TAMWORTH REGIONAL COUNCIL (TRC) – COVIDSafe PLAN

Why is it important for TRC to have a COVIDSafe Plan?

The health and safety of our staff is Council's number one priority. As such, this plan is designed as a guide to ensure that the TRC workplace remains healthy and safe for all staff during the COVID-19 Pandemic. This plan will be revised as restrictions and conditions change during the pandemic. TRC's COVIDSafe Plan will assist Council in ensuring that WHS obligations are met as the Person Conducting a Business or Undertaking (the PCBU) and that Council is complying with WHS regulations and legislation.

The Plan is broken down into three sections with sub-sections for completion as follows:

1. Keeping People Safe (you, staff, customers and the public):
    a. Maintain good hygiene and cleaning
    b. Stay physically distant
    c. Follow advice: additional changes or information specific to each division of TRC
    d. Responding to a COVID-19 infection
2. Adapting our organisation now and in the future:
    a. Operational tasks required to return staff to the workplace
    b. Adapting our organisation
3. Accessing support and assistance including a Plan for Re-opening

Managers/Supervisors – Safe Work Australia's online hub (https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit) has a range of information available to minimise the risk of COVID-19 exposure in TRC's workplaces and to assist you in completing COVIDSafe Plans for your divisions including information on:

- What are my duties under WHS law?
- What can I do to keep workers safe?
- Working from home
- What are my workers' rights?
- Cleaning and protection
- Mental Health

Review this online hub regularly for updated information and if at any time you have queries please contact the Risk & Safety team.

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PART 1 – KEEPING PEOPLE SAFE (YOU, STAFF CUSTOMERS AND THE PUBLIC)

Complete a risk assessment to understand how your divisional risks have changed due to COVID-19 including a plan to manage these risks (a risk assessment template for each manager is provided with this plan). Ensure that you consult with your workers as part of developing the risk assessment as they can assist in identifying potential risks for your work areas and consultation is important WHS requirement.

Maintain Good Hygiene and Cleaning

In the table below, you will find information about the tasks that apply to all areas of Council. In preparing your divisional plan, please ensure you add any tasks that relate to specifically to your work area.

Tamworth Regional Airport

Task	How will it be completed?	When will it happen?	What supplies do you need?	Completed (Yes/No)
Complete risk assessment your division.	Divisional manager	Updated 11 January 2021	Risk assessment template	Yes
Hand sanitiser at entry and exit points and around the workplace.	Supply levels checked regularly.	By 29 May 2020.	Hand sanitiser and hand sanitiser units.	Yes
Ensure bathrooms are well stocked with hand wash and paper towel.	Cleaning team	By 29 May 2020.	Soap and paper towel.	Yes
Put up posters with instructions on how to hand wash/hand rub.	Risk & Safety to complete.	By 29 May 2020.	Posters from Safe Work Australia website.	Yes
Instruct workers on other ways to limit the spread of germs, including by not touching their face, sneezing into their elbow, and staying home if feeling sick.	Risk & Safety to develop appropriate toolbox talk. Manager/ Supervisor to deliver toolbox talk.	Toolbox talk to be developed and sent to relevant manager or supervisor by 29 May 2020. Manager or supervisor to deliver toolbox talk to staff by 29 May 2020.	Toolbox talk.	Yes Referenced at Toolbox talks fortnightly
Instruct your workers to limit contact with others – no shaking hands or touching objects unless necessary.	As above.	As above.	Toolbox talk.	Yes As above
If workers need to wear gloves when cleaning they should wash their hands thoroughly with soap or	As above.	As above.	Toolbox talk.	Yes

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use an alcohol‑based hand sanitiser before and after wearing gloves.				
Instruct workers to clean personal property that comes to work such as mobile phones with disinfectant, such as disinfectant wipes.	As above.	As above.	Toolbox talk.	Yes
Have automatic alerts set up on computer systems to remind workers about washing hands and not touching eyes, nose and face (if possible).	Business Systems and Solutions (BSS).	BSS to advise if this is possible by 29 May 2020.	Content for alert information.	Not possible for outdoor staff. Workshop notices instead
Temporarily accept cashless transactions where possible.	Divisional manager to determine if this is appropriate for their work areas.	By 29 May 2020.	Facilities to receive cashless payments. Channels for informing customers of temporary change if this is determined to be the case.	The airport does not conduct cash transactions
Increase access to closed bins in common areas such as kitchens and toilets (bins that have a lid and foot pedal operation) in your workplace.	Facilities team.	By 29 May 2020.	Closed bins with foot pedal operation.	Closed bin for mask disposal is in the terminal building. Airport admin office does not have a closed bin.
Put up signs to request customers do not enter Council premises if unwell.	Relevant divisional managers	By first day of external visitors entering Council premises.	Signage/posters – available at Safe Work Australia website.	Yes
Ensure any areas frequented by workers or others (e.g. visitors to your premises) are cleaned at least daily with detergent or disinfectant.	Facilities team to arrange for common areas such as foyers, hallways, staff rooms, elevators, etc. to be cleaned on a regular basis.	Cleaning regime to be determined.	Detergent, either as a solution that can be mixed with water, or as wipes, or A 2-in-1 detergent and disinfectant solution, or wipes which can be	Yes

