

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

Our COVIDSafe Plan

Business name: Lake School - Long Weekend - 2021
 Site location: Koroit Theatre
 Contact person: Felix Meagher;
 Contact person phone: Felix: 0413 801 294;
 Date prepared: 28 - 30 / 9 / 20; Updated 03/03/2021

Guidance	Action to mitigate the introduction and spread of COVID-19
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 staff.	2 x Hand sanitiser pump bottles located in every room; 1 at tech desk; 1 at teacher desk Signage to prompt use displayed
Where possible: enhance airflow by opening windows and adjusting air conditioning.	Opening windows in each room to allow ventilation and airing of rooms If temperature above 30 degrees and air conditioner used; vent room each hour
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.	All admin, teaching and tech support staff required to wear masks Box of disposable masks available in each room Signage displayed to remind all re mask wearing and changing after 3 hours of continuous use
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).	Seek out training programs for staff online: Free course available https://www.skills.vic.gov.au/s/free-infection-control-training Include face to face training in Tutors meeting on COVIDsafe practices; PPE Use, donning, doffing and disposal; hand hygiene; physical distancing delivered by Cora Browne RN
Replace high-touch communal items with alternatives.	Staff and participants provide own food and drink, personal water bottles and cups Disposable single use cups provided Tutors supply and maintain own instruments, no equipment lending

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	Two types of surface cleaner supplied 1, Detergent and water, use with Blue cloths, dispose after each use 2. Surface spray eg Glen 20 or similar for high touch areas and emergency cleaning Surface cleaning spray used on hard surfaces; cables and leads before classes start; between each teaching session and at the end of the day Detergent based spray applied to fresh cloth for cleaning of delicate items eg microphones / cameras/ laptops etc before between and after use each day

Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<i>Surface disinfectant spray and disposable cloths in each room - teaching and kitchen or communal spaces Waste bins in each room emptied and reset each evening Central repository of extra supplies also available; supplies checked each evening and replenished for the next day</i>
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Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can and/or must work from home, do work from home.	<i>not applicable to Lake School Long Weekend 2021</i>
Establish a system that ensures staff members are not working across multiple settings/work sites.	<i>Only one main site in use - Koroit Theatre Limited sessions to 60 mins then a break, and venting of room by opening windows and doors. Hard surfaces cleaned between sessions</i>
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	<i>Daily screening of all workers - Temp and health qs checks for potential COVID symptoms Workers excluded if symptoms present and send to get tested in Warrnambool ASAP and arrange travel to home same day</i>
Configure communal work areas and publicly accessible spaces so that: <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. Also consider installing screens or barriers.	<i>Tech and participant tables placed 1.5m apart Safe areas marked out with striped tape.</i>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<i>Floor markings of striped tape delineating safe zones marked out prior to LS Long Weekend 2021 commencing</i>
Modify the alignment of workstations so that workers do not face one another.	<i>Tables to be set at 90 degrees to each other and workers offset</i>
Minimise the build up of workers waiting to enter and exit the workplace.	<i>Install one way system into and out of the Koroit Theatre, with floor markings</i>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<i>Not applicable</i>
Review delivery protocols to limit contact between delivery drivers and staff.	<i>Not applicable but contactless delivery would be expected</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>Limited community activities in LS Long Weekend 2021</i>
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.	<i>Maximum occupancy signs created for each venue and placed on door of each room on site, accessible by LS staff.</i>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery	<i>Sign in and out sheet on site Contact name and number time in and time out recorded for each entry</i>

drivers. This information will assist employers to identify close contacts.	
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	Report all incidents to LS primary contact Felix Meagher 0413 801 294

Guidance	Action to prepare for your response
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.	<i>IN case of a person with suspected or confirmed COVID-19 the LS Long Weekend 2021 will be suspended and all contacts sent for immediate testing and quarantine in their own places of residence; where returning to a place of residence cannot be achieved in a single car trip the affected staff member will be assisted to find accommodation with another worker in the first instance or through alternative accommodation in consultation with local health authorities.</i>
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<i>Full records of every staff member and next of kin are kept as part of the onboarding process Sign in sheets will be kept for each venue and LS Long Weekend 2021 activity Staff will be strongly encouraged to have the COVIDsafe app on personal devices</i>
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<i>Cleaning will occur and engagement of professional local cleaners will be funded. liaison with Moyne Shire representatives as the venue is managed by the Moyne Shire</i>
Prepare for how you will manage a suspected or confirmed case in an worker during work hours.	<i>Immediately send person for COVID test to Warrnambool or nearest testing station Notify health authorities and assist in prescribed actions Contact all staff and participants in shared locations to be tested and commence quarantine period; Suspend classes / events Commence cleaning</i>
Prepare to notify workers and site visitors (including close contacts)	<i>Admin officer will have all contact details Workers will be notified by text and email</i>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<i>Worksafe notification allocated to Felix Meagher or nominated delegate on LS Committee if required</i>
Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.	<i>Not Applicable as only a 4day event; event will be suspended until 2022 with refunds for all disadvantaged students</i>

I Acknowledge I understand my responsibilities and have implemented this COVID safe plan in the workplace
Signed
Name CORA BROWNE for The Lake School Committee
Date SEPTEMBER 28 2020
Updated: 3/3/2021