

COVID-19 SAFETY PLAN

GyMEA Community Aid and Information Service

Return to Work

BUSINESS DETAILS	
Business Name	GyMEA Community Aid and Information Service (GCAIS)
Plan Completed By	General Manager and members from the GCAIS WH&S Committee
Plan Approved By	Board
Created	10 th June 2020
Last updated	14 th March 2023

Requirements For Business

Listed are the requirements for the GCAIS business, and the actions put into place to keep our workers and clients safe.

Requirements	Actions
Premises at 39 GyMEA Bay Rd GyMEA	
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	<ul style="list-style-type: none"> Review existing policy and procedures. Workers to signal their understanding by signing memo to be kept on file Core online training modules to be completed through Bright Safe and DOH Regularly refer to Managing COVID in the Workplace policy Complete risk assessments for key services
Vaccines	<ul style="list-style-type: none"> Full Vaccination is mandatory for all workers, volunteers, students and contractors. Up to date vaccination is mandatory for all Commonwealth funded workers. Certificates are stored on password protected databases
Display conditions of entry e.g. maximum numbers in Centre, social distancing markers, advise to wear face masks.	<ul style="list-style-type: none"> Provide copy of COVID 19 Safe Plan on website Regularly share conditions on Facebook and Mailchimp Office map to be visible Masks are NOT mandatory Masks to be disposed in a tied double plastic bag and placed in outdoor bins
Confirmed COVID Cases	<ul style="list-style-type: none"> Follow the direction as provided by NSW Health Workers who were onsite with a confirmed case and are NOT showing symptoms, should complete a RAT prior to returning to the office. NOTE: Workers should look at 2 days prior to when the infected worker was diagnosed in order to decide whether a RAT is necessary Workers who were onsite with an infected worker and are showing symptoms should complete a RAT or PCR test Workers who are sick should not attend work if they present symptoms Workers can return to work once symptoms have subsided and after speaking to their manager prior to return

	<ul style="list-style-type: none"> If workers come to work and present with symptoms the managers can choose to send the worker home until symptoms have subsided
Calculate maximum numbers by each specific area in office	<ul style="list-style-type: none"> 1.5 metres is suggested but not compulsory Utilise remote working tools for workers working offsite Avoid congestion in any given area at all times
Signing In	<ul style="list-style-type: none"> Visitors and staff to sign in daily to signal when they are in and out of the office for general WH&S reasons.
Exclude visitors who are unwell.	<ul style="list-style-type: none"> Ask any person in the Centre displaying symptoms to leave the premises
Provide masks at Front Desks	<ul style="list-style-type: none"> Mask wearing is not mandatory Disposable masks to be placed in double plastic bag before being placed in outside bins
Use signage to remind workers and visitors of COVID and infectious disease safe practices	<ul style="list-style-type: none"> Utilise Safe Work templates for: <ul style="list-style-type: none"> Hand washing, coughing, checking of symptoms Actions to take if symptoms appear Clients/Public to be discouraged using Centre toilets due to Council no longer providing funding for cleaning
Review cleaning schedule of premises and toilets	<ul style="list-style-type: none"> GCAIS to have clean of premises 3 times per week
Cleaning products and schedule to be available	<ul style="list-style-type: none"> Alcohol based sanitisers to be placed in each room and front desk Each room to have antibacterial surface spray and wipes available Each room to have wipes for computer equipment including keyboard Schedule and advise on when to clean listed in policy and procedures document Cleaning checklist to be made available for each room including offices, kitchen and meeting rooms
Review regular deliveries and request contactless delivery and invoicing where possible	<ul style="list-style-type: none"> Review lists of suppliers and prepare strategy to minimise contact
Review terms and conditions of external hirers. (No current external hirers are engaged at this time).	<ul style="list-style-type: none"> Review current Room Hire Policy and include COVID Safe practises. Document to be signed and acknowledged by room hirers
Ensure all kitchens and toilets are well stocked with hand soaps and paper towels	<ul style="list-style-type: none"> Review stationary order processes so stock is always at minimum levels
Clients visiting the Centre	<ul style="list-style-type: none"> Encourage clients to make appointments if possible and ensure entry into the Centre
Review flyers and brochures	<ul style="list-style-type: none"> Keep stock minimal and utilise website, Facebook and online media to advertise
Review requirements with Street Library association	<ul style="list-style-type: none"> Understand risk with shared street library stand and books. Add hand sanitiser to structure for users

Managing Aggression or abusive behaviours	<ul style="list-style-type: none"> Workers to identify exit points if someone in the Centre displays aggressive or abusive behaviours Remind staff of duress alarms and contact with Highland Security
COVID Safe WHS Review	<ul style="list-style-type: none"> COVID Safe Plan to be included on agendas relating to WH&S committee, manager's meetings and Board meeting to check progress and reinforce actions
Ventilation	<ul style="list-style-type: none"> Keep windows and doors open where possible to encourage air flow through the premises Humidifier to be placed in hallway towards main meeting room
Discussion about vaccination	<ul style="list-style-type: none"> GCAIS Program Managers only will contact clients and contractors about their vaccination status only where approved by senior managers If workers are uncomfortable with working alongside unvaccinated clients they should see their manager to discuss further

