

The Friends of the Helmeted Honeyeater Inc.

COVID Safe Plan

Our COVID Safe Plan

Organisation name:	The Friends of the Helmeted Honeyeater Inc.
Site location:	<u>Yellingbo Nature Conservation Reserve (YNCR).</u> Main office and nursery: 1217 Macclesfield Road, Yellingbo VIC 3139. Depot: Shield Road, Yellingbo VIC 3139
Primary contact person:	<u>Alan Clayton (President)</u> Phone: <u>0411 245 425</u>
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Date approved:	09/12/2020

The Committee of Management of the Friends of the Helmeted Honeyeater Inc. ('the Friends') takes very seriously, at all times, its duty of care towards its volunteers and staff. This duty also extends to others who may be visiting our facilities or otherwise engaged in activities that are sponsored by or associated with the Friends.

Coronavirus (COVID-19) was first confirmed in Australia in late January 2020. Prior to the worldwide COVID-19 pandemic being first declared on 11/03/20, the Friends recognised its significance and committed to seeking out and understanding the expert health, business and government advice that initiated the 02/03/20 Friends Policies in Relation to Coronavirus (COVID-19), subsequent updates of which are now replaced by this COVID Safe Plan.

The Friends recognise that knowledge of COVID-19 itself is continually developing, that it is highly infectious, that some clearly described groups of people are more likely to become very sick and that there is no vaccine. The Friends also recognise that best practice management and the resultant changes to health advice and government directives continually evolve, and at times rapidly.

Accordingly, the Friends have responded by taking a precautionary approach to its activities and commits to working collaboratively with its partners to implement strategies to minimise disease transmission within its work centres and broader community.

Trigger for review

The Friends COVID Safe Plan is a living document which will be updated as needed. Any change/s to stage restrictions and/or DHHS health advice for the Melbourne metropolitan area will act as cues for review.

In developing this COVID Safe Plan the Friends recognise the following as providing core expert advice:

- Business Victoria / COVID Safe Plan. Details [at this website link](#).
- Department of Health and Human Services Victoria (DHHS) / Coronavirus. Details [at this website link](#).
- Safe Work Australia / National guide for safe workplaces – COVID-19 (14/08/20). Details [at this website link](#).
- Volunteering Victoria / COVID-19 actions. Details [at this website link](#).
- WorkSafe Victoria / Coronavirus (COVID-19). Details [at this website link](#).

In addition, the Friends recognise the following key partners in relation to involvement of volunteers and the broader community within the Parks Victoria estate, incorporating Yellingbo Nature Conservation Reserve (YNCR):

- Department of the Environment, Land, Water and Planning (DELWP), via Viv Amenta, Helmeted Honeyeater Recovery Team convenor.
- Parks Victoria (PV) / Covid-19 update. Details [at this website link](#); and Parks Victoria COVID Safe Plan, 07/08/20

COVID-19 core understandings, health messaging and operational conditions

The following underpins the Friends COVID Safe Plan actions to mitigate against the introduction and spread of COVID-19:

Some people are at greater risk of more serious illness with COVID-19:

- Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions.
- People 65 years and older with one or more chronic medical conditions.
- People 70 years and older.
- People with compromised immune systems.

The Friends workplace is based at Yellingbo Nature Conservation Reserve (YNCR). Its on-ground activities centre around YNCR and surrounds which are located in the metropolitan Melbourne area.

Ahead of the introduction of government restrictions upon group activities that are not deemed essential, the Friends, in accordance with its duty of care to volunteers, staff and others:

- Suspended the Nursery Volunteer program from Friday 06/03/20. This program resumed, with conditions, from 10/11/20.
- Suspended direct sale of plants from the Nursery from Friday 06/03/20 until further notice.
- Suspended the Sunday Revegetation Group from Friday 06/03/20 until further notice. Anticipated resumption is January 2021.
- Suspended face-to-face community events and meetings from Friday 06/03/20 until further notice and established online alternatives where practicable.
- Suspended the Field Assistant programme as from Wednesday 25/03/20 (see note below).
- Suspended education programmes from Friday 06/03/20 until further notice.
- Suspended all habitat restoration involving volunteers, schools, community and staff from Friday 06/03/20. This program resumed, with conditions, from 30/11/20.
- A new program in YNCR, Citizen Science Fauna, Flora and Fungi Surveys began, with conditions, from 18/11/20.

Further, the Department of the Environment, Land, Water and Planning (DELWP) affirmed that the Helmeted Honeyeater field program is a designated Essential Service and reassumed the operation of the Field Assistant programme from 28/03/20 for an unspecified period of time. All volunteer responsibility for this programme will revert to DELWP management from the cessation of the FoHH/DELWP MoU on 31/12/20, however due to staff leave entitlements, the effective cessation date was from 03/11/20.

Stage 3 restrictions to help slow the spread of coronavirus (COVID-19) in Victoria started on Monday 30/03/20.

