

COVIDSafe Plan

Business:	Old Cheese Factory
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Job Title:	Programming and Operations Officer
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Purpose

This COVIDSafe Plan, (CSP), outlines the process the Old Cheese Factory will implement where relevant to mitigate transmission of COVID-19 and build guest confidence at events held at its various venues.

It is important that the Old Cheese Factory has a plan in place that is regularly updated as the State Government restrictions change and to address the complexities in running performances, rehearsals, exhibitions, installations, activities and events in accordance with legislative and other obligations.

Please note: this document should be treated as a living document to be updated as the COVID-19 environment develops and changes.

Introduction

This plan has been developed considering current government COVID-19 Alert Levels and is grouped into six COVIDSafe principles.

These COVIDSafe principles are:

1. Vaccination
2. Physical distancing
3. Face masks
4. Hygiene
5. Record keeping
6. Enclosed Spaces and Ventilation

Controls listed in this plan relate to Old Cheese Factory's operational requirements and align with official guidance.

It has been developed considering DHHS guidance, industry guidance, venue layouts and WorkSafe guidance.

Prior to staff returning to their first shift ensure all staff are provided with training, identifying, and outlining new protocols and work practices. This training is to include information about COVID-19 symptoms, hygiene, and health.

We will provide enough access to personal protective equipment, hand sanitiser, wipes, masks, and extra cleaning for staff working from Old Cheese Factory.

Event capacity will be decided based on current COVID safe restrictions.

1. Vaccination

Entry into the Old Cheese Factory office, functions, events, and programmed activities will only be permitted to persons 12 years and 2 months of age and over who are fully vaccinated against COVID-19.

Individuals 18 years and over must provide proof of vaccination with one of the following current forms of proof:

- COVID-19 digital certificate saved to a smartphone wallet
- Printed copy of COVID-19 digital certificate
- Printed copy of immunisation history statement; [eligible proof of vaccination exemption](#).

Visitors accessing the public areas of the site such as the playground, gardens and markets will not be required to provide proof of vaccination status.

- Visitors must check in upon entry via QR code through the Service Victoria app, providing proof of vaccination
- There will be one public entry, which will be staffed by a COVIDSafe Check-In Marshal to ensure that all persons entering the office, functions, events, and programmed activities are fully vaccinated and able to provide the accepted form of evidence
- Public will be encouraged to download Service Victoria COVID-19 QR app for contact tracing prior to arrival

2. Document how you will manage a COVID-19 case at your business

Requirements	Action	
Workers must get tested at the first sign of symptoms.	Do your workers know to get tested and isolate at the first sign of symptoms?	Yes. This information is regularly provided to all staff via internal communications and can be found on the intranet.
If a worker who has tested positive for COVID-19 has worked in the work premise during their infectious period, they must inform their workplace as soon as possible. When you become aware of a case of COVID-19 at the workplace, you must follow government advice on what to do.	Who will identify workplace contacts?	City of Casey Pandemic Response Team / Old Cheese Factory Coordinator.
	Who will notify workplace contacts and advise on actions to follow?	City of Casey Pandemic Response Team.
	Who will notify your health and safety representative?	City of Casey Pandemic Response Team.
	Who will document the actions taken?	City of Casey Pandemic Response Team.
	Who will notify the Department of Health?	City of Casey Pandemic Response Team.
	What will your business do if you or your workers need to isolate?	Staff within the organisation will manage the site as part of Council's contingency plan.

Recommendations	Action	
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Where practical, consider rostering workers into groups (workplace bubbles). Avoid an overlap of workers during shift changes.	Have you rostered your workers into groups?	No, but the following measures are in place. <ul style="list-style-type: none"> • Two workplace bubbles have been established, one for the office staff and the second for grounds staff. • Operational tasks split between the teams to reduce contact and shared spaces where practical. • Staff to limit visiting or working across multiple sites where possible.
	Is there an overlap of workers during shift changes?	NA

3. Make sure workers are fully vaccinated if working outside their home

Requirements	Action	
To work on-site, many workers need to provide evidence to their employer that they are fully vaccinated or have a valid proof of medical exemption. If there is a vaccine requirement for your sector or facility, sight and record the vaccination certificate for all workers who are working outside their homes.	Who will check the vaccination status of your workers?	City of Casey People and Culture Team / Old Cheese Factory Coordinator
	How will you manage the records of vaccination status?	Vaccination records are managed by People and Culture via human resources software.
	If your business operates across multiple sites, how will the records be managed - centrally or by location?	NA

