

# Covid Safe Plan



Updated 23<sup>rd</sup> December 2020

Obligation	Measures in Place
<p>Have a COVID Safe Plan in place that is regularly updated</p>	<p>This COVID safe plan was developed on 5th August for Myuna Farm and reviewed on the 29<sup>th</sup> October 2020 prior to re-opening the farm to the general public on Monday 2<sup>nd</sup> November 2020</p> <p>This plan has been modified and reviewed again on 30-11-2020 to provide additional farm programs and services to be reinstated in line with the easing of restrictions announced on the 22-11-2020.</p> <p>This plan has been modified and reviewed again on 11-12-2020 to provide for further easing of restrictions announced on the 06-12-2020</p> <p>This plan has been reviewed and adjusted on the 23-12-2020 to include further easing of restrictions and safely reopen more farm programs and services</p> <p>The COVID Safety Plan will be updated in line with DHHS requirements</p>
<p>Ensure that any workers that can work from home are able to do so</p>	<p>The City of Casey supports work from home wherever possible. Staff working from home are supported by:</p> <ul style="list-style-type: none"> <li>- Smart Device and equipment relevant to their roles</li> <li>- Replacement of face to face appointments with external customers and stakeholders by using telephone or electronic consultations, including Skype, Microsoft teams etc</li> <li>- Considering Vulnerable employees (e.g. immunocompromised staff, over 70 years of age or other high-risk employee) and if additional risk mitigation measures are required to manage COVID risk (e.g. work from home) .</li> </ul> <p>Services that require staff to attend the workplace, for the provision of essential services, meet the requirements of the directions of Victoria’s Chief Health Officer permitted industries and have been approved by the Pandemic Response Team.</p> <p>In consultation with OHS representatives’ risk assessments have been completed which outline the various control measures for the specific service. Where practicable controls must align with DHHS guidelines</p>

<p>Collect records of all workers, subcontractors, customers and visitors attending the work premises for 15 minutes or longer (certain exemptions will apply)</p> <p><a href="#">COVID Safe Principle : Keep records and act quickly</a></p>	<ul style="list-style-type: none"> <li>• Myuna farm maintain an accurate daily staff roster for all staff who attend the facility, this information is retained for 5 years in a cloud-based storage system.</li> <li>• All staff complete and record a daily health declaration at the start of their working shift, every day that they work on site.</li> <li>• All adult visitors, contractors and customers are required to register their attendance, Check In -to Myuna Farm via the Victorian Government Services QR Code – MLC 75A</li> <li>• Only one entry point to the farm is open for all visitors and this entry point is always monitored by a staff member. Every visitor must “Check In” and show the QR Code green tick to a staff member confirming their registration prior to entering.</li> <li>• QR Code “Check In” signage is clearly viable at the front entry and along the queuing fence system for all visitors to complete prior to arriving at the front entry counter</li> <li>• This COVID safe plan has been developed and shared with all staff involved in working on the site and is available to the general public via the Myuna Farm Face book page and the City of Casey web page. <a href="https://www.casey.vic.gov.au/facilities-hire/myuna-farm">https://www.casey.vic.gov.au/facilities-hire/myuna-farm</a></li> </ul>
<p>One worker or visitor per Two square metres of enclosed workspace or in shared areas</p> <p><a href="#">COVID Safe Principle</a> : Ensure physical distancing (1.5metres)</p> <p><a href="#">COVID Safe Principle : Avoid interactions in enclosed spaces</a></p>	<ul style="list-style-type: none"> <li>• All enclosed workspace or in shared areas have been calculated to ensure the Two square meters rule is determined and only approved staff providing essential services are permitted to attend these workspaces.</li> <li>• Distancing markers in place in common areas</li> <li>• Large open space function areas that are available for group use are only booked for the maximum numbers of people per space that provides for the 1 person per 2 square meter requirement. Tables and chairs will only be provided for the maximum permitted number of people in each area</li> <li>• Windows and doors are to be kept open where possible to allow airflow through enclosed spaces</li> <li>• Office staff are required to use one desk per person per day.</li> <li>• Shared workspaces that have been identified as essential to the daily operations of the facility are to be included in the frequent cleaning program</li> <li>• Visitors entering the facility at peak times are assisted with maintaining social distancing through a system of barricades positioned outside the front farm entry building with spacing signage and sanitizing stations strategically positioned to maximize exposure to all visitors.</li> <li>• Extra farm staff are located at the farm front entry building during peak times to assist with moving visitors through quickly to avoid any potential build ups in the visitor queuing system.</li> <li>• All visitor use picnic tables and seating have been relocated around the farm with more than double the required space between each setting to ensure greater distancing between tables and eliminate the potential for large group gatherings</li> <li>• Small indoor areas that visitors would normally access to view animals or hold a function are locked and closed such as the pig pen display building and small indoor birthday party rooms.</li> <li>• The weekly staff work roster provides the minimum level of staff cross overs on site with daily shift times and the daily staff working shifts minimize the times that staff are on site together.</li> </ul>

