

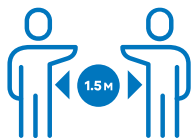
COVID Safe Plan



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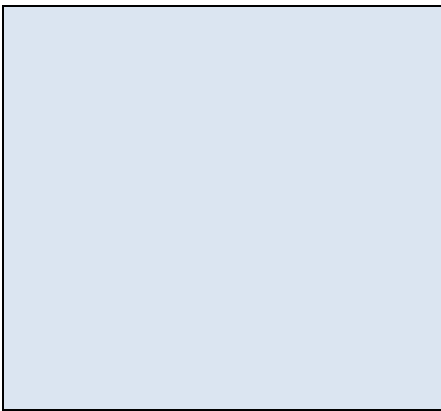
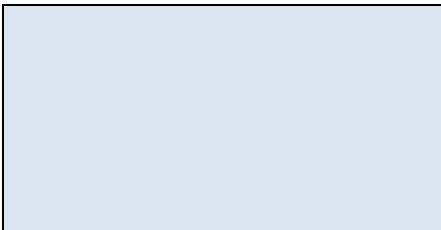
- Business name: Melbourne Trades College (Exceed Ventures Pty Ltd)
- Address: 73 Ashley Street, Braybrook, Vic-3019
- Plan completed by: Antarpreet Singha
- Job title: CEO – Melbourne Trades College.

COVID Safe Plan



1. 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"> • Density quotients can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue. • You must display signage 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>	<p>Consider: signage, furniture placement, density quotients, working from home arrangements and rostering, seating, lift protocols, staggered tea breaks</p> <p><i>Example: Rearrange, remove or cordon off furniture in common areas to practise physical distancing, stagger seating so workers are not facing one another.</i></p> 	CEO
<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>	<p>Consider: staff rostering, workforce bubbles, staggered start and finish times.</p> <p><i>Example: Adjust rosters and develop procedures to ensure workers do not work across multiple sites.</i></p> 	CEO

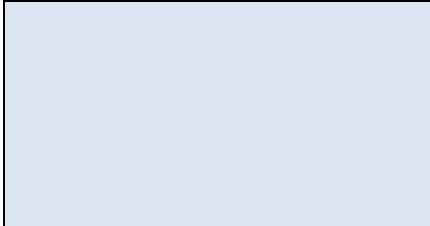
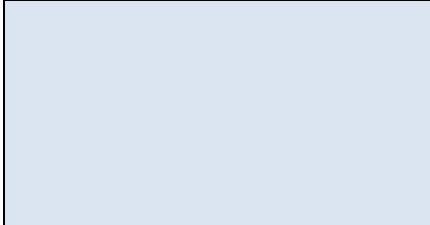
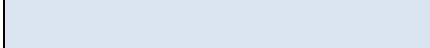
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RECOMMENDATIONS & REQUIREMENTS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this?</p>	<p>Consider: signage, floor marking, entry/exits management, delivery protocols, repurposing rooms and spaces.</p> <p><i>Example: Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas. Have multiple tea and coffee spaces to reduce congregation of workers.</i></p> <div data-bbox="783 712 1227 943" style="background-color: #e0e0e0; height: 100px; width: 100%;"></div>	<p>CEO Trainers</p>
<p>You should give training to workers on physical distancing while working and socialising. How will you do this?</p>	<p>Consider: physical distancing, carpooling, social interaction, hand/cough hygiene, sick days, face masks.</p> <p><i>Example: Inform workers to follow current public health directions when carpooling.</i></p> <div data-bbox="783 1211 1227 1440" style="background-color: #e0e0e0; height: 100px; width: 100%;"></div>	<p>CEO Trainers</p>



2. Face masks



REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>You must ensure all workers adhere to current face mask requirements. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/face-masks</p>	<p>Consider: mask supplies and provision, signage, training/guidance for correct fit, use and disposal of PPE; daily washing of reusable face masks.</p> <p><i>Example: Monitoring use of face coverings for workers, unless a lawful exception applies.</i></p> 	<p>CEO Trainers</p>
<p>You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?</p>	<p>Consider: signage, training/guidance for correct fit, use and bins for disposal of PPE, daily washing of reusable face masks, disposable mask availability.</p> <p><i>Example: Identifying face mask and PPE required for the workplace and describe when and how they need to be worn</i></p> 	<p>CEO Trainers</p>
<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 	<p>Consider: training, signage, communications, supplies.</p> <p><i>Example: Monitor face mask requirements and communicate changes to staff.</i></p> 	<p>CEO Trainers</p>

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REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<ul style="list-style-type: none">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>	<div style="background-color: #e0e0e0; width: 100%; height: 100%;"></div>	



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>	<p>Consider: stock appropriate cleaning and disinfection products, cleaning during and between shifts, soap and hand sanitiser, cleaning roster, cleaning log, replacement of high-touch communal items, reviewing whether communal items could be made available to only one staff member</p> <p><i>Example: Provide information about workplace cleaning schedule and how to use cleaning products, provision of previously communal items for each worker.</i></p> <div style="background-color: #e0e0e0; height: 100px; width: 100%;"></div>	<p>CEO Trainers</p>
<p>You should display a cleaning log in shared spaces. How will you do this?</p>	<p>Consider: signage, location.</p> <p><i>Example: Display a cleaning roster on the notice board of the kitchen space.</i></p> <div style="background-color: #e0e0e0; height: 100px; width: 100%;"></div>	<p>CEO Trainers</p>
<p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?</p>	<p>Consider: location, rubbish bins, supplies, signage.</p> <p><i>Example: Ensure rubbish bins are available to dispose of paper towels</i></p> <div style="background-color: #e0e0e0; height: 40px; width: 100%;"></div>	<p>CEO Trainers</p>

