

Wednesday, 12 August 2020

**Our COVID Safe Plan**Business name: Hydotherm Australia Pty/LtdSite location: Head Office96 Commercial Dve, Thomastown 3074Contact person: Abe WilliamsContact person phone: 03 9464 4622Date prepared: 07/08/2020

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
	<i>All staff issued with hand sanitiser and disposable gloves. Stock replenishments in the office if required.</i>
	<i>Open windows where possible to allow for fresh airflow into office and workspaces.</i>
	<i>All staff issued with facemasks as part of PPE. Replenishment stock available in office if required or direct from supplier on account.</i>
	<i>Provide government information sheets for correct use of PPE and good hygiene (hand washing and mouth covering) practises.</i>
	<i>Cleaning of high touch office equipment and surfaces, leaving doors open were possible.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
	<i>High touch surfaces, communal office cleaning and disinfecting surfaces on a daily and weekly bases.</i>
	<i>Office stock of cleaning equipment is available.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Ensure that all staff that can work from home, do work from home.</b>	<i>Administrative and Management team members that can work remotely are working from home. This work will comply with our company working from home policy.</i>
<b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b>	<i>Where possible site movement is kept to a minimum.</i>
<b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b>	<ul style="list-style-type: none"> <li><i>All employees are required to notify management immediately without delay if they are feeling un-well.</i></li> <li><i>Unwell staff member is required to ring the COVID hotline for advice.</i></li> <li><i>Unwell staff member must be tested if directed to from the COVID hotline</i></li> <li><i>Any persons entering Head Office (96 Commercial Dve, Thomastown) MUST fill out a logbook with their personal contact details.</i></li> </ul>
<b>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b>	<i>All desks have a minimum of 1.5 meters surrounded space. Desks are not facing each other.</i>
<b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b>	<i>Tape indicators placed in front of desks for visual indication/aids to maintain safe distance.</i>
<b>Modify the alignment of workstations so that employees do not face one another.</b>	NA
<b>Minimise the build up of employees waiting to enter and exit the workplace.</b>	<ul style="list-style-type: none"> <li><i>Employees are not to come to the office unless for specific and defined parts/material collection.</i></li> <li><i>Employees are not to enter the administrative office space. Parts/materials will be available from the warehouse in the designated space.</i></li> </ul>
<b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b>	<ul style="list-style-type: none"> <li><i>Provide all staff with copies of government procedures on correct use of facemasks, good hygiene, and social distances practices.</i></li> <li><i>Direct staff to WorkSafe website for any other information or new updates.</i></li> <li><i>Notify all staff on useful Government links to seek further information.</i></li> <li><i>Information available via Teams for ease of access.</i></li> </ul>
	<ul style="list-style-type: none"> <li><i>Deliveries to be made contactlessly.</i></li> <li><i>No access to office space for any delivery drivers.</i></li> <li><i>Deliveries to be dropped at rear roller door.</i></li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<p><i>Where possible, limitation of contact between employees.</i></p>
	<ul style="list-style-type: none"> <li><i>Office based staff are kept to a four-square meter rule.</i></li> <li><i>Front door is locked so there can be no walk-in customers. Any customers are by appointment only.</i></li> <li><i>Back service door is locked to prevent unauthorised entry.</i></li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<p><b>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p>	<ul style="list-style-type: none"> <li><i>We will use our Job Management System - simPRO to refer to technician and staff schedule to keep records of travel, site details and contact details.</i></li> <li><i>Additional information available via alternative cloud-based systems, if required.</i></li> </ul>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<ul style="list-style-type: none"> <li><i>All Hydrotherm staff are to follow the OH&amp;S policy and conform with all government policies and laws.</i></li> <li><i>Obey and follow the FHC COVID Safe Plan.</i></li> <li><i>Management team is available if further clarification is required</i></li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<ul style="list-style-type: none"> <li><i>Follow daily government advice, procedures, and requirements to maintain safe work practices.</i></li> <li><i>Inform all staff of any changes via designated communication channels (phone, email, Teams)</i></li> <li><i>Follow any advice given by the COVID hot line.</i></li> <li><i>Notify relevant government and customers if a suspected or confirmed case is identified.</i></li> <li><i>Provide staff with support and advice in the event of an out-break in the workplace.</i></li> </ul>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<ul style="list-style-type: none"> <li><i>Records for tracing will be completed and stored using Simpro's schedule.</i></li> <li><i>All Employees will ensure they are capturing travel and site contacts using Job Management System (simPRO) correctly.</i></li> <li><i>This information will capture, travelling between jobs, start and stop times.</i></li> </ul>

Guidance	Action to prepare for your response
<b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b>	<i>To be implemented based on a case-by-case basis, in the event of a positive result or out break.</i>
<b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b>	<ul style="list-style-type: none"><li>• Follow government guidelines for testing.</li><li>• If employees are sick/unwell they must ring the COVID hotline for advice.</li><li>• If directed to get tested staff must without delay get tested and self isolate following the government guidelines.</li><li>• Tested staff will not be allowed back to work until a <b>NEGATIVE</b> result is received from Covid-19 testing.</li></ul>
<b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b>	<ul style="list-style-type: none"><li>• To Be Confirmed on a case-by-case basis.</li><li>• Relevent staff and customers will be notified as per the record log. Communication via phone and email.</li></ul>
<b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b>	<ul style="list-style-type: none"><li>• If a positive result is detected WorkSafe Victoria will be notified immediately.</li><li>• All Governement and industry body instructions will be followed as directed.</li></ul>
<b>Confirm that your workplace can safely re-open and workers can return to work.</b>	<ul style="list-style-type: none"><li>• Hydrotherm will follow all State Government and WorkSafe Vctoria advice before recommencing work if a positive case is detected within employees.</li><li>• Deep clean all required equipment and surfaces.</li><li>• Ensure all staff have been tested and received a <b>NEGATIVE</b> test result before return to the workspace.</li></ul>

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Yours sincerely

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