Metropolitan Melbourne moved to Stage 4 'Stay at Home' restrictions on 02/08/20.

On 09/09/20, Victoria moved to a Coronavirus (COVID-19) roadmap to reopening. Details at this website link.

Current operational conditions governing all Friends program activities:

- A State of Emergency is current for Victoria until further notice. The State of Disaster declaration has ceased.
- On 07/12/20, Victoria moved to restrictions defined under the CovidSafe Summer restrictions. These restrictions are expected to be in place for summer 2020-21, however they are subject to review. CovidSafe Summer details the key restrictions and trigger points for change that inform how Friends activities may proceed for the remainder of 2020 and early 2021. Details [at this website link](#).
 - **from 08/12/20: (subject to conditions):** for private sector workplaces with fewer than 40 staff, up to 20 workers can be onsite; outdoor gatherings of up to 100 people allowed (max 30 visitors to your own home on any one day); no restrictions on reasons for leaving home or distances travelled; activities outdoors highly preferable; indoor limits on numbers of people and distancing restrictions still apply; travel within Vic allowed; outdoor venues and events open, with conditions. *Note:* public sector can return to workplaces from 11/01/20, with maximum number limits.

Refer Appendix (Table 1) 'Victorian Government Coronavirus (COVID-19) roadmap, CovidSafe Summer restrictions and Department of Health and Human Services Victoria health advice relevant to metropolitan

Melbourne.’ Under the CovidSafe Summer restrictions (current for summer 2020-21), the Friends may operate for on-site operations where:

- A COVID Safe Plan is implemented in the workplace.
- Procedures are in place to ensure the work site is safe for Friends staff and visitors to attend. The Friends recognise that staff is inclusive of paid and unpaid (volunteer) workers. DHHS provide guidance on volunteering, with details [at this website link](#).
- The Friends recognise that facilitating activities that involves volunteers is operationally distinctive, but has many commonalities, with what is required and recommended of paid employees. At all times, paid employees will model a precautionary approach to prevention of COVID-19 spread when working within its activities. The Friends acknowledge that, at times, this will mean its operational practices may be different to those of partnering agencies. The Friends commit to working with its partnering agencies to determine a mutually appropriate position where operational practices are known to differ.
- COVID-19 health messages have been prominent throughout Victoria from March 2020. Personal responsibility is central to the health advice and restrictions aimed at slowing the spread of coronavirus (COVID-19) in Victoria. However, if an individual does not observe current advices whilst in the Friends activities and/or workplaces, the relevant activity supervisor (for instance, the Nursery Manager, Assistant Nursery Manager, the Coordinator of the Field Assistant Programme, the Environmental Coordinator etc) is authorised to request they go home immediately.
- COVID-19 cleaning (buildings/workspaces):
 - Rangers house – responsible agency / person: DELWP / Viv Amenta
 - Nursery, nursery office – responsible agency / person: the Friends / Michelle Faram and Shirley Henderson
 - **NOTE. The depot’s shared spaces (eg toilets, kitchen, meeting spaces) will not be used as a base for Friends activities** until further notice, as toilets and communal spaces are not part of a regular COVID-19 cleaning program and access by other YNCR key holders is effectively unknown. Accessing stored equipment is occasionally required and permissible, however access should be limited to less than 15 minutes duration and handling of surfaces limited to what is absolutely required.

Table 2 The Friends of the Helmeted Honeyeater COVID Safe Plan version control status/updates

Document title	Updated by	Date	Status
Policies in Relation to Coronavirus (COVID-19)	Alan Clayton (President)	02/03/20	Accepted – Working version
Policies in Relation to Coronavirus (COVID-19) - updated	Alan Clayton (President)	28/03/20	Working version
Policies in Relation to Coronavirus (COVID-19) - updated	Alan Clayton (President)	08/06/20	Working version
COVID Safe Plan – DRAFT v1	Sue Tardif; reviewed by FoHH Exec	25/08/20	First draft in this format
COVID Safe Plan – DRAFT v2	Sue Tardif; reviewed by FoHH committee/staff	22/09/20	Final draft in this format
COVID Safe Plan – Working version Sept’20	Alan Clayton (President)	30/09/20	Accepted – Working version
COVID Safe Plan – Working version Dec’20	Sue Tardif; reviewed by FoHH Executive committee/staff	09/12/20	Accepted – Working version

Acronyms and terms used

COVID Normal	There is a low risk of re-introduction of coronavirus to the community. Restrictions are relaxed in this new COVID normal. But everyone has a role to play. Even as restrictions ease, there will be some requirements for your safety. Some venues will ask for your contact details. You may still have to wear a face covering. And if you have symptoms, you must still get tested. Details at this website link .
COVID Safe Summer	These restrictions are expected to be in place for summer 2020-21. The restrictions will be reviewed regularly to ensure they reflect current public health advice. Coronavirus (COVID-19) is still present in Australia. Requirements are still in place. Details at this website link.
DELWP	Department of the Environment, Land, Water and Planning

