

# 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:	10/10/2021

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, it is highly infectious and that prior to vaccine availability and whilst vaccine take-up was low in the community, some clearly described groups of people were more likely to become very sick. On 19/09/21, with the knowledge that vaccines are currently available for everyone aged 12 years and over, the Victorian government announced Victoria's new Roadmap to Deliver the National Plan set against COVID-19 thresholds including hospitalisation rates, and the vaccination targets already set out in the *National Plan to transition Australia's National COVID-19 Response*.

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](#).
- Australian Government / Coronavirus (COVID-19). Details [at this website link](#).

In addition, the Friends recognise the following key partners in relation to sharing of a workspace, 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:

- People who are not vaccinated, or who are partially vaccinated.
- 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 30/03/20 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 implemented COVID Safe operational conditions as outlined in Appendix 1, including the suspension of all volunteering within Yellingbo Nature Conservation Reserve and drop-in plant sales at the Friends nursery from 06/03/20.

The Friends have immediately responded to and adhered to the COVID Safe settings as advised by DHHS throughout the pandemic. Victoria's first COVID-19 lockdown (termed stage 3 restrictions) to help slow the spread of coronavirus (COVID-19) started on Monday 30/03/20.

### Current operational conditions governing all Friends program activities:

- A State of Emergency is current for Victoria until further notice.
- On 06/08/21 Victoria entered its sixth COVID-19 lockdown, with the Victorian government advising on 19/09/21 that this lockdown would end approx. 26/10/21, with further advice that lockdowns would no longer be a strategy used. There will be a shift from lockdowns (no longer aiming for COVID zero) to a 'COVID economy' (living with COVID), provided vaccination targets in the National Plan are met. This advice, as details from DHHS emerge, will trigger a change to the Friends operational conditions.
- On 19/09/21, Victoria moved to COVID-19 restrictions defined under *Victoria's Roadmap: Delivering The National Plan (the Roadmap)*. This plan has four phases (phase A-D). The Roadmap documents a staged re-opening, with trigger points for change that inform how Friends activities may proceed for the remainder of 2021. Details of the Roadmap [at this website link](#). Also see Appendix 2.
- To note, the Roadmap:
  - Note 1: The settings are indicative only and subject to change by the Chief Health Officer
  - Note 2: Cleaning, signage, record keeping, and other COVIDSafe requirements for work premises continue to apply for all venues and facilities with onsite operations as per Workplace Directions and Workplace (Additional Industry Obligations) Directions. Density quotients (DQ) apply to all venues and spaces that are accessible to the public.
  - Note 3: All proposed easings from 80% fully vaccinated (indicatively 5 November) are dependent on the ability for venues and employers to confirm vaccination status of patrons and employees, respectively.