<p>Unless an exemption applies, ensure that workers do not work across multiple sites, or for multiple employers</p>	<p>Staff who are working remotely are not to attend any work sites without permission from their Manager. Staff who are required to work at different locations and sites will be required to complete location logs as required as part of Permitted Work Permit</p>
<p>Ensure that workers and visitors are in good health - workers cannot work if they are unwell and employers must not require workers with symptoms to work</p>	<p>Workplace signage and communications indicate the following: Stay home if you are unwell Do not visit or attend the site if you are unwell or have any of the common COVID symptoms All staff are required to complete daily health declaration before they start work. Councils Communicable disease policy allows managers to send employees home and ask for clearance certificates.</p>
<p>If your worker is unwell, send them home and direct them to be tested. They must stay home until they have their result</p>	<p>All Team Leaders, Coordinators and Supervisors who are responsible for staff attending the workplace have completed the e-learning course: <i>Managing a suspected or confirmed COVID-19 case with your employees</i></p> <p>Internal comms states: Staff who have the following symptoms Headache or fever Sore throat Coughing Runny nose Shortness of breath Are to be directed to a COVID 19 testing station (testing station locations are available of DHHS website)</p>
<p>Report any positive cases of coronavirus (COVID-19) to DHHS, Worksafe, Health and Safety Representatives, and notify your workforce</p>	<p>Process documents are available to staff via intranet page outline reporting requirements to both internal and external authorities</p>
<p>Regularly clean your facilities, shared spaces and provide additional cleaning supplies</p> <p><a href="#">COVID Safe Principle : Practice good hygiene</a></p>	<p>Daily cleaning programs are in place for all visitor accessible facilities</p> <p>Frequently touched surfaces and objects such as, doors, windows, tables, hard backed chairs benchtops, assessment tables are cleaned and disinfected frequently (at least daily) using appropriate detergent and disinfectant solutions.</p> <p>All Rubbish bins have been modified to allow for public use without the need to touch the lid or handles. Other measures include:</p> <ul style="list-style-type: none"> <li>- hand sanitising stations at entry points, and in key locations throughout the facility. These are maintained and stocked by our sanitary contractor Rentokil.</li> <li>- Soap dispensers, hand washing and hand air drying facilities are available for all visitors</li> <li>- There are protective screens installed to all customer service points.</li> <li>- Cleaning wipes and products available where sharing of equipment (tools etc) is unavoidable.</li> <li>- 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.</li> <li>- Disinfectant cleaning wipes are available to all staff to use and the appropriate cleaning equipment</li> <li>- In the kitchens the chemicals and dishwasher settings are suitable to minimise virus transmission.</li> </ul>

<p>Undertake risk assessments for cleaning and the potential closure of your workplace in certain situations</p>	<p>City of Casey Pandemic coordinator to activate pandemic response protocol in the event of confirmed or suspected case of COVID19. Key support staff currently working in differing workplaces to ensure continuity of services if building is required to close All staff have been trained in the updated cleaning schedule and risk assessments for safe chemical storage, usage and handling</p>
<p>The level of face-covering or personal protective equipment (PPE) required for your workforce</p> <p><a href="#">COVID Safe Principle : Wear a face mask</a></p>	<p>Face masks are no longer mandatory in the office or by visitors to Myuna Farm, though individuals may choose to continue wearing masks. Face masks should continue to be worn in frontline roles where staff are interacting with members of the public/clients or are required due to other risk mitigation.</p> <p>All Staff are provided with single-use face masks. Reusable masks have also been provided</p>
<p>How you will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID-19) in your workplace</p> <p><a href="#">COVID Safe Principle : Create workforce bubbles</a></p>	<p>Pandemic coordinator to activate pandemic response protocol in the event of confirmed case The farm staff rotating roster and standby casual workers pool have been trained and rostered to attend the site in the event of a confirmed staff case.</p>
<p>Other considerations</p>	<p>The usual farm programs and services are heavily restricted due to challenges with maintaining social distancing space, common touched surfaces and adhering to CHO guidelines and restrictions. Myuna farm will only be open to a limited number of the public to move around the large open space of over 20,000 sq mtrs and access the farm café for take away food and drinks. The farm is open daily for a maximum of 1000 visitors to attend between 10.00am and 4.00pm Note: the maximum number of visitors will be monitored and regularly reviewed to ensure compliance is met with maintaining a COVID safe environment Myuna Farm will not reserve small indoor function areas for group parties at this stage</p>



**Myuna Farm**  
03 9706 9944  
182 Kidds Road  
Doveton VIC 3177

myunafarm@casey.vic.gov.au  
[casey.vic.gov.au/myunafarm](https://www.casey.vic.gov.au/myunafarm)  
[facebook.com/MyunaFarm](https://www.facebook.com/MyunaFarm)