DHHS	Department of Health and Human Services Victoria
Friends / FoHH	Used interchangeably and refers to the Friends of the Helmeted Honeyeater
Paid employee	'Paid employee' shall be deemed to mean any paid staff member employed by the Friends of the Helmeted Honeyeater
PV	Parks Victoria
Staff	'Staff' shall be deemed to mean any paid or unpaid (volunteer) staff member who works and/or volunteers within a recognised Friends of the Helmeted Honeyeater activity
Visitor	'Visitor' shall be deemed to mean anyone who is not a paid or unpaid (volunteer) staff member eg contractor, community member
YNCR	Yellingbo Nature Conservation Reserve

Table 3 Guidance and Action/s to mitigate against the introduction and spread of COVID-19 at the Friends workplace.

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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.</p>	<ul style="list-style-type: none"> • DHHS signage promoting recommended hand and personal hygiene is displayed prominently throughout all workspaces. • Hand sanitiser dispensers are provided at all entry points of the Rangers house, nursery and nursery office. In addition, hand sanitiser dispensers are provided in areas used regularly throughout these workplaces eg preparation areas. • Liquid hand soap dispensers, paper towels and dedicated waste bins are located at all indoor preparation areas and in all bathrooms. • All field-based programs involving groups are equipped with hand sanitiser and where practicable, hand soap, water and wash up buckets for field use. • Field based staff are provided with a personal use hand sanitiser to include as part of their day-to-day kit of equipment. • Hand wash areas will not be used for other purposes eg washing of food utensils. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> • DHHS / Coronavirus / How to stay safe and well. Details at this website link.
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p>Where work can be reasonably and safely done outside, this should be the preferred mode of activity.</p> <p>Where an enclosed workspace, including vehicles, is used for longer than 15 minutes:</p> <ul style="list-style-type: none"> • Windows and/or doors are opened to increase airflow and cross-ventilation. • Air conditioning only be used when in a space for an extended period and is set for optimum air flow and not reticulation. • Where a workspace cannot maintain sufficient natural or suitably filtered air flow, they will be temporarily closed. • *Personal vehicles not be shared, other than with people you live with. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> • DHHS / Coronavirus / How to stay safe and well. Details at this website link. • WorkSafe Victoria / Managing coronavirus (COVID-19) exposure risks: Travelling in vehicles. Details at this website link. • *The Friends acknowledge the DELWP Driving Protocol 30 July 2020 applies to DELWP staff and allows for greater use of shared vehicles, with heightened cleaning protocols in place.
<p>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.</p>	<p>In line with DHHS directives, the following guides required face covering use by staff in the workplace:</p> <ul style="list-style-type: none"> • Where current restrictions require a face covering to be worn, a face mask will mean covers your nose and mouth while working is required except for the DHHS stated lawful exceptions. • All Victorians are required to carry a face mask at all times when leaving their home, and wear it when indoors, or where the current recommendations for social distancing cannot be maintained therefore it is expected that staff can provide their own. • A face mask is recommended, and includes any paper or textile covering designed or made to be worn over the nose and mouth to protect the wearer. It does not have to be medical grade and you can make your own. • If a face mask is not available, other forms of face covering may be used such as a scarf or bandana. • A supply of single-use face masks is available in the <ul style="list-style-type: none"> • Rangers house, supplied by DELWP for field program staff, and • Nursery and Friends offices, supplied by the Friends for nursery and community event participants. <p>Until such time as COVID Normal in the Coronavirus (COVID-19) roadmap is reached, the Friends do not support the use of shared PPE and/or equipment that has the potential to increase an individual's exposure to infection, nor can be guaranteed as adequately cleaned between users at the workplace. Staff will be supplied with their own PPE/equipment if required, or (marked ^) asked to provide their own if not required to perform their role safely. This includes, but is not exclusive to, items such as:</p>

