



DATE 30.07.2020

COVID-19 Safety Plan

This COVID-19 Safety Plan is developed to help create and maintain a safe environment for Thungutti Local Aboriginal Land Council ('LALC') staff, members, and visitors.

Objectives

This COVID-19 Safety Plan has been developed to assist the LALC in returning to their everyday business and operational requirements.

Principles

This Safety Plan is built on key principles that:

- The health and safety of LALC staff, members, visitors and the broader community is the number one priority;
- LALC Staff, members, and visitors need to be engaged and briefed on the LALC's return to business plans;
- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- Meetings cannot resume until the arrangements for facility operations are finalised and approved, if necessary; and
- At every stage of the return to operations process, the LALC must consider and apply all applicable State Government and local restrictions and regulations. The LALC needs to be prepared for any localised outbreak at their facility or in the local community.

Responsibilities under this Plan

The LALC retains the overall responsibility for the effective management and implementation of the return to operations outlined in this Plan.

The Board of the LALC is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

The Board has appointed the following person as the LALC COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

Name	Arthur Bain
Contact Email	tlalc.lot8@gmail.com
Contact Number	0428 672 050

The LALC expects all LALC staff, members and visitors to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any precautionary measures implemented by the LALC;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

Recovery

When public health officials determine that the outbreak has ended in the local community, the LALC will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions. The LALC will also consider which protocols can remain to optimise organisation and health practices.

ROADMAP BACK - CHECKLIST

This plan provides a checklist to assist the LALC in transitioning back to its everyday business and operational requirements. These items should be reviewed and any actions taken should be documented.

Wellbeing of LALC staff and members

- Exclude staff and members who are unwell from the premises.
- Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning

- Make staff aware of their leave entitlements if they are sick or required to self-isolate.
- Display conditions of entry (website, social media, venue entry).

Actions taken:

Signage located at the front entrance – Keep Mob Safe & Good Health & Hygiene

Signage & Sanitiser Located at Covid Register & Staff Sign on sheet – Stop the Spread Physical Distancing

WHS Noticeboard

Physical Distancing

- Capacity must not exceed 15 persons, to a maximum of one person per 4 square metres.
- Use signage to communicate the maximum safe capacity.
- Move or remove tables and seating as required.
- Reduce crowding wherever possible and promote physical distancing.
- Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at coffee/meal breaks.)
- Have strategies in place to manage gatherings that may occur immediately outside the premises.

Actions taken:

Signage located in Meeting Hall & Front entrance – Protect Elders and Community & Physical distancing (15 people maximum)

Tables distanced – max 2 per table

Record keeping

- Keep a record of name and a mobile number or email address for all staff, members, others for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.
- Make staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

Actions taken:

Covid Register located inside front entrance with sanitiser – all visitors to sign with name and either email or phone.

Signage – Front entrance, staff sign on areas, Meeting room & WHS noticeboard – Covidsafe App

Hygiene and cleaning

- Adopt good hand hygiene practices.
- Ensure bathrooms are well stocked with hand soap and paper towels.
- Have hand sanitiser stations at the entry point and around the organisation.
- Consider modifying any practices to avoid direct contact where practical. Where this is not practical, ensure hands are washed before and after each interaction with soap and water or hand sanitiser.
- Avoid sharing materials or other shared objects used during meetings.

- Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.
- Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.
- Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Actions taken:

- Cleaner's job description updated
- Soap and paper towels available
- Sanitiser 80% ethanol available at entrance and in meeting room.
- Tables, kitchen surfaces, and chairs wiped down with disinfectant daily
- Clean and dirty pens boxes – pens cleaned as needed

Communications

- Brief LALC staff, members and visitors on operational and health protocols, including hygiene protocols and reinforcement of handwashing and general hygiene etiquette

Actions taken:

- Weekly staff meeting to reinforce protocols.
- Visitors briefed when signing the Covid Register.