

WILSON BOTANIC PARK BERWICK

COVIDSafe Plan

18 January 2022

Business name:	Wilson Botanic Park Berwick
Address:	668 Princes Hwy, Berwick VIC 3806
Plan completed by:	Visitor Services Officer
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Purpose

1

COVIDSafe Plan

This COVIDSafe Plan, (CSP), outlines the process Wilson Botanic Park Berwick will implement where relevant to mitigate transmission of COVID-19 and build both staff and visitor confidence when attending both community amenities/facilities and workplaces.

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 seven COVIDSafe principles.

These COVIDSafe principles are:

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

Controls listed in this plan relate to Wilson Botanic Park Berwick's operational requirements and align with official guidance.

It has been developed considering DHHS guidance, industry guidance, community amenities/facilities and workplace layouts and WorkSafe guidance.

Prior to staff returning to their first shift, 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 hand sanitiser for all staff and members of the public accessing Wilson Botanic Park Berwick's community amenities/facilities and workplaces.

Density quotient will be decided based on current COVID safe restrictions.

We will continually monitor and adjust our approach as needed and as conditions change



1. Vaccination

Entry by staff into the workplace or by members of the public into a private function at Wilson Botanic Park Berwick 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 or a valid medical exemption prior to entry. (Those under 12 years and 2 months of age may enter without vaccination, as can those with evidence of valid medical exemption).

Members of the public accessing the public areas of the site such as the Visitor Centre, playground, and gardens will not be required to provide proof of vaccination status. Proof of vaccination is also not required for members of the public attending open air activations.

- Members of the public entering community amenities/facilities and staff entering workplaces must check in upon entry via QR code through the Service Victoria app, providing proof of vaccination where required
- Members of the public will be encouraged to download Service Victoria COVID-19 QR app for contact tracing prior to arrival
- A hardcopy contract tracing form will be made available for members of the community without access to a smartphone



2. Physical distancing



RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?</p> <ul style="list-style-type: none"> • <u>Density quotients</u> can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue. • You must <u>display signage</u> showing the maximum number of people allowed in the space. • Shared work areas are only accessible to workers and should only include workers in the density limit. • Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis. <p>For more information about restrictions for your workplace, density quotients and signage visit: coronavirus.vic.gov.au/business</p>	<ul style="list-style-type: none"> • Social distancing signage displayed in key locations: entrances, reception, spaces for hire, foyer. • Display social distancing floor decals 1.5m apart to aid in distance visualisation. • Closure of common areas, except as thoroughfare to hire spaces, bathrooms and exit if required. • Ensure staff work from home wherever possible and work at workstations 1.5m apart • Comply with current density measures as detailed in Appendix A. • Group leader/hirer to submit COVIDSafe Plan for approval 1 week prior to hire date • Groups/hirers will have staggered start times as required to minimise cross-over in shared spaces. • Reinforce social distancing requirements in the workplace through internal communications and at team meetings. 	All staff
<p>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?</p>	<ul style="list-style-type: none"> • Staff to monitor numbers of general public to adhere to density quotient as detailed in Appendix A. • Staff have been supported to work safely from home through provision of ergonomic and technology equipment. • Only staff required to deliver services are required onsite. 	All Staff

RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?	<ul style="list-style-type: none"> • Display social distancing floor decals 1.5m apart to aid in distance visualisation. • Social distancing signage displayed in key locations: entrance, reception, spaces for hire, foyer, Meeting Room, Office. • Permanent staff desks allocated with 1.5m physical distance at minimum. • Group leader/hirer to submit COVIDSafe Plan for approval 1 week prior to hire date 	All Staff
You should give training to workers on physical distancing while working and socialising. How will you do this?	<ul style="list-style-type: none"> • Training completed by all staff and embedded into onboarding process for future new starters. • Reinforce social distancing requirements in the workplace through internal communications and at team meetings. 	All Staff



2. Face masks



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must ensure all workers and members of the public adhere to current face mask requirements. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/face-masks</p>	<ul style="list-style-type: none"> • Face mask required signage displayed in key locations: entrances, reception, spaces for hire, foyer, Meeting Room, Office. • Face masks are worn in line with current Victorian Government <u>requirements</u>. • Group leader/hirer to submit COVIDSafe Plan for approval 1 week prior to hire date • Sneeze guards have been installed in customer facing areas e.g., Wilson Botanic Park Berwick reception. • Reinforce requirements in the workplace through internal communications and at team meetings. • Staff are to remind members of the public entering indoor community amenities/facilities to wear a face mask when required unless they have an exemption. 	All Staff
<p>You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?</p>	<ul style="list-style-type: none"> • Training completed by all staff and embedded into onboarding process for future new starters. • Reinforce requirements in the workplace through internal communications and at team meetings. 	All Staff

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
	<ul style="list-style-type: none"> Reinforce the use of face coverings and masks by all staff in the workplace and when travelling in vehicles together. 	
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> adhere to extra face mask requirements appoint Covid Marshals conduct surveillance testing for COVID-19. <p>How will you do this?</p> <p>For more information visit coronavirus.vic.gov.au/additional-industry-obligations</p>	Not Applicable	All Staff