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	<ul style="list-style-type: none"> • Hard hat (it is acknowledged that DELWP manage the Field Volunteer program where hard hats are required PPE and as such will determine how this is managed). • Hi-vis vest. • ^Binoculars. • ^Gumboots; etc. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> • DHHS / Coronavirus / Face coverings at work. Details at this website link. • DHHS / Coronavirus / How to make a cloth mask. Details at this website link.
<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>In line with DHHS directives, the practice of good personal hygiene, physical distancing and not going to work or a volunteering activity if you feel even the slightest unwell are fundamental workplace expectations of all staff.</p> <p>Face coverings help stop droplets spreading when someone speaks, laughs, coughs, or sneezes, including someone who has COVID-19 but feels well. The best way to protect other people against coronavirus (COVID-19) is keeping 1.5 metres apart, wash your hands often, and cough or sneeze into your elbow or tissue. Face coverings are an additional protective physical barrier to protect you and others.</p> <p>In line with DHHS directives, the following guides face covering use in the workplace:</p> <ul style="list-style-type: none"> • A face covering that covers your nose and mouth while working is required except for the DHHS stated lawful excuses or exceptions. • Face coverings are to be handled as little as possible. • A face mask is recommended, and includes any paper or textile covering designed or made to be worn over the nose and mouth to protect the wearer. It does not have to be medical grade and you can make your own. • If a face mask is not available, other forms of face covering may be used such as a scarf or bandana. • It is expected that re-useable face coverings are laundered using hot soapy water after each use, by the owner. • It is recommended that single-use face masks are taken home and disposed of by the user. Alternately, they may be disposed of in the dedicated waste bins provided. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> • DHHS / Coronavirus / How to stay safe and well. Details at this website link. • DHHS / Coronavirus / Face coverings at work. Details at this website link. Includes the video <i>How to safely wear a face covering</i>.
<p>Replace high-touch communal items with alternatives.</p>	<p>Eliminating exposure to potentially contaminated sources, where practicable, is a primary management action in preventing the spread of COVID-19. In response to this risk, all Friends activities (where practicable) are required to implement the following protocols:</p> <ul style="list-style-type: none"> • Critically assess whether any item is required to perform a core task or ensure safe work practice eg items such as kitchen utensils, food, loan binoculars would not be deemed required and will be stored elsewhere, taped off or removed from shared workspaces. • Personal vehicles will not be shared in Friends activities, other than with people you live with. • Staff are required to take actions that avoid sharing of tools, equipment, phones or other devices and to take responsibility for cleaning and disinfecting these items after daily use. • The depot’s shared spaces (eg toilets, kitchen, meeting spaces) will not be used as a base for Friends activities. See details above under “Core understandings...” <p>Limiting exposure to potentially contaminated sources is a key management action in preventing the spread of COVID-19. Where it is not possible to eliminate exposure risk, all Friends activities (where practicable) are required to implement the following protocols:</p> <ul style="list-style-type: none"> • Staff must work from home where possible. • Where employees are onsite, different program areas (eg nursery, community events, field program) will maintain separate workspaces. • Where practicable individual workstations and personal work kits will be provided with each staff member having their own set of personal equipment, labelled with their name. Staff numbers in any activity will be limited to the quantity of personal

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	<p>equipment available. It is acknowledged that this may necessitate smaller group sizes than are customary and are smaller than DHHS advise is permissible.</p> <ul style="list-style-type: none"> • All programs are equipped with cleaning products (eg soap and water, alcohol spray, disinfecting wipes and/or methylated spirits) for tools and equipment. Paid employees in each program area will best determine who is to take responsibility for cleaning and disinfecting these items after daily use. • Where practicable no touch items such as rubbish bins and soap/hand sanitiser dispensers are used. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> • DHHS / Coronavirus / How to stay safe and well. Details at this website link.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>Workspaces where the risk of spreading COVID-19 is considered more likely and warrants additional cleaning requirements have been identified and agreements are in place that define which agency is responsible for increased environmental cleaning.</p> <ul style="list-style-type: none"> • The depot's shared spaces (eg toilets, kitchen, meeting spaces) will not be used as a base for Friends activities. See details above under "Core understandings..." • It is noted that YNCR is a locked and gated reserve, and that high touch surfaces such as shared keys, padlocks and entry gates are not part of an environmental cleaning procedure. All staff are made aware of this and personal hygiene procedures must be followed. • *To eliminate the expectation and responsibility of pre and post environmental cleaning of personal vehicles at a minimum recommended standard, personal vehicles will not be shared in Friends activities, other than with people you live with. <p>The Friends are responsible for:</p> <ul style="list-style-type: none"> • The public nursery area and associated preparation areas, the nursery office including toilet, its tools and equipment, nursery points of entry and exit to buildings and its door handles, light switches, storage areas, data and record sheets. • The Rangers house locked archive room. <p>DELWP are responsible for:</p> <ul style="list-style-type: none"> • The Rangers house (excluding the FoHH locked archive room) including toilet and bathroom, tools and equipment related to the field program, points of entry and exit to buildings, door handles, light switches, shared storage areas, preparation areas, data and record sheets and unlocked shared office spaces. • Note 1: it is agreed between FoHH/DELWP that FoHH unlock the FoHH office only when it has been used to allow environmentally cleaning. Cleaning contractors will then lock it. • Note 2: DELWP maintains a once daily (evening) COVID-19 cleaning contract for the Rangers house, starting 25/03/20. <p>PV are responsible for:</p> <ul style="list-style-type: none"> • Not applicable, however it is noted that PV provide the Friends with a yearly budget to cover day-to-day incidentals such as cleaning supplies. <p>All staff, including volunteer staff, are responsible for:</p> <ul style="list-style-type: none"> • Ensuring the workspace, tools and equipment they have used is cleaned with soap and water immediately after use. • NOTE: shared access points to the Reserve are not cleaned eg gates/padlocks/chains/shared keys. All staff should be aware of this when accessing the Reserve and carry hand-sanitiser and/or wash their hands when possible. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> • DHHS / Coronavirus / How to stay safe and well. Details at this website link. Includes DHHS document, <i>Cleaning and disinfecting to reduce COVID-19 transmission: Tips for non-healthcare settings</i>. 20 March 2020. • WorkSafe Victoria / Managing coronavirus (COVID-19) exposure risks: Travelling in vehicles. Details at this website link.

