

COVIDSafe Plan

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

Our COVIDSafe Plan

Business name: Halls Gap Zoo

Site location: 4061 Ararat-Halls Gap Rd Halls Gap Vic

Contact person: Mark Treweek

Contact person phone: 53564668

Date prepared: 16/09/2020

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.	<ul style="list-style-type: none">• <i>Sanitiser stations located at entry and exit points, high touch points and high traffic areas.</i>• <i>Informative signs located at stations.</i>• <i>Supplies to be checked every 3 hours and restocked if needed.</i>• <i>Bins to be checked every 3 hours and emptied if needed.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• <i>Where possible doors to be left open to allow air flow.</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.	<ul style="list-style-type: none">• <i>All staff members to wear a face covering (unless a lawful exception applies) When indoors or outside where the 1.5m social distancing cannot be adhered to.</i>• <i>Supply face covering for staff members that require them.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Customers	<ul style="list-style-type: none"> • <i>Ensure all customers are wearing facemasks when in the building and when the 1.5m social distancing can not be adhered to.</i> • <i>Encourage customers to use the hand sanitiser provided.</i> • <i>Customers are advised if they are showing any Covid symptoms to stay at home and not visit our venue.</i>
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).	<ul style="list-style-type: none"> • <i>Staff have received an instructional email about how to properly wear and dispose of face coverings.</i> • <i>A laminated copy is up in the staff room</i>
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> • <i>This isn't possible for us, so we have implemented a cleaning roster to disinfect high touch communal items.</i>

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).	<ul style="list-style-type: none"> • <i>Cleaning rosters for disinfecting high touch areas every 3 hours are in place and will be audited daily.</i>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> • <i>We have bulk stock of sanitiser, disinfectant wipes and detergents. These are checked weekly to ensure adequate supplies and purchased as needed.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p>N/A</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>N/A</p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<ul style="list-style-type: none"> • <i>All employees are required to text, email or present in writing to their manager before arriving at work every morning to state "I (insert their name) have no symptoms and have not been in contact with a confirmed case and I have not been directed to isolate"</i> • <i>Staff are required to let management know if they are unwell and to stay home.</i>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <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. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • <i>The communal eating area has chairs spaced 1.5m apart.</i> • <i>Staff have been informed of keeping 1.5m distance when in the workplace.</i> • <i>Staff have been instructed to keep to the 1 person per 4square metre rule when in the staff indoor areas.</i>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • <i>Workstations in the office are 1.5m apart and where not possible that workstation is not used.</i>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p>N/A</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<p>N/A</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • Staff have been informed of keeping 1.5m distance when in the workplace. • Staff have been instructed to keep to the 1 person per 4square metre rule when in the staff indoor areas.
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • Contact is limited using 1.5m social distancing.
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>N/A</p>
<p>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.</p>	<ul style="list-style-type: none"> • Relevant signage is up at the front entrance about limit number for kiosk area as well as limit number for premises. • Signage to instruct customers about keeping 1.5m social distance is up at entrance and at toilet block. • Signage is up to remind customers to sanitise hands. • Signage up reminding customers they must wear a mask inside.
<p>Review Covid 19 encounter protocols</p>	<ul style="list-style-type: none"> • Updated encounter protocols in line with the 1.5m social distancing rule. • Have each staff member who is taking encounters read the new protocols and sign off that they have read and understand them. • Updated animal encounter form for customers including the right to refuse any customer showing Covid 19 symptoms from participating. • Ensure staff are explaining new protocols to customers before encounter.
<p>Consider activities that cannot allow for the physical distancing.</p>	<ul style="list-style-type: none"> • Keeper talks and feeding times are not taking place to stop customers congregating together and not being able to keep 1.5m apart. • We have closed our indoor areas (nocturnal house and fossil cave) to ensure customers are able to have their 4 square meter space.

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	

Guidance	Action to ensure effective record keeping
<p>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> • <i>All employees are required to text, email or present in writing to their manager before arriving at work every morning to state "I (insert their name) have no symptoms and have not been in contact with a confirmed case and I have not been directed to isolate"</i> • <i>All customers are to give their first names, contact number and post code before entering premises or to sign in via our QR code.</i> • <i>Encourage staff and customers to download the Australian Governments COVIDsafe app.</i>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • <i>Staff have been advised that they have the right to refuse participation or entrance to anyone not meeting the covid 19 health and safety protocols or showing symptoms.</i>

Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</p>	
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • <i>All records of staff and customer attendance would be given to DHHS to support contact tracing</i> • <i>Contact Workplace Health & Safety that a case has been confirmed.</i> • <i>Contact WorkSafe about procedures for closing and or cleaning.</i>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<ul style="list-style-type: none"> • <i>Contact WorkSafe about procedures for closing and cleaning.</i> • <i>If a suspected case we will close area and perform a deep clean.</i>
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<ul style="list-style-type: none"> • <i>Isolate staff member until we can get them home safely.</i> • <i>Limit contact with other staff</i> • <i>Access who staff member has been in contact with</i> • <i>Have all staff that have been in contact with staff member sent home and asked to be tested.</i>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<ul style="list-style-type: none"> • <i>Have all staff details up to date and easily accessible to ensure notification.</i> • <i>Give visitor information to DHHS for contact tracing</i>

Guidance	Action to prepare for your response
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • Keep this number by the main kiosk phone to allow for easy accessibility to contact WorkSafe.
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> • <i>Follow WorkSafe and DHHS guidelines to ensure a safe re-opening.</i> • <i>Keep in contact with staff members about how the process is coming along so they understand what is happening and when re-opening will occur.</i>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Name: Mark Treweek

Updated Date: 31/12/2020