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			used for routine cleaning	
Clean frequently touched areas and surfaces several times a day with a detergent or disinfectant solution or wipe. This includes EFTPOS equipment, elevator buttons, handrails, tables, counter tops, door knobs, sinks and keyboards.	Facilities team and individual work areas.	Increased cleaning regime has already been established by the Facilities team and staff should be made aware of this regime.	Detergent, either as a solution that can be mixed with water, or as wipes, or A 2-in-1 detergent and disinfectant solution, or wipes which can be used for routine cleaning.	Yes

Stay Physically Distant

In the table below, you will find information about the tasks that apply to all areas of Council. In preparing your divisional plan, please ensure you add any tasks that relate specifically to your work area.

Task	How will it be completed?	When will it happen?	What supplies do you need?	Completed (Yes/No)
Calculate the number of people you can have in an enclosed space at any one time.	Divisional manager	By 29 May 2020.	Tape measure and calculation for 2 square metres per person.	Yes
Move work stations, desks and tables in staff rooms further apart to comply with physical distancing of 1.5m (if required).	Divisional manager to work with the facilities team.	By the time staff are to resume working in your workplace.	As above.	Admin office has adequate distancing between work areas (4 work stations)
Put up posters around the workplace on keeping at least 1.5 metres distance between everyone at the workplace.	Risk & Safety to complete.	By 29 May 2020.	Posters printed from Safe Work Australia website.	Yes
Erect signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded. One	Relevant divisional managers responsible for particular facilities/buildings	Internal meeting rooms – by 29 May 2020. Facilities/buildings – to be set-up before facility re-opens and subject to change as	Signage.	Yes

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person per 2 square metres.	along with the facilities team.	per Government direction.		
If possible, bring in shift arrangements so less staff are in the workplace at once.	Divisional manager to determine where appropriate.	Before time staff are to resume working in your workplace.		Yes
Instruct workers to have meetings by phone or online instead of in person. If not possible, require they meet in a large space and keep meetings short.	Risk & Safety to develop toolbox talk for delivery by managers and/or supervisors.	Staff meetings are held in a large room with adequate space for social distancing.	Toolbox talk.	Yes
Review regular deliveries and request contactless delivery. Check systems for e-invoicing are in place.	Divisional manager	As per regular delivery schedule.	Delivery schedule and knowledge of e-invoicing.	Yes
Provide social distancing markers on the floor in areas where customers line up or where workers perform tasks.	Divisional manager in each area to determine what is required (i.e. customer service, libraries etc.)	Before re-opening facility or work area.	Distance markers and tape measure.	Yes

Responding to a COVID-19 infection in a TRC Workplace

TRC will manage any suspected or confirmed case of COVID-19 as per the established Risk Management Categories identified at the start of the COVID-19 pandemic. The Risk Management Categories are as follows:

- **Category 1** – Confirmed COVID (tested positive)
- **Category 2** – Suspected COVID (required to self-isolate for 14 days):
  - o Either returned from overseas travel; or
  - o Close contact of a person who has been confirmed to have COVID-19, or
  - o Anyone that is in self-isolation awaiting COVID-19 testing by NSW Health, or in self-isolation under suspicion of having COVID-19

  A Close Contact is considered to be anyone that has spent:
  - o 15 minutes in direct contact with a person who is confirmed to have COVID-19; or
  - o Two (2) hours in the same closed space as person who is confirmed to have COVID- 19.
- **Category 3 – Contact of a Close Contact**
  - o Someone that has had contact with a person who falls within Category 2, but has not had close contact with someone who falls within Category 1.

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- **Category 4 –** Employee has a significant health issue or is living with a family member who has a health issue that may place them at a higher risk; e.g. family member with immune deficiency diseases, cancer, leukaemia, or other health category advised by the medical practitioner.

Supervisors/managers – if you are unsure if you, or one of your team members falls into one of the above categories, please do not hesitate to call Mags Noonan – 6767 5472 or Tara Donaldson on 6767 5254 for assistance.