Requirements	Actions
Groups Onsite: Includes English Classes, Homework Club, Computer lessons, Multicultural Women's Group, Spanish speakers mother's group, Spanish speakers' group, Book Club, Knitting Group, Men's Discussion Group, Gynea Community Singers, Interagency Meetings, Team meetings, Youth Groups, Wednesday Games Group, Tai-Chi, Migration Advise, Weekend groups including Thai dancers, Chinese Mother's Group.	
Risk assessment	<ul style="list-style-type: none"> Conduct risk assessment for each group prior to their return and confirm required adaptations or changes to run group
Signing In	<ul style="list-style-type: none"> Visitors and staff to sign in daily to signal when they are in and out of the office for general WH&S reasons.
Food preparation	<ul style="list-style-type: none"> No food preparation allowed. Clients to bring their own refreshments. GCAIS can provide closed packets of biscuits or separate food orders No sharing of food permitted
Disposal cups and cutlery	<ul style="list-style-type: none"> Where possible, utilise disposable cups and cutlery to avoid washing
Communications to visitors and clients alerting to requirements	<ul style="list-style-type: none"> Rules and regulations of visiting to be shared prior to attendance. These will include the need to remain away from the premises if there are symptoms of sickness and sharing of food and refreshments
Face masks	<ul style="list-style-type: none"> Mask wearing is not mandatory
Hand sanitisers and soaps	<ul style="list-style-type: none"> Adequate amounts of hand sanitisers and soaps to be available in rooms
Align to Premises plan	<ul style="list-style-type: none"> Review the COVID Safe Plan for the premises at 39 Gynea Bay Rd Gynea in conjunction with this plan
Vaccines	<ul style="list-style-type: none"> Full Vaccination is mandatory for all workers, volunteers, students and contractors. Up to Date vaccination is mandatory for all Commonwealth funded workers.

	<ul style="list-style-type: none"> • Certificates are stored on password protected databases
Confirmed COVID Cases	<ul style="list-style-type: none"> • Follow the direction as provided by NSW Health • Workers who were onsite with a confirmed case and are NOT showing symptoms, should complete a RAT prior to returning to the office. NOTE: Workers should look at 2 days prior to when the infected worker was diagnosed in order to decide whether a RAT is necessary • Workers who were onsite with an infected worker and are showing symptoms should complete a RAT/PCR test • Workers who are sick should not attend work if they present symptoms • Workers can return to work once symptoms have subsided and after speaking to their manager prior to return • If workers come to work and present with symptoms the managers can choose to send the worker home until symptoms have subsided
Discussion about vaccination	<ul style="list-style-type: none"> • GCAIS Program Managers only will contact clients and contractors about their vaccination status only where approved by senior managers • If workers are uncomfortable with working alongside unvaccinated clients they should see their manager to discuss further
Requirements	Actions
Groups Offsite: Includes Chinese English Classes, Tai Chi, Zumba, Monday, Tuesday and Wednesday social groups, Greek Group, Chinese Groups, Men's Guitar Group, Gardening Club, Active and Social Group, Youth Groups, Special Events	
Offsite venue	<ul style="list-style-type: none"> • Choose locations and places where social distancing can be adhered to including outdoor venues • Exercise groups to wipe down equipment as session is finished • Group leaders of exercise groups to have a supply of wipes and sprays to use on items used in sessions
Refreshments	<ul style="list-style-type: none"> • Workers and clients to take own refreshments or purchase
Utensils	<ul style="list-style-type: none"> • Utilise disposable cups, cutlery and serviettes
Hand sanitiser and soaps	<ul style="list-style-type: none"> • Group leaders and volunteers have enough supply of hand sanitiser and soap. Request that clients also consider bringing what they require
Questionnaire	<ul style="list-style-type: none"> • Clients reserving a place for outings are required to complete health and mobility questionnaire
Face masks	<ul style="list-style-type: none"> • Mask wearing is not mandatory
Bus travel	<ul style="list-style-type: none"> • Masks are not mandatory
Public Transport	<ul style="list-style-type: none"> • Utilise in Off peak hours if possible.