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	<ul style="list-style-type: none"> *The Friends acknowledge the DELWP Driving Protocol 30 July 2020 applies to DELWP staff and allows for greater use of shared vehicles, with heightened cleaning protocols in place.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> As an assurance for adequate supply and provision of cleaning products, it is agreed that the Friends and DELWP provide and maintain all products they require for the workspaces they are responsible for cleaning. The relevant Friends activity supervisor (eg the Nursery Manager, Assistant Nursery Manager, the Coordinator of the Field Assistant Programme, the Environmental Coordinator etc) is authorised by the Friends committee of management executive to purchase what is reasonably required for their program area.

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Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	<p>The Friends recognise that workplace restrictions are subject to ongoing DHHS review. Procedures current to 29/11/20 included:</p> <ul style="list-style-type: none"> In line with DHHS directives, the Friends require paid employees to work from home where their role and duties can be carried out from home. It is acknowledged that flexible work arrangements are a necessary part of working from home. The Friends committee executive will liaise with employees to determine which tasks are required, and those that can be postponed. Permissible volunteer and community activities at the Friends workplaces will be determined using the following criteria: <ul style="list-style-type: none"> in line with DHHS advised COVID-19 stage restrictions; and on the advice of paid employees managing a specific program area as to the additional considerations needed to safely and effectively manage volunteer involvement. where located on the Parks Victoria estate, by Parks Victoria directives. Work activities that must be performed at the workplace should be coordinated to limit personal contact with other staff and visitors, where practicable. Nursery sale collections and/or deliveries will be contactless, where practicable. Drop-in retail sales will commence when restrictions allow. Where required, the necessary resources will be provided to enable work from home eg laptop, mobile phone and internet access. <p>NOTE: changed restrictions for employees returning to workplaces took effect from 30/11/20. Relevant dot-points above still apply.</p> <ul style="list-style-type: none"> up to 25% of private sector workers can return to the workplace, with all hygiene and distancing procedures in place. <p>NOTE: further workplace changes are anticipated from 11/01/21, subject to public health advice:</p> <ul style="list-style-type: none"> for private sector workplaces with fewer than 40 staff, up to 20 workers can be onsite up to 25% of public sector workers may return to the workplace. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> Safe Work Australia / Working from home. Details at this website link. Parks Victoria (PV) / Covid-19 update. Details at this website link.

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<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>In order to minimise the interaction of its staff and visitors with others, the Friends will:</p> <ul style="list-style-type: none"> • Make use of online meeting tools to eliminate the need to meet face-to-face. • Staff are advised to work within a designated site within the workplace eg nursery area, Rangers house/field work, referred to by Vic govt as a 'worker bubble'. Rostered work teams will be pre-determined by the paid employee responsible for an activity, with a minimum number of individuals interacting with each other. Where staff must inter-mix in order to perform their role, this will be achieved remotely or by phone in preference, otherwise with clear physical distancing protocols in place. Rostered work times will factor in team change-over times and allow for no interaction, where possible. • A Workplace Attendance Register will be located centrally in the Rangers house and nursery. It is a requirement that staff and visitors complete all sections of this register to indicate which workspaces they attended, when and for what time duration. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> • Safe Work Australia / Working from home. Details at this website link. • Safe Work Australia / National guide for safe workplaces – COVID-19 (14/08/20). Details at this website link.
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>The Friends will not require its paid employees to work when they are unwell, and actively encourage them to understand and follow DHHS COVID-19 health guidelines around symptoms and risk. Symptoms of COVID-19 are displayed prominently on signage at entry points to workspaces.</p> <p>The Friends have postponed volunteer involvement in all its activities. The exceptions are for remote volunteering, nursery seed management (where undertaken by a single volunteer) and where a volunteer is a household member of a paid employee, until further notice.</p> <p>Volunteer Field Assistants have been prevented access to the Reserve by changing the padlock combination to the shared YNCR key.</p> <p>In relation to the Friends nursery:</p> <ul style="list-style-type: none"> • Signage advising of closed drop-in nursery sales, and alternative arrangements, is displayed prominently at the nursery entry gates. • Drop-in retail sales will only recommence once the Friends committee have reviewed current DHHS restrictions and PV advice then approve a start date. • Nursery sales orders by email and phone will continue, with paid employees ensuring collections, deliveries and invoicing are contactless. <p>In relation to use of contractors within the Friends activities eg weed/fencing contractors engaged for site preparation in the revegetation program:</p> <ul style="list-style-type: none"> • The Friends will work with Parks Victoria to ensure that where contractors are used on-site they are required to provide evidence of a COVID Safe Plan and Permits to Work as part of the site access assessment process. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> • DHHS / Coronavirus / Symptoms and risks. Details at this website link.
<p>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.</p>	<p>The Friends and Parks Victoria have both assessed the size of communal work areas and have:</p> <ul style="list-style-type: none"> • Established signage in each enclosed space indicating a conservative determination of how many people may be permitted in that space, to a maximum of one person per four square metres of useable (excludes benches, tables and fixtures) floor space. • Redesigned the layout of work areas to ensure staff are comfortably spaced at least 1.5m apart, including being able to enter and exit spaces whilst maintaining physical distancing. • Requested that the Field Assistant room (via the ramped, back entry to the Rangers house) not be used as a thoroughfare if not required and that the front door entry (via the steps) is used where possible. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> • Safe Work Australia / Workplace Checklists – COVID-19. Details at this website link.

