If your industry is subject to additional industry obligations, you may also be required to:

Ensure all areas where workers are working are cleaned at least daily.	March 2020 - Contracted cleaners notified of additional cleaning regime.
Adhere to additional hygiene training requirements.	Early 2020 - Dental Assistant with hand hygiene knowledge was involved in a training video on how to wash your hands correctly. This video was then uploaded to the BCH Intranet.



Keep records and act quickly if workers become unwell

Requirements and recommendations	Action
<p> You must support workers to get tested and stay home even if they only have mild symptoms.</p>	<p>March 2020 and ongoing – staff reminded to get tested and stay home with any COVID-19 symptoms.</p> <p>September 2020 – staff attestation was introduced by the State Government. The required questions were uploaded to iPads at each site. Staff required to sign in and answer the questions every time they commence their shift.</p> <p>Regular communication to staff reminding them to stay home if unwell and displaying any symptoms.</p> <p>October 2021 – staff attestation is still a Department of Health requirement with no end date documented.</p> <p>February 2022 – this requirement will cease Monday 28 February 2022. Staff/Volunteers are reminded to monitor for symptoms.</p> <p>Ask yourself:</p> <ul style="list-style-type: none"> • Do I have any COVID-19 symptoms? • Should I take a RAT or PCR test? • Should I be isolating?
<p> You must develop a business contingency plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> • Having a plan to respond to a worker being notified they are a positive case or a close contact while at work. • Having a plan in place to clean the worksite (or part) in the event of a positive case. • Having a plan to contact the Department of Health and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts. • Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace. • Having a plan in the event that you have been instructed to close by the Department of Health. • Having a plan to re-open your workplace once agreed by Department of Health and notify workers they can return to work. 	<p>State Government guidelines to be followed in any instance noted.</p> <p>Early 2020 - Business Continuity Plan updated.</p> <p><i>'Dealing With Coronavirus In The Workplace Policy & Procedure'</i> developed and regularly reviewed outlining the procedure to manage any outbreaks as per items in the left hand column.</p>

Requirements and recommendations	Action
 <p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. For more information see https://www.coronavirus.vic.gov.au/about-victorian-government-qr-code-service .</p>	<p>April 2021 – State Government QR code and updated as per guidelines.</p> <p>All BCH sites registered and QR codes placed at BCH entrances. Hard copy QR code sign in sheets placed at BCH entrances for those that do not have a smart phone or do not want to use the QR code.</p> <p>February 2022 – This requirement is no longer required and will cease 28 February 2022.</p>
Record keeping of Contractors onsite.	<p>March 2020 – Contractors/visitors are required to complete Sign In documentation when arriving at a BCH site.</p> <p>October 2021 – Contractors are to show evidence that they are COVID-19 fully vaccinated.</p> <p>February 2022 – client / visitor sign in no longer required and will cease 28 February 2022.</p>



Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> • 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. 	<p>March 2020 - staggered lunch breaks.</p> <p>March 2020 - room capacity signs in place adhering to State Government guidelines.</p> <p>March 2020 - meetings moved to TEAMS where possible.</p> <p>February 2022 – Working From Home restrictions ceased. Staff that can are offered a hybrid working model.</p>

If your industry is subject to additional industry obligations, you may also be required to:

<p>Ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate.</p>	<p>September 2020 - Staff attestation in place at all BCH sites.</p> <p>February 2022 – this requirement will cease Monday 28 February 2022. Staff/Volunteers are reminded to monitor for symptoms.</p> <p>Ask yourself:</p> <ul style="list-style-type: none">• Do I have any COVID-19 symptoms?• Should I take a RAT or PCR test? <p>Should I be isolating?</p>
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Create workforce bubbles

Requirements and recommendations	Action
<p>You should consider keeping groups of workers rostered on the same shifts at a single worksite and avoid any overlap of workers during shift changes where it is practical to do so.</p>	<p>Early 2021 - Onsite/hybrid model implemented.</p> <p>Corporate service staff in individual teams – weekly onsite rosters developed so that not all team members are on site on the same day.</p> <p>February 2022 – this requirement will cease Monday 28 February 2022. Staff/Volunteers are reminded to monitor for symptoms.</p> <p>Ask yourself:</p> <ul style="list-style-type: none"> • Do I have any COVID-19 symptoms? • Should I take a RAT or PCR test? <p>Should I be isolating?</p>

If your industry is subject to additional industry obligations, you may also be required to:

<p>Limit or cease the number of workers working across multiple work sites where reasonably practical.</p>	<p>2020 – Clinicians were limited to working between sites.</p> <p>2020 – Employee working across multiple organisations are asked to complete the ‘Secondary Employment Declaration Form’.</p> <p>During lockdowns / circuit breakers etc – staff that work in Greater Melbourne where possible are asked to work remotely.</p> <p>September 2021 – increased level of PPE required for staff that work across organisations.</p> <p>Melbourne and Regional Victoria reunited 6pm 29 October 2021.</p>
<p>Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.</p>	<p>2020 – Employee working across multiple organisations are asked to complete the ‘Secondary Employment Declaration Form’.</p> <p>These forms are collated by the People & Culture Manager.</p>

Dental specific – 22 November 2021

DHSV and Barwon Health have advised on COVID transmission within the dental setting.

Dental Schools and public health dental settings are held to a higher standard of compliance than general private clinics, and as such cannot be cavalier in their approach to precautions and risk. Guidance principles have been based on current best practice around the country. These principles are for 'now' and may change as our external factors change.

BCH has a single chair enclosed clinics with windows, doors and air conditioner units

We also have a local population that is 95% double vaccinated and a staff working team that is 98% double vaccinated.

As an organisation we have COVID-19 screening in place for all patients entering the building.

Having highlighted our clinic/team positives, we still need to look at our compliance and how we can reduce our transmission risk. Below are listed some enhancements to our precautions that we request you keep in mind while working.

- Keep clinic doors closed or slightly ajar during aerosol generating procedures (AGP).
- The air conditioners in the clinics should be on all day, during and in between patients; warm or cold, it does not matter. This will enhance air circulation with in the surgeries.
- Keep each surgery window open all day and remember to close them at the end of the day.
- Continue to use appropriate PPE with DA's & clinicians wearing N95 masks for AGP procedures eg S&C, fillings etc.
- AGP's require good 4 handed dentistry (i.e. good DA high speed suction)
- Thorough wipe downs after treating AGP patients. Clinicians need to allow time for thorough cleaning/wipe downs between patients. This part of the DA's clinical practice should not be compromised.



COVIDSafe Plan Guide

This guide has been designed to accompany your COVIDSafe Plan and provides a number of suggestions / example actions for how to implement requirements.

Please use this guide to help you complete your COVIDSafe Plan. For further information go to <https://www.coronavirus.vic.gov.au/covidsafe-plan>