Communications	<ul style="list-style-type: none"> • Communications to be forwarded to existing clients of “rules and requirements” when attending offsite and onsite activities
Special Events	<ul style="list-style-type: none"> • Outdoor events to follow rules and regulations as published in regards to numbers allowed and special requirements such as seating etc • Registration via Humanitix and internal bookings to be used to control crowd numbers • Visitors to sign in using manual sheet for WH&S reasons.
Discussion about vaccination	<ul style="list-style-type: none"> • GCAIS Program Managers only will contact clients about their vaccination status only where approved by senior managers • If workers are uncomfortable with working alongside unvaccinated clients they should see their manager to discuss further
Requirements	Actions
Driving and Vehicles: Includes DriveTime, DLAP, Shopping with Clients, escorting clients to appointments, providing help to workers and clients	
Cleaning	<ul style="list-style-type: none"> • Hand sanitiser to be available in vehicles • All “touchpoints” to be wiped with cleaning wipes and or sprayed with disinfectant before and after trip
Travellers	<ul style="list-style-type: none"> • Pre-screening questionnaire to be completed prior to travel
Department of Health rules	<ul style="list-style-type: none"> • Mask is not mandatory • Workers to remain at home if feeling unwell
Hygiene	<ul style="list-style-type: none"> • Workers to regularly wash hands, cover mouth and nose when sneezing and coughing and to practise self-distancing
Face masks	<ul style="list-style-type: none"> • Masks are to be disposed of in outdoor bins in plastic bags
Discussion about vaccination	<ul style="list-style-type: none"> • GCAIS Program Managers only will contact clients about their vaccination status only where approved by senior managers • If workers are uncomfortable with working alongside unvaccinated clients they should see their manager to discuss further
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DriveTime/DLAP Mentoring	<ul style="list-style-type: none"> Checklist to be completed by Drivers/mentors Masks are not mandatory Hand sanitisers and antibacterial wipes to be available in all vehicles. Vehicles should be sprayed and wiped with antibacterial disinfectant before and after a trip, including the car key. Frequently touched surfaces to be wiped throughout the day. All workers entering clubs and/or facilities where the vehicles are kept are to follow their COVID Safe Plan. Clients are to wait outside of the club and/or facility. Phone screen clients using the Client Questionnaire where possible. Open car windows and limit air con to keep air circulation. Workers trained on how to deal with aggressive behaviour. Only workers to handle breathalyser device. Place tubes in outdoor bins Cleaning checklist are listed on the Driving program's risk plan.
Requirements	Actions
Home Visits	
Includes Domestic Assistance and Individual Support services. Also includes any GCAIS worker conducting a home visit for any reason	<ul style="list-style-type: none"> Ensure all workers have completed the Department of Health online training COVID-19 Infection Control training Consult with workers regarding the symptoms of COVID 19 and to not attend work if displaying any of the symptoms. Keep up to date with notifications from the Department of Health on required actions when providing services to consumers. Ensure the organisation has the required infection control materials to reduce person to person spread of the virus i.e. hand sanitizers, gloves, disinfectant wipes, aprons, masks Staff are strongly encouraged to wear masks, disposable gloves & disposable plastic aprons as per the direction of the Department of Health (unless exempt -both staff and client) Keep all worker and consumers informed of services available and COVID 19 updates Consumer assessments can be conducted In Home Accompanied shopping is available

	<ul style="list-style-type: none"> • If consumers require transport to medical appointments or providing 'Accompanied Shopping' services. Masks are to be worn by both worker & consumer • Inform consumers that they are to notify the Support Worker or the office if they are displaying symptoms of COVID 19 to ensure safety of the Support Worker and other consumers. (Covid advice displayed in front of Home File) • Masks to be worn when staff are in the home (unless exempt, both client & staff) • No physical greeting (eg handshake) • Limit physical greetings • Hand hygiene (washing & sanitiser) • No staff to conduct service or assessment if presents with any symptoms • New masks to be worn when arriving at consumers home & disposed of after assessment in tied double plastic bags • Avoid touching eyes, nose or mouth whilst providing services • Ensure rooms are well ventilated by opening windows & doors • Personal waste items eg tissues should be handled with disposable gloves & disposed of in a tied double plastic bag • Do not shake dirty laundry before washing to minimise possibility of dispersing the virus through the air • Perform hand hygiene after handling clothing or linen
Vaccination	<ul style="list-style-type: none"> • Up To Date COVID Vaccination is mandatory for all GCAIS Workers, Volunteers, Students and Contractors
Requirements	Actions
Attendance at Meetings/Training	
Mode of training	<ul style="list-style-type: none"> • Where possible, choose distance or online learning options
Face masks	<ul style="list-style-type: none"> • Mask wearing is not mandatory
Confirmed COVID Cases	<ul style="list-style-type: none"> • Follow the direction as provided by NSW Health • Workers who were onsite with a confirmed case and are NOT showing symptoms, should complete a RAT prior to returning to the office. NOTE: Workers should look at 2 days prior to when the infected worker was diagnosed in order to decide whether a RAT is necessary • Workers who were onsite with an infected worker and are showing symptoms should complete a RAT/PCR test • Workers who are sick should not attend work if they present symptoms

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Requirements	Actions
Working at Other Work Spaces/Offices	
	<ul style="list-style-type: none"> Ensure partner agency has COVID 19 plan and obtain copy GCAIS worker to follow procedures outlined in this policy and the current NSW government's regulations and rules.
Confirmed COVID Cases	<ul style="list-style-type: none"> Follow the direction as provided by NSW Health Workers who were onsite with a confirmed case and are NOT showing symptoms, should complete a RAT prior to returning to the office. NOTE: Workers should look at 2 days prior to when the infected worker was diagnosed in order to decide whether a RAT is necessary Workers who were onsite with an infected worker and are showing symptoms should complete a RAT?PCR test Workers who are sick should not attend work if they present symptoms Workers can return to work once symptoms have subsided and after speaking to their manager prior to return If workers come to work and present with symptoms the managers can choose to send the worker home until symptoms have subsided