Under the Roadmap (current to end 2021), 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 put in place for Victoria. However, if an individual does not observe current advice whilst in the Friends activities and/or workplaces, the relevant activity supervisor (for instance, the Nursery Manager, Assistant Nursery Manager, Coordinator of Volunteers, Environmental Coordinator, Weeds and Seeds Day 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 (e.g., 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
COVID Safe Plan – DRAFT v1	Sue Tardif; reviewed by FoHH Executive committee/staff	20/09/21	First revision
COVID Safe Plan – Working version Oct’21	Alan Clayton (President)	10/10/21	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 <a href="#">at this website link</a> .
COVID Safe Settings	Used to define a time where the community is living with COVID being present, as opposed to aiming for zero COVID infections. Reference may also be made to ‘COVID economy’. 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
Roadmap	'Roadmap' shall mean 'Victoria's Roadmap: Delivering The National Plan'. Details of the Roadmap <a href="#">at this website link</a>
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 e.g., 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
<b>Hygiene</b>	
<p><b>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.</b></p>	<ul style="list-style-type: none"> <li>• DHHS signage promoting recommended hand and personal hygiene is displayed prominently throughout all workspaces.</li> <li>• 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 e.g., preparation areas.</li> <li>• Liquid hand soap dispensers, paper towels and dedicated waste bins are located at all indoor preparation areas and in all bathrooms.</li> <li>• All field-based programs involving groups are equipped with hand sanitiser and where practicable, hand soap, water and wash up buckets for field use.</li> <li>• Field based staff are provided with a personal use hand sanitiser to include as part of their day-to-day kit of equipment.</li> <li>• Hand wash areas will not be used for other purposes e.g., washing of food utensils.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>• DHHS / Coronavirus / How to stay safe and well. Details <a href="#">at this website link.</a></li> </ul>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></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"> <li>• Windows and/or doors are opened to increase airflow and cross-ventilation.</li> <li>• Air conditioning only be used when in a space for an extended period and is set for optimum air flow and not reticulation.</li> <li>• Where a workspace cannot maintain sufficient natural or suitably filtered air flow, they will be temporarily closed.</li> <li>• *Personal vehicles are not shared, other than with people you live with.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>• DHHS / Coronavirus / How to stay safe and well. Details <a href="#">at this website link.</a></li> <li>• WorkSafe Victoria / Managing coronavirus (COVID-19) exposure risks: Travelling in vehicles. Details <a href="#">at this website link.</a></li> <li>• *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.</li> </ul>
<p><b>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.</b></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"> <li>• 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.</li> <li>• 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.</li> <li>• A face <b>mask</b> 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.</li> <li>• If a face mask is not available, other forms of face covering may be used such as a scarf or bandana.</li> <li>• A supply of single-use face masks is available in the             <ul style="list-style-type: none"> <li>• Rangers house, supplied by DELWP for field program staff, and</li> <li>• Nursery and Friends offices, supplied by the Friends for nursery and community event participants.</li> </ul> </li> </ul> <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"> <li>• 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).</li> <li>• Hi-vis vest.</li> <li>• ^Binoculars.</li> <li>• ^Gumboots; etc.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>• DHHS / Coronavirus / Face coverings at work. Details <a href="#">at this website link</a>.</li> <li>• DHHS / Coronavirus / How to make a cloth mask. Details <a href="#">at this website link</a>.</li> </ul>
<p><b>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).</b></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"> <li>• A face covering that covers your nose and mouth while working is required except for the DHHS stated lawful excuses or exceptions.</li> <li>• Face coverings are to be handled as little as possible.</li> <li>• A face <b>mask</b> 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.</li> <li>• If a face mask is not available, other forms of face covering may be used such as a scarf or bandana.</li> <li>• It is expected that re-useable face coverings are laundered using hot soapy water after each use, by the owner.</li> <li>• 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.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>• DHHS / Coronavirus / How to stay safe and well. Details <a href="#">at this website link</a>.</li> <li>• DHHS / Coronavirus / Face coverings at work. Details <a href="#">at this website link</a>. Includes the video <i>How to safely wear a face covering</i>.</li> </ul>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p><b>Eliminating exposure to potentially contaminated sources</b>, 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"> <li>• Critically assess whether any item is required to perform a core task or ensure safe work practice e.g., 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.</li> <li>• Personal vehicles will not be shared in Friends activities, other than with people you live with.</li> <li>• 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.</li> <li>• The depot’s shared spaces (e.g., toilets, kitchen, meeting spaces) will not be used as a base for Friends activities. See details above under “Core understandings...”</li> </ul> <p><b>Limiting exposure to potentially contaminated sources</b> 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"> <li>• Staff must work from home where possible.</li> <li>• Where employees are onsite, different program areas (e.g., nursery, community events, field program) will maintain separate workspaces.</li> <li>• 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</li> </ul>

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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"> <li>• All programs are equipped with cleaning products (e.g., 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.</li> <li>• Where practicable no touch items such as rubbish bins and soap/hand sanitiser dispensers are used.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>• DHHS / Coronavirus / How to stay safe and well. Details <a href="#">at this website link</a>.</li> </ul>