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<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • Floor markings (x) have been placed in all communal work areas as a visual cue for staff and visitors to maintain at least 1.5m physical distancing at all times. • In addition, the number of chairs in a work area is a visual cue for the maximum number of staff and visitors permissible in that space.
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> • Where possible, the Friends have removed tables and equipment from a workspace that are not required for day-to-day use. Where these cannot be removed eg surplus chairs in meeting areas, these have been taped off with signs stating they cannot be used or moved. • All workstations and preparation areas have been spaced and aligned so that staff do not face one another. Signage requests that these not be realigned. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> • Safe Work Australia / Workplace Checklists – COVID-19. Details at this website link.
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • Staggered start time rosters minimise the build-up of staff at entry and exit points. • Where practicable, different doors will be used for entry and exit to workspaces. • Where practicable, volunteer activity meeting points will be arranged away from areas that do not have this capability eg nursery and field program. • Due to the small working space and hygiene protocols employed in both the preparation of supplementary feed and storage of supplementary feeding equipment, it is requested that the Field Assistant room (via the ramped, back entry to the Rangers house) not be used as a thoroughfare if not required. Please use the front door entry (via the steps) where possible.
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • Maintain verbal and written communication methods that reinforce messaging to all staff that physical distancing needs to be maintained during work and during social interactions within the workplace • Provide link to the DHHS document 'Coronavirus (COVID-19) Home Safety Plan' on communications to staff, FoHH website etc, where appropriate. A resource for families to plan and implement COVID Safe measures, whether at home or out in the community.
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>Delivery protocols related to the Friends nursery:</p> <ul style="list-style-type: none"> • Signage advising of closed drop-in nursery sales, and alternative arrangements, is displayed prominently at the nursery entry gates. • Drop-in retail sales will only recommence once the Friends committee have reviewed current DHHS restrictions and PV advice then approve a start date. • Nursery sales orders by email and phone will continue, with paid employees ensuring collections, deliveries and invoicing are contactless. <p>Delivery protocols related to the Friends revegetation activities will be considered when these programs resume.</p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> • All Friends activities will operate on a pre-determined roster system to ensure physical distancing is maintained. Start times for each rostered team will be staggered to reduce usage of shared workspaces at any given time. • Staff are directed to not take meal breaks within the buildings, where practicable, to reduce time spent within closed office spaces. • Where possible, rostered teams will be allocated to a specified group cohort to limit the intermixing of individuals.
<p>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 'four square metre' rule.</p>	<ul style="list-style-type: none"> • Parks Victoria and the Friends maintain signage on the main entry gate to the reserve (nursery entrance) that specifies current entry restrictions. • Signage at each entry point of the nursery and each entry door to buildings specifies how many people may be permitted in that space, to a maximum of one person per four square metres of useable (excludes benches, tables and fixtures) floor space. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> • Safe Work Australia / Workplace Checklists – COVID-19. Details at this website link.

