

# COVIDSafe Plan

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

## Our COVIDSafe Plan

Business name: Maid To Clean \_\_\_\_\_  
Site location: Various Homes/Businesses \_\_\_\_\_  
Contact person: Edward Clayton \_\_\_\_\_  
Contact person phone: 0404611045 \_\_\_\_\_  
Date prepared: 07/08/2020 \_\_\_\_\_

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>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.</b>	We do not have a fixed work-site. Cleaners will all be washing hands thoroughly before and after services, but will also have gloves on during cleans.
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	We will advise this to cleaners when working on sites.
<b>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.</b>	All staff are wearing masks, gloves and shoe covers on ALL jobs.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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).</p>	<p>We have provided the DHHS COVID training to all teams and also provide them regular updates on correct use of PPE</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>N/A</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Cleaning</b></p>	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>N/A</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>All cleaners have their own cleaning equipment and supplies. Not really applicable as we are not working on the same sites.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p>All office staff are working at home</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>For essential cleaning services that are continuing, the same cleaner will always work at that site</p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p>N/A</p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p>Also consider installing screens or barriers.</p>	<p>N/A</p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>N/A</p>
<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
Minimise the build up of workers waiting to enter and exit the workplace.	N/A
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Cleaners are provided regular advice about social distancing between themselves and customers.
Review delivery protocols to limit contact between delivery drivers and staff.	N/A
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	N/A
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 <a href="#">‘four square metre’ rule</a> .	N/A


Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
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.	All essential cleaning services are logged in our booking system so it is always immediately possible to see what workers are where.

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>Cleaners are advised to contact the office via phone immediately if there are any OHS issues.</p>

Guidance	Action to prepare for your response
<p><b>Preparing your response to a suspected or confirmed COVID-19 case</b></p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>No workplace to close. Procedures are in place for if a cleaner or customer shows symptoms or gets a positive test.</p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p>No visitor tracking applicable. Booking system has all information on close contacts.</p>
<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>	<p>N/A</p>
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<p>Procedure is in place. Cleaners to be taken off work immediately and advice followed on how to address close contact, if any. Cleaning procedures mean that there should technically be no close contacts.</p>
<p>Prepare to notify workfers and site visitors (including close contacts)</p>	<p>Procedure in place.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>Procedure in place.</p>

Guidance	Action to prepare for your response
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<p>Procedure in place.</p>

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

Signed   
 Name Edward Clayton  
 Date 07/08/2020