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| COVID Safe plan  |
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**Our COVID Safe Plan**

Business name: BIKECORP

Site location: 43 REDWOOD DRIVE DINGLEY VILLAGE 3172

Contact person phone: JOHN DUNNACHIE 0413434774

Date prepared: 05/08/2020

| **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 staff.  | Hand sanitiser provided in workshop, at register and upon entry, liquid soap and paper towels provided. |
| Where possible: enhance airflow by opening windows and adjusting air conditioning.  | Roller door is open, promoting air flow. All doors from the office to the warehouse are also open. |
| 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.  | Employees have been instructed to wear facemasks/covering at all times when at premises with others.If due to OHS, a face covering/mask is deemed not safe to be worn depending on task being done – staff must ensure they are not near others maintiaining social distance and put mask/covering back on when safe to do so. |
| 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). | All staff have been instructed to ensure that their reusable masks/coverings are cleaned regularly. |
| Replace high-touch communal items with alternatives. | Instructions have been given regarding all high-touch items to be made personal and not to be shared at all.  |

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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). | Daily cleaning and disinfection of communal areas including toilet and kitchen areas is undertaken.Toilet, taps etc are to be disinfected regularly (if only one person at worksite – needs to be done at end of day other a minimum of twice through the day). |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. | Adequate supplies of disinfectant are on hand as well as disposable rags/papertowel. |

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| **Physical distancing and limiting workplace attendance** |
| **Ensure that all staff that can work from home, do work from home.**  | Administration staff have been told to stay at home. Staff at premises are involved in picking packing and despatch. |
| **Establish a system that ensures staff members are not working across multiple settings/work sites.** | Single place work premises. Pick up and deliver are contact free. |
| **Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.**  | Doors are locked to customers. No customers or vistors allowed into workplace. |
| **Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.** | Instructions have been given to employee's regarding all communal areas, social distancing and the 4 metre sq m guide in confined areas.  |
| **Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.** | Markings have been placed on the floor where required. |
| **Modify the alignment of workstations so that employees do not face one another.** | This is the current set up. |
| **Minimise the build up of employees waiting to enter and exit the workplace.** | Limited staff to eliminate crowding of the workplace. |
| **Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).** | Staff have been communicated to regarding social distancing. Lunch breaks are all taken separate. |
| Review delivery protocols to limit contact between delivery drivers and staff. | All delivers and pickups are contactless with all freight companies. Special set up has been made outside entrance of shop for deliveries to be left with minimal contact. |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. | Cutting down and limiting the number of staff present on any given day, to minimise contact and maximise distance. |
| 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.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule)  | The warehouse is closed, to all people apart from employees. |

| **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.**  | Process / documentation is being recorded from delivers to click and collect protocol. |
| **Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).** | All staff have been informed regarding the relevance of reporting breaches in Covid policy and noting of the breach. |

| **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.** | Covid testing and split shifts (after a negative result confirmed) will be put in place should an event occur.  |
| **Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.** | Understood.  |
| **Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.** | Scheduled disinfecting protocols currently in place to ensure the workplace environment is clean and safe. |
| **Prepare for how you will manage a suspected or confirmed case in an employee during work hours.** | Disinfect all areas and have all staff tested. Close business and until negative results confirmed. Re-opening the business after with available staff.  |
| **Prepare to notify workforce and site visitors of a confirmed or suspected case.** | * Understood.
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| **Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.** | Understood |
| **Confirm that your workplace can safely re-open and workers can return to work.** | Understood. Decontaminate and ensure staff have been tested and cleared. |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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