Guidance	Action to ensure effective record keeping
Record keeping	
<p>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.</p>	<ul style="list-style-type: none"> A Workplace Attendance Register will be located centrally in the nursery and Rangers house. It is a requirement that all staff and visitors who are present for 15 minutes or longer complete all sections of this register to indicate which workspaces they attended and when. It is noted that DHHS advise pens used to record details should be wiped with an alcohol wipe between users. The Register will be used for tracing COVID-19 infections, and will be stored confidentially and securely. The responsible persons for storing the register are Michelle Faram (nursery) and Sue Tardif (Rangers house). DHHS advise workplaces must retain Registers for 28 days for the purpose of contact tracing. During this timeframe registers will be accessible to Parks Victoria as the reserve manager. To limit any potential confusion, it is noted that the Register replaces the usual sign-in/out sheets utilised by the Friends for reporting and safety reasons. The Friends will, therefore, store Registers confidentially and securely beyond the 28 day period. The Workplace Attendance Register has been created in partnership with PV, as reserve manager, and also provided to DELWP to ensure consistency across the three partner agencies. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> DHHS / Coronavirus / Record keeping for contact tracing. Details at this website link.
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> Staff have a responsibility to advise the Friends as soon as possible if they test positive for COVID-19 or a close contact of a positive case, then follow the procedures the Friends have in place. The Friends are required to notify both WorkSafe Victoria and DHHS immediately they become aware a staff member or independent contractor has received a confirmed coronavirus (COVID-19) diagnosis and has attended the workplace during the infectious period. Notifications will be managed by the Friends President in liaison with the Area Chief Ranger Gembrook, Parks Victoria (as the land manager), and other agencies as appropriate eg DELWP. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> WorkSafe Victoria / Report a confirmed positive case of COVID-19. Details at this website link. DHHS / Coronavirus / Confirmed case in the workplace. Details at this website link.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> The Friends acknowledge the serious impact on both its staff and its operations that a positive case of COVID-19 could have on its workplace. Accordingly, the Friends have responded by taking a precautionary approach to its activities and commits to working collaboratively with its partners to implement strategies to minimise disease transmission within its work centres and broader community. To limit the impact a positive case of COVID-19 could have, program activities will be physically separated as much as is possible eg nursery staff will contain their activities to the nursery area and field staff will contain their activities to the Rangers house and required work sites within the reserve.
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> The Friends President will initiate, and progress all required notifications to Parks Victoria, WorkSafe Victoria and DHHS immediately s/he becomes aware a staff member or independent contractor has received a confirmed coronavirus (COVID-19) diagnosis and has attended the workplace during the infectious period. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> DHHS / Coronavirus / Confirmed case in the workplace / Document 'Managing a suspected or confirmed case of COVID-19 guideline'. Details at this website link.

Guidance	Action to prepare for your response
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> Where a suspected or confirmed COVID-19 case is known to have been in the workplace, the Friends President, in liaison with Parks Victoria, will immediately close the worksite/s that person attended and progress the engagement of a contract cleaning to undertake all required cleaning in accordance with DHHS guidance. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> DHHS / Coronavirus / Confirmed case in the workplace / Document 'Managing a suspected or confirmed case of COVID-19 guideline'. Details at this website link.
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> Where a staff member or visitor identifies that they have a suspected or confirmed diagnosis of COVID-19, the relevant Friends activity supervisor (eg the Nursery Manager, Assistant Nursery Manager, the Coordinator of the Field Assistant Programme, the Environmental Coordinator etc) is authorised by the Friends committee of management executive to direct the staff member/s to return home or isolate at the workplace until that can be arranged. The Friends President will be advised immediately, who will then initiate the required notifications and procedures, as identified above. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> DHHS / Coronavirus / Confirmed case in the workplace / Document 'Managing a suspected or confirmed case of COVID-19 guideline'. Details at this website link.
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> The Friends President will immediately initiate and progress notifications to staff and visitors in liaison with Parks Victoria, as above. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> DHHS / Coronavirus / Confirmed case in the workplace / Document 'Managing a suspected or confirmed case of COVID-19 guideline'. Details at this website link.
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> The Friends President will initiate, and progress all required notifications, as detailed above. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> DHHS / Coronavirus / Confirmed case in the workplace / Document 'Managing a suspected or confirmed case of COVID-19 guideline'. Details at this website link.
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> Following a positive COVID-19 case and in liaison with DHHS, WorkSafe Victoria and Parks Victoria, the Friends President will initiate and progress all required confirmations that a staff member and/or visitor is able to return to the workplace, and that the workplace can safely re-open. <p>Guideline reference/s:</p> <ul style="list-style-type: none"> Safe Work Australia / Workplace Checklists – COVID-19. Details at this website link.

We acknowledge that we understand our responsibilities and have implemented this COVID Safe Plan in the workplace.

Signed: _____

Name: Alan Clayton

Role: President

Date: 09/12/2020

Signed: _____

Name: Stephen Garth

Role:.....Secretary.

Date:.....09/12/2020

Appendix

Table 1 Victorian Government Coronavirus (COVID-19) roadmap restrictions, CovidSafe Summer restrictions and Department of Health and Human Services Victoria health advice relevant to metropolitan Melbourne.