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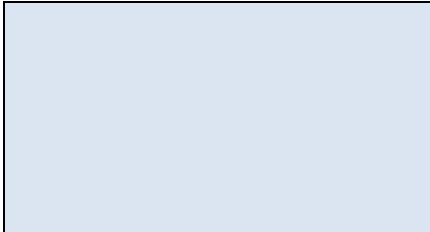
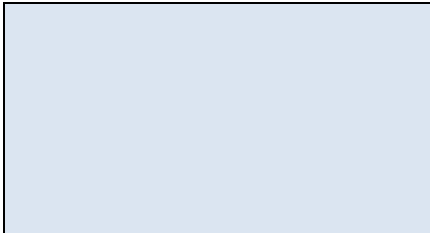


REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
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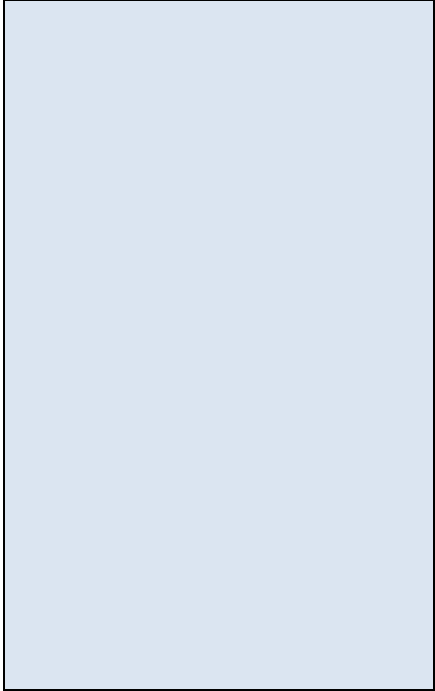


4. Record keeping




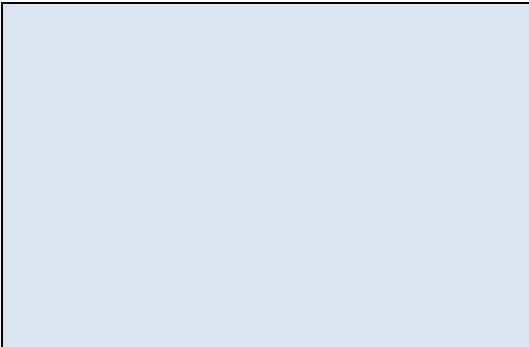
REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>Every Victorian business (with some limited exceptions) must use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?</p> <p>For more information visit: coronavirus.vic.gov.au/about-victorian-government-qr-code-service</p>	<p>Consider: signage, IT capability, communications, staff contact details, protocols for collecting and storing information, privacy obligations, alternative record keeping methods for periods of power outage or those without mobile phones.</p> <p><i>Example: Use the free Victorian Government QR Code Service for electronic record keeping. Ensure staff have downloaded the app, and train staff to facilitate use of the app by customers and visitors and workers.</i></p> 	<p>CEO Trainers</p>
<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>	<p>Consider: staffing requirements, training, signage, kiosk check-in, alternative record-keeping methods.</p> <p><i>Example: Station a staff member at all public entrances to the workplace.</i></p> 	<p>CEO Trainers</p>
<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>Consider: HR support, communications.</p> <p><i>Example: Communicate to workers the financial support available to them if they cannot work while waiting for</i></p>	<p>CEO Trainers</p>

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REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>For more information visit: coronavirus.vic.gov.au/vaccine</p>	<p><i>test result or are confirmed as a positive case.</i></p> 	
<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> <ul style="list-style-type: none"> • to respond to a worker being notified they are a positive case or a close contact while at work • to clean the worksite (or part) in the event of a positive case • 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 • to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace • if you have been instructed to close by the Department of Health • to re-open your workplace when cleared by the Department of Health and notify workers to return to work. <p>For additional resources: business.vic.gov.au/emergency-planning</p>	<p>Consider: HR support, communications, cleaning, contact lists, business closure/reopening.</p> <p><i>Example: Establish a process for notifying workers and close contacts about a positive case in the workplace.</i></p> 	<p>CEO Trainers</p>



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>	<p>Consider: enabling lower-risk outdoor working environments, enhancing ventilation by opening windows, optimising fresh air flow in air conditioning systems, conducting regular air checks.</p> <p><i>Example: Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift.</i></p> 	<p>CEO Trainers</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>Consider: HR support, communications, record keeping protocols.</p> <p><i>Example: Provide workers with a health questionnaire to complete before their shift.</i></p> 	<p>CEO Trainers</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>	<p>Consider: rosters, working across multiple sites, staggered start and finish times, break times, shared facilities, workers not mixing across different shifts or between shifts (cross-over times), separate entrances.</p> <p><i>Example: Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time.</i></p> <div style="background-color: #e0e0e0; height: 100px; width: 100%;"></div>	<p>CEO Trainers</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>Consider: rosters, working across multiple sites, staggered start and finish times, break times, shared facilities, workers not mixing across different shifts.</p> <p><i>Example: Adjust rosters and develop procedures to ensure workers do not work across multiple sites.</i></p> <div style="background-color: #e0e0e0; height: 100px; width: 100%;"></div>	<p>CEO Trainers</p>