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<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></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"> <li>• The depot’s shared spaces (e.g., toilets, kitchen, meeting spaces) will not be used as a base for Friends activities. See details above under “Core understandings...”</li> <li>• 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.</li> <li>• *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.</li> </ul> <p><b>The Friends are responsible for:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The Rangers house locked archive room.</li> </ul> <p><b>DELWP are responsible for:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Note 2: DELWP maintains a once daily (evening) COVID-19 cleaning contract for the Rangers house, starting 25/03/20.</li> </ul> <p><b>PV are responsible for:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>All staff, including volunteer staff, are responsible for:</b></p> <ul style="list-style-type: none"> <li>• Ensuring the workspace, tools and equipment they have used is cleaned with soap and water immediately after use.</li> <li>• NOTE: shared access points to the Reserve are not cleaned e.g., 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.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>• DHHS / Coronavirus / How to stay safe and well. Details <a href="#">at this website link</a>. Includes DHHS document, <i>Cleaning and disinfecting to reduce COVID-19 transmission: Tips for non-healthcare settings</i>. 20 March 2020.</li> <li>• WorkSafe Victoria / Managing coronavirus (COVID-19) exposure risks: Travelling in vehicles. Details <a href="#">at this website link</a>.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> <li>*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.</li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>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.</li> <li>The relevant Friends activity supervisor (e.g., 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.</li> </ul>

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<p><b>Physical distancing and limiting workplace attendance</b></p>	
<p><b>Ensure that all staff that can work from home, do work from home.</b></p>	<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"> <li>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.</li> <li>Permissible volunteer and community activities at the Friends workplaces will be determined using the following criteria: <ul style="list-style-type: none"> <li>in line with DHHS advised COVID-19 stage restrictions; and</li> <li>on the advice of paid employees managing a specific program area as to the additional considerations needed to safely and effectively manage volunteer involvement.</li> <li>where located on the Parks Victoria estate, by Parks Victoria directives.</li> </ul> </li> <li>Work activities that must be performed at the workplace should be coordinated to limit personal contact with other staff and visitors, where practicable.</li> <li>Nursery sale collections and/or deliveries will be contactless, where practicable. Drop-in retail sales will commence when restrictions allow.</li> <li>Where required, the necessary resources will be provided to enable work from home e.g., laptop, mobile phone and internet access.</li> </ul> <p><b>NOTE: changed restrictions for employees returning to workplaces will take effect from an indicative date of 05/11/21:</b></p> <ul style="list-style-type: none"> <li>Work from home if you can, but you can go to work <b>if fully vaccinated</b>.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>Details of the Roadmap <a href="#">at this website link</a></li> <li>Safe Work Australia / Working from home. Details <a href="#">at this website link</a>.</li> <li>Parks Victoria (PV) / Covid-19 update. Details <a href="#">at this website link</a>.</li> </ul>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></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"> <li>Make use of online meeting tools to eliminate the need to meet face-to-face.</li> <li>Staff are advised to work within a designated site within the workplace e.g., 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.</li> <li>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.</li> </ul>