3. Hygiene

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/cleaning</p>	<ul style="list-style-type: none"> • Provide appropriate PPE for cleaning and sanitising. • Monitor PPE and cleaning supplies and restock as required. • General shared spaces will be cleaned/disinfected once a day or as required • High touch points cleaned and disinfected frequently (at least twice daily) using appropriate detergent and disinfectant solutions. • Tissues and waste containers are available as a further preventative measure to assist in the event of a sneeze or cough to reduce respiratory droplets landing on surfaces. • Avoid sharing office equipment and areas by providing staff permanent desk/areas and equipment. • Cleaning wipes and products available where sharing of equipment is unavoidable. • Bins provided throughout the workplace and PPE supplied for empty/removal. • Reinforce hand hygiene requirements. 	<p>All staff</p>
<p>You should display a cleaning log in shared spaces. How will you do this?</p>	<ul style="list-style-type: none"> • Reinforce requirements in the workplace through internal communications and at team meetings. • Shared spaces limited and cleaned after each use. 	<p>All staff</p>

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?</p>	<ul style="list-style-type: none"> • Daily cleaning schedule in place for all facilities by external contractor to refill soap dispensers. • Regular restock schedule in place for all facilities by external contractor to refill hand sanitiser stations. • Regular checks from site staff to monitor and refill all dispensers as required. 	<p>All Staff</p>



4. Record keeping



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/about-victorian-government-qr-code-service</p>	<ul style="list-style-type: none"> • Service Victoria QR Codes in place at all key areas of the site. • Service Victoria 'Kiosk' set up on spare devices to assist public check-in. • All staff and regular visitors encouraged to have saved 'Wilson Botanic Park Berwick' location as a favourite in the Service Victoria app. 	All Staff
<p>Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/covid-check-in-marshals</p>	<ul style="list-style-type: none"> • Where possible staff will be the COVID-19 Check-in Marshal. • At private gatherings it is the responsibility of the hirer as the COVID-19 Check-in Marshal. 	All Staff
<p>You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/vaccine</p>	<ul style="list-style-type: none"> • Internal comms states: <ul style="list-style-type: none"> ○ Staff who have the following symptoms ○ Headache or fever ○ Sore throat ○ Coughing ○ Runny nose ○ Shortness of breath • Directed to a COVID 19 testing location (testing locations are available of DHHS website). • Signage displayed in workplaces on exterior of buildings 'Do not enter if experiencing COVID symptoms' 	All Staff

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
	<ul style="list-style-type: none"> • Communicate staff leave entitlements if they are sick, need to provide care or required to self-isolate. • Provide a 'working from home' option where possible. 	
<p>It's strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?</p> <p>This includes having a plan:</p> <p>to respond to a worker being notified they are a positive case or a close contact while at work</p> <p>to clean the worksite (or part) in the event of a positive case</p> <p>to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts</p> <p>to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace</p> <p>if you have been instructed to close by the Department of Health</p> <p>to re-open your workplace when cleared by the Department of Health and notify workers to return to work.</p> <p>For additional resources: business.vic.gov.au/emergency-planning</p>	<ul style="list-style-type: none"> • All Team Leaders, Coordinators and Supervisors who are responsible for staff attending the workplace are required to complete the e-learning course: Managing a suspected or confirmed COVID-19 case with your employees. • Process documents available to staff outline reporting requirements to both internal and external authorities. • Pandemic coordinator to activate pandemic response protocol in the event of confirmed case. 	All Staff Supervisors



5. Enclosed spaces and ventilation

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You should reduce the time workers spend in enclosed spaces. How will you do this?</p>	<ul style="list-style-type: none"> • Allocate outdoor/operational work to reduce time spent in indoor spaces. • Access to windows and aircon/heating systems in enclosed working spaces available to increase airflow. • Permanent staff desks/areas allocated to avoid sharing to avoid contact transmission. • Relocate team meetings and lunches outdoors, weather permitting. 	<p>All Staff</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate. • conduct surveillance testing. <p>How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/additional-industry-obligations</p>	<p>Not Applicable</p>	<p>All Staff</p>



6. Workforce bubbles

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?</p>	<ul style="list-style-type: none"> • Two workplace bubbles have been established for Active Communities team for business continuity. • Lunch breaks are staggered to avoid crossover between City Presentation and Active Communities teams • Staff to limit visiting or working across multiple sites where possible. • Individual employees required to keep records of dates if working across multiple sites. 	<p>All Staff</p>
<p>If your industry is subject to additional industry obligations, you may also be required to:</p> <ul style="list-style-type: none"> • limit or stop workers working across multiple sites where practical • keep records of workers who are working for different employers across multiple premises. <p>How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/additional-industry-obligations</p>	<p>Not Applicable</p>	<p>All Staff</p>

Further Information

COVIDSafe Check-In Marshall

All admin staff function as COVIDSafe Check-In Marshall to ensure Wilson Botanic Park Berwick is operating as per current government guidelines.

Individuals who hire the spaces agree to being the responsible party to

They will be responsible for the following:

- Checking all persons entering the building QR in
- Checking all persons entering the building show proof of double COVID-19 vaccination status or Doctor's dated certificate showing medical 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
18/01/22	Version 1	Document Created	Micaela Vaughan	January 2022

1. Appendix A – Space Capacity

SPACE	1 per 4m ²	1 per 2m ²	STANDARD CAPACITY
Office	5	10	5
Reception	2	5	2
Kitchen	4	9	4
Meeting Room	4	9	10
Foyer	16	32	30
Upper Shelter	50	100	100
Lower Shelter	15	30	50
Multipurpose Room	20	40	60
Fairy Dell	40	80	80
Rose Garden	15	30	50
Lakeside	75	150	150
Rotunda	50	100	100
Amphitheatre	100	200	200
Ben's Lookout	250	500	500