Vic Govt. COVID-19 restrictions and DHHS health advice (metropolitan Melbourne)	Applies under 1st & 2nd steps COVID-19 roadmap	Applies under 3rd step COVID-19 roadmap	Applies under last (4th) step COVID-19 roadmap	Applies under COVID Safe Summer	Applies under COVID Normal
<p>Practise good hygiene, inclusive of:</p> <ul style="list-style-type: none"> • Regularly and thoroughly wash your hands; • Cough and sneeze into a tissue by preference, then throw it away. Alternately, cough and sneeze into your elbow. Wash your hands; • Avoid touching your eyes, nose, and mouth with unwashed hands; • Do not share drink bottles, glasses, crockery or cutlery other than with people you live with. 	Yes	Yes	Yes	Yes	To be advised
<p>Face covering/mask:</p> <ul style="list-style-type: none"> • every person 12 years and older must wear a face covering/mask when they leave home; • there are lawful reasons for not wearing a face covering and information on these reasons can be found here. <p>Changes from 07/12/20</p> <ul style="list-style-type: none"> • you must carry a face mask with you when you leave home; • wearing a face mask is only mandatory on public transport; while in taxis or ride share vehicles, or when going to large retail venues, including shopping centres, supermarkets and department stores; • wearing a face mask is strongly recommended indoors and outdoors when you can't keep 1.5 metres distance from other people. 	Yes	Yes	Yes	n/a	n/a
<p>Maintain physical distancing, keep at least 1.5 metres away from people you don't live with, inclusive of:</p> <ul style="list-style-type: none"> • where possible, employees must work from home; • plan ways to enable physical distancing of at least 1.5 meters to reduce all person-to-person contact; • provide clearly visible signs stating how many people are allowed in workspaces; • avoid indoor meetings and lunchrooms. Encourage online meetings; • in an enclosed workspace there should be an average of no more than one person per four square metres of floor space. <p>Changes from 30/11/20</p> <ul style="list-style-type: none"> • dot points 2-5: no change 	n/a	n/a	n/a	Yes	To be advised

<ul style="list-style-type: none"> • dot point 1 change: up to 25% of private sector workers can return to the workplace, with all hygiene and distancing procedures in place. Public sector must remain working from home, where possible. <p>Changes from 11/01/21</p> <ul style="list-style-type: none"> • dot points 2-5: no change • dot point 1 change, subject to public health advice: <ul style="list-style-type: none"> ○ for private sector workplaces with fewer than 40 staff, up to 20 workers can be onsite (for larger businesses, a 50% cap applies); ○ up to 25% of public sector workers may return to the workplace. <p>Changes from 08/02/21</p> <ul style="list-style-type: none"> • dot points 2-5: no change • dot point 1 change, subject to public health advice: <ul style="list-style-type: none"> ○ no change for private sector workplaces: if fewer than 40 staff, up to 20 workers can be onsite (for larger businesses, a 50% cap applies); ○ up to 50% of public sector workers may return to the workplace. 	n/a	n/a	Yes	Yes	To be advised
<ul style="list-style-type: none"> • dot point 1 change, subject to public health advice: <ul style="list-style-type: none"> ○ for private sector workplaces with fewer than 40 staff, up to 20 workers can be onsite (for larger businesses, a 50% cap applies); ○ up to 25% of public sector workers may return to the workplace. <p>Changes from 08/02/21</p> <ul style="list-style-type: none"> • dot points 2-5: no change • dot point 1 change, subject to public health advice: <ul style="list-style-type: none"> ○ no change for private sector workplaces: if fewer than 40 staff, up to 20 workers can be onsite (for larger businesses, a 50% cap applies); ○ up to 50% of public sector workers may return to the workplace. 	n/a	n/a	Yes	Yes	To be advised
People who have tested positive for coronavirus (COVID-19) or are close contacts are not permitted to leave their home and cannot attend YNCR activities	Yes	Yes	Yes	Yes	Yes
If you feel even the slightest unwell do not go to work or a volunteering activity . Get tested at a nearby testing location if you have symptoms of coronavirus (COVID-19) no matter how mild: including fever, chills, cough, sore throat, shortness of breath, runny nose, loss of sense of smell or taste. Go home straight after your test and self-isolate while you wait for the results. Stay home and self-isolate until you get your results . If your condition worsens, call 000.	Yes	Yes	Yes	Yes	Yes
Volunteering on the Parks Victoria estate:	No	No	Yes	Yes	Yes
<ul style="list-style-type: none"> • volunteering is one of the four reasons for which individuals can leave home, however, volunteering on the PV estate may or may not be permitted, and where permitted, may be with conditions. Details at 'Will volunteer activities be taking place?' on the PV website here; • specific conditions relevant to YNCR will be advised. <p>Changes from 04/11/20</p> <ul style="list-style-type: none"> • Parks Vic head office advised that volunteering can start to resume in metro Melbourne Reserves, with all hygiene and distancing procedures in place. 	n/a	n/a	Yes	Yes	Yes

Where PV advice permits volunteer and community activities, we will be guided by Volunteering Victoria's guidelines on engaging volunteers in the pandemic response stages 1-4. Details at this website link	Yes	Yes	Yes	Yes	Yes
There are only four reasons that you can leave home: <ul style="list-style-type: none"> • to shop for food and necessary goods or services; • to provide care, for compassionate reasons or to seek medical treatment; • to exercise or for outdoor recreation; • for work or education, if you can't do it from home. 	Yes	Yes	No	No	No
Curfew hours are in place for metropolitan Melbourne, including YNCR. Details here .	Yes (1 st step); No (2 nd step)	No	No	No	No