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	<p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>• Safe Work Australia / Working from home. Details <a href="#">at this website link</a>.</li> <li>• Safe Work Australia / National guide for safe workplaces – COVID-19 (14/08/20). Details <a href="#">at this website link</a>.</li> </ul>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></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 managing group number limits and/or staff and visitor attendance by fully vaccinated &amp;/or unvaccinated participants:</p> <ul style="list-style-type: none"> <li>• The Friends will implement the DHHS stipulated requirements.</li> </ul> <p>In relation to the Friends nursery:</p> <ul style="list-style-type: none"> <li>• Signage advising of closed drop-in nursery sales, and alternative arrangements, is displayed prominently at the nursery entry gates.</li> <li>• Drop-in retail sales will only recommence once the Friends committee have reviewed current DHHS restrictions and PV advice then approve a start date.</li> <li>• Nursery sales orders by email and phone will continue, with paid employees ensuring collections, deliveries and invoicing are contactless.</li> </ul> <p>In relation to use of contractors within the Friends activities e.g., weed/fencing contractors engaged for site preparation in the revegetation program:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>• Details of the Roadmap <a href="#">at this website link</a></li> <li>• DHHS / Coronavirus / Symptoms and risks. Details <a href="#">at this website link</a>.</li> </ul>
<p><b>Configure communal work areas so that there is no more than one worker per two or four square meters (as currently required) of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b></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"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>• Safe Work Australia / Workplace Checklists – COVID-19. Details <a href="#">at this website link</a>.</li> </ul>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<ul style="list-style-type: none"> <li>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 e.g., surplus chairs in meeting areas, these have been taped off with signs stating they cannot be used or moved.</li> <li>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.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>Safe Work Australia / Workplace Checklists – COVID-19. Details <a href="#">at this website link</a>.</li> </ul>
<p><b>Minimise the build-up of employees waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>Staggered start time rosters minimise the build-up of staff at entry and exit points.</li> <li>Where practicable, different doors will be used for entry and exit to workspaces.</li> <li>Where practicable, volunteer activity meeting points will be arranged away from areas that do not have this capability e.g., nursery and field program.</li> <li>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.</li> </ul>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g., during lunchbreaks).</b></p>	<ul style="list-style-type: none"> <li>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</li> <li>Provide link to the DHHS document '<a href="#">Coronavirus (COVID-19) Home Safety Plan</a>' 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.</li> </ul>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p>Delivery protocols related to the Friends nursery:</p> <ul style="list-style-type: none"> <li>Signage advising of closed drop-in nursery sales, and alternative arrangements, is displayed prominently at the nursery entry gates.</li> <li>Drop-in retail sales will only recommence once the Friends committee have reviewed current DHHS restrictions and PV advice then approve a start date.</li> <li>Nursery sales orders by email and phone will continue, with paid employees ensuring collections, deliveries and invoicing are contactless.</li> </ul> <p>Delivery protocols related to the Friends revegetation activities will be considered when these programs resume.</p>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<ul style="list-style-type: none"> <li>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.</li> <li>Staff are directed to not take meal breaks within the buildings, where practicable, to reduce time spent within closed office spaces.</li> <li>Where possible, rostered teams will be allocated to a specified group cohort to limit the intermixing of individuals.</li> </ul>
<p><b>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 <a href="#">'four square metre' rule</a>.</b></p>	<ul style="list-style-type: none"> <li>Parks Victoria and the Friends maintain signage on the main entry gate to the reserve (nursery entrance) that specifies current entry restrictions.</li> <li>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.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>Safe Work Australia / Workplace Checklists – COVID-19. Details <a href="#">at this website link</a>.</li> </ul>

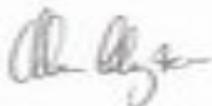
Guidance	Action to ensure effective record keeping
Record keeping	

Guidance	Action to ensure effective record keeping
<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>• Service Victoria QR codes are placed and utilised at all buildings, including the Friends nursery (by Parks Victoria). In addition, the Friends utilise Service Victoria QR codes specific the program coordinators where their activities/events are not based at a building.</li> <li>• 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.</li> <li>• 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).</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>• DHHS / Coronavirus / Record keeping for contact tracing. Details <a href="#">at this website link</a>.</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>• 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.</li> <li>• 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 e.g., DELWP.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>• WorkSafe Victoria / Report a confirmed positive case of COVID-19. Details <a href="#">at this website link</a>.</li> <li>• DHHS / Coronavirus / Confirmed case in the workplace. Details <a href="#">at this website link</a>.</li> </ul>