4. Make sure customers check in and are vaccinated if required

Requirements	Action	
Businesses must display Victorian Government QR Code posters at each public entrance to the premises (both indoor and outdoor) and at points of sale (in a retail or food and drink premises). Make sure everyone checks in. – If someone cannot check themselves in, the Service Victoria Kiosk check-in service allows businesses to use their	Who is responsible for checking the location of QR Code posters?	All staff.
	Who is responsible for making sure customers have checked in (if required for your business)?	All staff.

<p>smartphone, tablet or computer to check people in.</p> <p>– Businesses in sectors with a customer vaccination requirement must check customers over the age of 18 are fully vaccinated against COVID-19 or have a valid medical exemption.</p>	<p>Who is responsible for confirming customers are fully vaccinated?</p>	<p>All staff.</p>
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5. Record keeping

Requirements	Action	
<p>In addition to records on worker vaccination information and QR Code processes, businesses are required to maintain detailed records of worker attendance, areas of work and contact details.</p>	<p>Describe how you will keep records of this information.</p>	<p>Through the monthly rosters and booking system.</p>
	<p>Who will keep records up to date?</p>	<p>Old Cheese Factory Programming and Operations Officer.</p>

6. Wear face masks to reduce the risk of COVID-19 transmission

Requirements	Action	
<p>Ensure all workers follow the current face mask requirements.</p>	<p>Do workers know the face mask requirements for your business?</p>	<p>Yes.</p>
<p>In settings where face masks are required, businesses and venues must display face mask posters at each public entrance.</p>	<p>Who will make sure workers understand how to wear face masks correctly and when they need to wear them?</p>	<p>Old Cheese Factory Coordinator.</p>
	<p>If required, who will provide workers with face masks?</p>	<p>Old Cheese Factory provides access to disposable face masks at all times.</p>
<p>For information on sectors requiring additional Personal Protective Equipment (PPE) obligations.</p>	<p>Are face mask posters required to be displayed in your business setting?</p>	<p>No.</p>
	<p>Where are face mask posters displayed?</p>	<p>NA.</p>

Recommendations	Action	
<p>It is recommended you provide training, instruction and guidance on how to correctly fit, use and dispose of Personal Protective Equipment (PPE) if it is required.</p>	<p>Do your workers understand the risk of airborne transmission?</p>	<p>Yes.</p>
	<p>Do you provide training, instruction and guidance on PPE use and disposal?</p>	<p>Yes.</p>

7. Improve indoor air quality

Requirements	Action	
Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace. This can be improved by: – opening windows – leaving doors open in hallways and corridors – adjust the settings on heating, ventilation, and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air.	Can doors and/or windows be opened?	Yes.
	Can you turn on ceiling fans or wall-mounted air-conditioning units to increase air flow?	Yes.
	Do you regularly service your HVAC systems including upgrading filters?	NA
	Can you use portable filtration units to increase the clean air and reduce the concentration of viral particles?	NA

8. Practise good hygiene and physical distancing

Requirements	Action	
Businesses should be aware of any rules that limit the number of people on a work premises. Soap and hand sanitiser should be available for all workers. Encourage regular handwashing.	Are there any limits on the number of customers or workers currently in force for your sector?	No.
	Are wash stations easily accessible and adequately stocked?	Yes. Wash stations are accessible during business hours and maintained daily by external contractors.
	Can everyone access sanitiser when they arrive?	Yes. Sanitiser stations are located at the entry of all buildings. On event days, these stations are relocated throughout the event grounds.

Recommendations	Action	
It is recommended that workplaces practise physical distancing of 1.5m and put processes in place to avoid crowding at entrances and counters.	How will your business practise physical distancing and reduce crowding in small spaces (for example, at entrances, counters and changerooms)?	<ul style="list-style-type: none"> • Social distancing signage displayed in key locations. • Reinforce social distancing requirements in the workplace through internal communications and at team meetings. • Staff access to indoor spaces as per the workplace bubbles for office and grounds staff. • Staff to monitor numbers of general public to adhere to density quotient as detailed in Appendix A.

