



Response to Covid -19 Policy

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Responsible Person	Centre Manager	Scheduled Review Date	Nov 2021

Introduction

Mordialloc Community Centre is committed to the health and wellbeing of all our staff, volunteers, members and participants and we will be adhering strictly to the Covid Safe policies and guidelines around movement of people, social distancing, staff illness and cleaning / hygiene practices that have been mandated and form part of our Covid Safe Plan.

Purpose

To ensure all employees and contractors both paid and volunteer are aware of the roles and responsibilities we all have and play in keeping our centre and community safe from Coronavirus (Covid-19)

Policy

For employees, contractors and Volunteers (staff)

If you are Unwell

Staff who are unwell should not go to work. If a staff member develops symptoms prior to attending a shift or during a shift such as fever, cough, sore throat or shortness of breath they should seek medical advice immediately. It is essential that you are tested and self-isolate until you get your test result. Proof of a negative test result will be required before you can return to work. For more information on identifying the symptoms of Covid-19, go to:

<https://www.health.gov.au/resources/publications/coronavirus-covid-19-identifying-the-symptoms>

If a worker is found to have Covid-19 MCC will follow the health advice provided by the local public health authority and report the case immediately to the Department of Health and Human Services.

More information on this process is detailed further in this document.

Staff confirmed to have Covid-19 require a formal period of isolation and cannot return to work until they are formally released by the local public health unit or their treating doctor.

Staff who have returned to Australia from overseas (or in some cases from interstate) must now quarantine at home or in a hotel for 14 days. Staff who have been in close contact with someone with Covid-19 must also quarantine at home or in a hotel for 14 days.

Staff who require a period of quarantine cannot go to work until their period of quarantine is over. For more information visit:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/self-isolation-self-quarantine-for-coronavirus-covid-19>

Staff who are required to quarantine or isolate themselves must advise the MCC Centre Manager. If employees are well, they may wish to discuss arrangements for working from home during their period of quarantine or isolation if this is possible.

Financial support from the State and Federal government is now available to casual staff who lose wages due to isolating and quarantine rules for more information visit:

<https://www.dhhs.vic.gov.au/financial-support-coronavirus-covid-19>

Returning to work following Quarantine

Staff who have completed a 14-day quarantine period (either after returning from travel or because of close contact with a confirmed case), and who did not develop symptoms during quarantine, do not need a medical clearance to return to work and will not be asked to provide one.

Returning to work following a positive case of Covid 19

Staff who have been isolated after having tested positive for Covid-19 can return to work when they have fully recovered and have met the criteria for clearance from isolation. Clearance to return to work will be by the public health authority or a treating doctor.

Even after recovering from Covid-19, people should continue to be diligent regarding hand hygiene and cough etiquette and practise social distancing.

Reducing stigma in the workplace

It is important that staff returning to work are supported and that discrimination does not occur. MCC will reduce the stigma around Covid-19 for those returning to work after a period of precautionary self-quarantine or illness. These include:

- Encouraging staff not to make determinations of risk based on race or country of origin
- Maintaining confidentiality regarding staff members confirmed to have COVID-19
- Inviting staff to discuss, in private, any concerns about COVID-19 in the workplace
- Advising staff that it is safe for their colleagues who have completed -quarantine to return to work once the period has been completed, as long as they don't have symptoms

Physical Distancing

Current health advice states that in order to reduce the risk of contact and droplet spread from a person, directly or indirectly, and from contaminated surfaces, people should maintain physical distance of at least 1.5 metres, practice good hand hygiene and engage in routine cleaning and disinfection of surfaces.

MCC will enforce the following practices in relation to physical distancing in the workplace:

- Where possible, provide each person with 4 square metres of space in enclosed areas in accordance with general health advice.
- To help you achieve 4 square metres of space per person (or where not reasonable, to achieve the maximum space per person) we will limit the number of workers in our workplace by:
 - facilitating working from home for office/administrative workers, where we can
 - reducing the number of tasks to be completed each day, where possible
 - postponing non-essential work, and
 - splitting shifts to reduce the number of staff onsite at any given time. Schedule time between shifts so that there is no overlap of staff arriving at and leaving the workplace or have different entrances and exits to avoid interaction.
- Direct staff to keep 1.5 metres of distance between them in accordance with general health advice. To achieve the best outcomes for physical distancing:
 - Put signs around the workplace and create wall or floor markings to identify 1.5 metres distance, including in areas such as foyers and hallways.
 - limit physical interactions between staff, staff and customers, and staff and other persons at the site – e.g. by using contactless deliveries and limiting non-essential visitors, and
 - require workers to use other methods such as mobile phone to communicate rather than face to face interaction.
 - Continue to use Zoom and outdoor spaces for meetings.
- Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing. Where not possible, reduce the amount of time workers spend in close contact.

Masks

Staff must wear a fitted mask to and from work unless they have a lawful reason to not wear one. MCC has the right to refuse entry to any person not wearing a fitted mask into our centre unless they have a lawful reason to not wear one.

Wearing a face mask helps keep you and others safe, and will help us reach Covid Normal. Coronavirus (Covid-19) is spread from close contact with a person with coronavirus (Covid-19). Face masks help stop droplets spreading when someone speaks, laughs, coughs, or sneezes, including someone who has coronavirus (Covid-19) but feels well.

- Dance and exercise teachers (not including gymnastics coaches) may remove their masks when exerting physically during a class they are teaching – i.e. performing choreography or running an exercise class.