Guidance	Action to prepare for your response
<p><b>Preparing your response to a suspected or confirmed COVID-19 case</b></p>	
<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>• 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.</li> <li>• To limit the impact a positive case of COVID-19 could have, program activities will be physically separated as much as is possible e.g., 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.</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>• 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.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>• DHHS / Coronavirus / Confirmed case in the workplace / Document 'Managing a suspected or confirmed case of COVID-19 guideline'. Details <a href="#">at this website link</a>.</li> </ul>

Guidance	Action to prepare for your response
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>DHHS / Coronavirus / Confirmed case in the workplace / Document 'Managing a suspected or confirmed case of COVID-19 guideline'. Details <a href="#">at this website link</a>.</li> </ul>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<ul style="list-style-type: none"> <li>Where a staff member or visitor identifies that they have a suspected or confirmed diagnosis of COVID-19, the relevant Friends activity supervisor (e.g., 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.</li> <li>The Friends President will be advised immediately, who will then initiate the required notifications and procedures, as identified above.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>DHHS / Coronavirus / Confirmed case in the workplace / Document 'Managing a suspected or confirmed case of COVID-19 guideline'. Details <a href="#">at this website link</a>.</li> </ul>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<ul style="list-style-type: none"> <li>The Friends President will immediately initiate and progress notifications to staff and visitors in liaison with Parks Victoria, as above.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>DHHS / Coronavirus / Confirmed case in the workplace / Document 'Managing a suspected or confirmed case of COVID-19 guideline'. Details <a href="#">at this website link</a>.</li> </ul>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<ul style="list-style-type: none"> <li>The Friends President will initiate, and progress all required notifications, as detailed above.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>DHHS / Coronavirus / Confirmed case in the workplace / Document 'Managing a suspected or confirmed case of COVID-19 guideline'. Details <a href="#">at this website link</a>.</li> </ul>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>Guideline reference/s:</p> <ul style="list-style-type: none"> <li>Safe Work Australia / Workplace Checklists – COVID-19. Details <a href="#">at this website link</a>.</li> </ul>

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



Signed: \_\_\_\_\_

Name: Alan Clayton

Role: President

Date: 10/10/2021

Signed:  \_\_\_\_\_

Name: Stephen Garth

Role: Secretary

Date: 10/10/2021

## Appendix 1

### **Summary of the Friends of the Helmeted Honeyeater's initial response to operational conditions governing all Friends program activities.**

Ahead of the introduction of government restrictions upon group activities that are not deemed essential, the Friends of the Helmeted Honeyeater put in place the following operational conditions governing all Friends program activities, 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. A non-contact 'click and collect' type service has occurred where appropriate and practicable.
- Suspended the Sunday Revegetation Group from Friday 06/03/20. This program resumed, with conditions, in February 2021.
- Suspended face-to-face community events and meetings from Friday 06/03/20 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. This program resumed, with conditions, where possible, including online alternatives.
- 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.
- Following the initial response of all volunteer programs/events as listed above, the Friends have immediately responded to and adhered to the COVID Safe settings as advised by DHHS throughout the pandemic.

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.

## Appendix 2

Table 1 Summary of Victorian Government Coronavirus (COVID-19), *Victoria's Roadmap: Delivering the National Plan* (phases and indicative dates).

NOTE. The below content must be read with reference to the following:

- The settings below are indicative only and are subject to change.
- They are indications based on the presently available public health evidence (including epidemiological evidence). All future directions will be made on the basis of public health evidence (including epidemiological evidence) as it exists at the time the directions are made.
- Based on the evidence at that point in time, the Chief Health Officer (or other authorised officer) must consider the directions to be reasonably necessary to protect public health; give proper consideration to human rights under the Charter for Human Rights and Responsibilities 2006 (Vic); and make decisions that are compatible with human rights under the Charter.

Source and full details at: <https://www.coronavirus.vic.gov.au/victorias-roadmap-2021-0920>

NOTE. The following table serves as a guide for program delivery. Details may change at any point. The [www.coronavirus.vic.gov.au](http://www.coronavirus.vic.gov.au) website will form the primary source of information.