Further Information

Ticketing

When developing a ticket manifest the following will be considered and implemented where relevant:

- Use of digital ticketing is to be encouraged however for each event patron demographic to be considered and alternative ticket delivery methods to be made available.
- Ticket headers and logos will be used where possible to re-enforce key health messages.
- Communication of venue expectation on purchase pages relating to any relevant COVID-19 controls.
- Provide patrons with essential venue information including updated health and hygiene controls, vaccination requirements and conditions of venue entry at point of ticket purchase.
- Exchanges and Refunds: Update policies so unwell patrons do not attend.
- Updated ticketing terms and conditions for COVID-19 cancellations and refund policy
- Online and phone cashless transactions preferred methods.
- Cash handling hygiene process.

Café/Food and Beverage Service

The following general principles will be considered as part of any event specific food or beverage operation.

- Queuing system to be large enough to enable patrons to maintain comfortable physical distance.
- Encourage patrons to use cashless payment options.

COVIDSafe Marshall

A COVIDSafe Marshall will be a member of the experienced Old Cheese Factory team and will be responsible for the following:

- Focus on ensuring listed COVID-19 controls are implemented prior to doors open, including completion of a COVID-19 Pre-Event Checklist.
- Ensure placement of signage is completed and clear for patrons. Ensure COVID-19 during event controls are adhered to, for example patron hand sanitising upon arrival.
- Read and understand the hirers COVID-19 safety plan and implement their controls relating to COVID-19 where additional to venue controls.
- Close liaison with cleaning staff to ensure high touch surface cleaning is occurring as required.

- Implement any corrective actions during an event as required or escalate to the Team Manager any areas of concern which cannot be addressed.
- All nominated COVIDSafe Marshalls will have undertaken online Infection Control Training and have up to date Level 2 First Aid accreditation.

The need to deploy one of the COVIDSafe Marshalls will be determined based on the type and size of each event and responsibility outlined as part of this role may be allocated to existing venue staff as opposed to an additional person.

COVIDSafe Check-In Marshall

All admin staff function as COVIDSafe Check-In Marshall to ensure Old Cheese Factory is operating as per current government guidelines.

Individuals who hire agree to being the responsible party for the following:

- COVID-19 digital certificate saved to a smartphone wallet
- Printed copy of COVID-19 digital certificate
- Printed copy of immunisation history statement; [eligible proof of vaccination exemption](#).

Emergency Response

In the event a venue is to be evacuated due to an emergency situation the primary consideration will be patron and staff welfare and the preservation of life, as such any physical distancing measure and other COVID-19 controls will become secondary considerations.

Plan Review

The COVIDSafe Plan will be reviewed every three months, or when changes to DHHS guidelines are made. The Programming and Operations Officer is responsible for this review, which is to be submitted to the Pandemic Response Team for approval.

Document History

DATE	REVISION	COMMENTS	MODIFIED BY	RESTRICTION STAGE
28/10/20	Version 1	Document Created	Bethany James	Third Step
12/12/20	Version 2	Edited	Bethany James	COVIDSafe Summer
14/01/21	Version 3	Edited	Bethany James	January 2021
17/02/21	Version 4	Edited	Bethany James	February 2021
24/02/21	Version 5	Edited	Bethany James	Tier 3 Events

30/03/21	Version 6	Edited	Bethany James	COVIDSafe
27/10/21	Version 7	Updated	Bethany James	Victoria's Roadmap
06/01/22	Version 8	Updated	Bethany James	January 2022
04/01/22	Version 9	Updated	Bethany James	March 2022
10/01/22	Version 10	Updated	Bethany James	March 2022

Appendix A – Space Capacity

Space	1 per 4m2	1 per 2m2	Standard Capacity
Front Office	2	2	2
Back Office	5	5	5
Workshop Office	4	4	4
Volunteer Kitchen	4	8	8
Chapel	16	32	50 seated – 80 standing
Old Shop	13	26	30 seated – 50 standing
Springfield Room	11	22	30 seated – 50 standing
Arts Studio	11	22	30 seated – 50 standing
Function Room	42	84	100 seated – 130 standing
Cheese Factory	10	20	30 seated – 50 standing
Gazebo BBQ	50	50	50
Undercover BBQ	30	30	30
Lacebark BBQ	30	30	30
Middle Paddock	400	400	400