- All other teachers, coaches and administration staff must wear a mask at all times whilst in the centre, unless you have a lawful reason to not wear one.

Lawful reasons to not wear a fitted mask include:

- A staff member who is affected by a relevant medical condition, including problems with their breathing, a serious condition of the face, a disability or a mental health condition.
- A staff member who is deaf or hard of hearing, where the ability to see the mouth is essential for communication.
- A staff member for whom wearing a face mask would create a risk to that person's health and safety related to their work, as determined through OH&S guidelines.

Signing in - Letting us know you are in the Centre

For the purposes of contact tracing:

- Staff must sign in each time they come to work by scanning the QR code available at all entrances to the centre.
- MCC employees must also complete their time cards as per usual practice.

Covid Marshalls

The COVID Marshall is a new and important role aimed at ensuring workplaces are Covid Safe at all times.

MCC will ensure that a dedicated Covid Marshall is onsite at all times during centre opening hours. The role of the Covid Marshall is to ensure we are compliant with our Covid Safe Plans and that all staff and visitors are adhering to the rules whilst in our centre.

The Covid Marshall is responsible for monitoring MCC's compliance with their Covid Safe Plan and any other industry obligations. The Covid Marshall plays a vital role in supporting workers to follow Covid Safe principles, and look for ways to continually improve the execution of the centre's Covid Safe Plan.

Communicating a case of Covid-19 in Centre

As an employer, if we become aware of a confirmed case of coronavirus (Covid-19) at our workplace we must respond quickly to limit further exposure and contain potential outbreaks.

If there is a confirmed case of coronavirus (Covid-19) at our centre, we must:

Immediately

1. **Notify the department** (DHHS) by completing the Employer Covid 19 notification form and emailing this to DHHS covidemployernotifications@dhhs.vic.gov.au
2. Notify all staff via phone and through our dedicated Social Media Staff page.
3. Make a general public announcement via email to all MCC members using the appropriate communication template produced by DHHS.
4. Notify Worksafe, City of Kingston Council and other relevant industry bodies.

Within 48 hours

1. Complete the workplace risk assessment.
2. **Identify workplace close contacts** by completing the contact tracing spreadsheet. DHHS will review the spreadsheet to confirm and identify any additional close contacts. Submit documents to covidemployernotifications@dhhs.vic.gov.au
3. **Notify identified close contacts – ask them to quarantine and watch for symptoms.** DHHS will also contact close contacts to explain what they need to do, offer assistance, and support them throughout their quarantine period.
4. **Consider closing or vacating the workplace** if required. DHHS will work with us on the measures we need to take and advise when it is safe for your business to reopen.
5. **Deep clean** the workplace or areas identified in the Workplace risk assessment.

Hygiene Practices

MCC will direct all staff to practice good hygiene while at the workplace. Good hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and dry them completely.

Everyone must wash and dry their hands:

- before and after eating
- after coughing or sneezing
- after going to the toilet, and
- when changing tasks and after touching potentially contaminated surfaces.

An alcohol-based hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient must be used as per the manufacturer's instructions when it is not possible to wash hands.

Good hygiene also requires everyone at the workplace to, at all times:

- cover their coughs and sneezes with their elbow or a clean tissue (and no spitting)
- avoid touching their face, eyes, nose and mouth
- dispose of tissues hygienically, e.g. in closed bins
- wash and dry their hands completely before and after interacting with customers
- clean and disinfect shared equipment on a regular basis (further details on cleaning schedules is below)
- wash body, hair (including facial hair) and clothes thoroughly every day
- have no intentional physical contact, for example, shaking hands, hugging, patting backs. Staff should tie hair back to prevent it touching others.

Cleaning Practices

Any surfaces that are frequently touched will be prioritised for cleaning and disinfection. These include tabletops, counters, door handles, light switches, desks, toilets, taps, basins, kitchen surfaces and cupboard handles, phones, EFTPOS machines and workplace amenities such as photocopiers.

MCC has put in place a regular schedule for cleaning in all spaces of the centre. Staff will be inducted into their responsibilities by the Covid Safe Marshall. Different spaces have different requirements depending on the amount of high touch surfaces and equipment used in the spaces. For example, the gym has a more stringent requirement for cleaning as opposed to a dance studio due to the amount of equipment used.

Staff are required to take responsibility for their personal items and clean and disinfect those items used in the workplace such as glasses and phones regularly using disinfectant wipes or sprays provided.

If we have a case of Covid-19 in the centre the Department of Health and Human Services will provide advice on what is required to do in your workplace. It is mandated that we follow their instructions.

MCC will need to be thoroughly cleaned and disinfected before people can return.

Authorisation	
Rebecca Harvison	Dianne Filipenko
Centre Manager	President Committee of Governance

Attachments:

1. Covid 19 Notification Form (DHHS)
2. MCC Public Announcement: Positive case of Covid 19
3. Confirmed Case of Covid-19 in the Work place Form (DHHS)
4. Work Place Risk Assessment Form (DHHS)
5. Example Cleaning Schedule
6. Covid Safe Plan Gymnastics
7. Covid Safe Plan Dance
8. Covid Safe Plan Karate
9. Covid Safe Plan Fencing
10. Covid Safe Plan Kindy Gym
11. Covid Safe Plan Kindy Dance
12. Covid Safe Plan Kindy Sports
13. Covid Safe Plan Seniors Activities