<p><b>Victoria's Roadmap: Delivering the National Plan (summary of phases and indicative dates for Metropolitan Melbourne only).</b></p> <p><b>NOTE: Detail as relevant to Friends of the Helmeted Honeyeater event/activities planning, with the understanding that details can change, and each program coordinator needs to check how the current restrictions may affect their activity/event.</b></p>	<p><b>Can volunteering resume for Metropolitan Melbourne</b></p>
<p>Phase A: 80% single dose (16+ year olds)</p> <p><i>Indicative date: 26 September 2021</i></p> <ul style="list-style-type: none"> <li>• Victorians can get outside to catch-up with friends and do some of the outdoor activities we've gone without.</li> </ul> <p><i>Qualification:</i></p> <ul style="list-style-type: none"> <li>• Restricted to 5 adults from 2 households for 4 hours <b>if they are fully vaccinated</b>, alternately, 2 adults from 2 households for 4 hours if they are not vaccinated.</li> </ul>	<p>No</p>
<p>Phase A: reopening schools</p> <p><i>Indicative date: 5 October 2021</i></p> <ul style="list-style-type: none"> <li>• Students can return to sit the GAT if required on 5 October.</li> <li>• From 6 October, on-site learning for VCE Units 3/4, and final year VCAL &amp; IB students.</li> <li>• From 18 October, prep students return three days a week, years 1 &amp; 2 students return two days a week.</li> </ul>	<p>No</p>
<p>Phase B: 70% double dose (16+ year olds)</p> <p><i>Indicative date: 26 October 2021</i></p> <ul style="list-style-type: none"> <li>• At 70% fully vaccinated lockdown will end in Melbourne.</li> <li>• More social and recreation activities open up <b>for fully vaccinated</b> Victorians.</li> </ul> <p><i>Social and recreational activities:</i></p> <ul style="list-style-type: none"> <li>• Reasons to leave home and curfew no longer in place.</li> <li>• <b>10 fully vaccinated people</b> can gather outdoors, community sport training returns for minimum required to hold training.</li> <li>• Pubs, clubs and entertainment venues can open to 50 fully vaccinated people outdoors.</li> </ul> <p><i>Education:</i></p> <ul style="list-style-type: none"> <li>• All primary and secondary school students return on-site at least part time.</li> <li>• All adult (tertiary) institutes continue online learning.</li> </ul>	<p><u>Yes (to be confirmed by PV, with operational requirements TBA)</u></p>
<p>Phase C: 80% double dose (16+ year olds)</p> <p><i>Indicative date: 5 November 2021</i></p> <ul style="list-style-type: none"> <li>• At 80% fully vaccinated, regional Victoria and Metro Melbourne come together under the same rules.</li> </ul> <p><i>Social and recreational activities:</i></p>	<p><u>Yes (to be confirmed by PV, with operational requirements TBA)</u></p>

<ul style="list-style-type: none"> <li>• Up to 10 people (including dependants) are permitted at your home.</li> <li>• Up to 30 <b>fully vaccinated people</b> can gather in public outside.</li> <li>• Masks are only required inside.</li> </ul> <p><i>Work:</i></p> <ul style="list-style-type: none"> <li>• Work from home if you can, but you can go to work <b>if fully vaccinated.</b></li> </ul> <p><i>Education:</i></p> <ul style="list-style-type: none"> <li>• Early childhood education and care is open.</li> <li>• All students return to school with additional safety measures in place.</li> <li>• On-site adult education returns <b>for fully vaccinated</b> Victorians.</li> </ul>	
<p>Phase D: 80% double dose (12+ year olds)</p> <p><i>Indicative date: 19 November 2021</i></p> <ul style="list-style-type: none"> <li>• Once 80% of Victorians aged 12 and over are fully vaccinated, restrictions will align with the National Plan to transition Australia's National COVID-19 Response, agreed to by National Cabinet.</li> </ul>	<p><u>Yes (to be confirmed by PV, with operational requirements TBA)</u></p>