Task	How will it be completed?	When will it happen?	What supplies do you need?	Completed (Yes/No)
Update the COVID-19 staff tracking spreadsheet for your division.	Nominated person for each division to complete.	Immediately on becoming aware of the possible or confirmed COVID-19 infection.	N/A	Yes
If required, staff member is to be isolated.	Function Room outside the Airport Admin Office. Move person to this room and block access by other staff.	Immediately. Staff member to be isolated will be taken into the function room.	Detergent, either as a solution that can be mixed with water, or as wipes, or A 2-in-1 detergent and disinfectant solution, or wipes which can be used for routine cleaning.	Yes
Identify close contacts of staff member in isolation. Update staff tracking spreadsheet.	Divisional manager	Immediately upon notification of a staff member having to self-isolation.	N/A	Yes
Notify relevant authorities	• Risk & Safety – contact SafeWork NSW if infection is considered work related • Injury Management – contact StateCover if infection is related to the workplace.	Immediately.	N/A	Yes
Prevent access to the areas that were used by the suspected or	Divisional manager to place signage on the door/work areas and organise	Immediately upon becoming aware of the staff member being suspected or	Signage and appropriate cleaning supplies.	Yes

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confirmed case as well as any common areas (break rooms, bathrooms) and any known or likely touch points.	appropriate disinfecting of work areas.	confirmed with COVID-19.		
Where possible, open outside doors and windows to increase air circulation.	Divisional manager or supervisor as available.	As above.	N/A	Yes
Clean and disinfect all areas of suspected or confirmed COVID-19 contamination,	Divisional manager to organise.	As above.	Appropriate cleaning supplies.	Yes
Protocol for reopening work area after an outbreak or quarantine period.	All relevant work areas to be thoroughly disinfected before staff return to the workplace.	As above.	As above.	Yes
Leave provisions – contact People & Culture to identify relevant leave provisions for staff in isolation and close contacts.	Manager/supervisor and People & Culture	As requested.	Internal leave policies related to COVID-19, LG Award (State) Award 2017 and the LG Splinter Award 2020.	Yes

PART 2 – ADAPTING TRC NOW AND IN THE FUTURE

Getting Things Up and Running

In this section, managers need to consider the range of tasks that need to be completed to get their division up and running in line with current restrictions.

Examples include updating Council's website with relevant information, talking to your staff about the re-opening/return to the workplace process, contacting suppliers, assessing opening hours etc.

Please complete the table below with the tasks required for your division:

Task	How will it be completed?	When will it happen?	What supplies do you need?	Completed (Yes/No)
Organise, supply and implement COVID-19 posters with ServiceNSW QR Code	Registration with ServiceNSW. Communications and Marketing to be asked to organise posters.	By 19 January 2021		No

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Automated hand sanitizer units in the terminal building. Bottled hand sanitizer is available in the admin office	Have been purchased and are in place and available for use			Yes
Social distancing floor stickers in the terminal building	In place and checked regularly			Yes
Additional cleaning of public toilets, handrails, door handles, vending machines, car parking ticket machines	Cleaning performed daily	Ongoing		Yes
Record name, date, time and contact details of people entering the terminal.	Use of the ServiceNSW QR Code system	Ongoing		No In place from 19 January 2021
Contractors to complete Contractor Declaration form prior to working on TRC facilities at the airport	Forms available and being used	Ongoing		Yes
Council website and social media sites used to keep people informed of relevant information relating to the airport	Information relayed to Communications and Marketing staff for uploads and posting	Ongoing		Yes
Minimise physical distancing of airport admin staff	Staff informed. Work areas segregated.	29 May 2020		Yes
Toolbox Talks to keep staff up-to-date and to reinforce COVID-Safe measures.	Toolbox Talks held fortnightly.	Ongoing		Yes
Airline. Security, Baggage Handling and café staff to be kept up-to-date with all COVID-Safe requirements.	Regular interaction between contacts to relay information and orders	Ongoing		Yes
Signage in the terminal building informing visitors and passengers of obligations,	Signage created and in place. Signage checked on a regular basis.	Ongoing		Yes

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requirements and orders				

Adapting the Operations of your Division

If the way your division operates needs to change in relation to interaction with customers, you will need to adapt your approach and identify any tasks associated with these changes in the table below. In order to complete this section, consider the following:

- Do physical/social distancing requirements change the way areas of my division engage with customers? How do I best address these changes to ensure the safety of staff and customers alike?

- What elements of my division's operations will be difficult to maintain/re-open in the current environment – how can I minimise these impacts?

- What services can I temporarily change or expand for my division?

- Are there opportunities I can identify and implement to ensure my division operates effectively in the current environment?

This section should be updated as COVID-19 restrictions change.

Please complete the table below with the tasks required for your division:

Task	How will it be completed?	When will it happen?	What supplies do you need?	Completed (Yes/No)
Mandatory face covering orders	Signage will be put in place and masks made available.	When ordered by NSW Government		Yes

In developing the above tasks for your division, it may be helpful to consider key stakeholders who can assist me such as relevant industry associations (LGNSW, LG Professionals, Office of Local Government etc.) and other areas of the organisation (i.e. Finance, IT, People & Culture etc.)

Name or Organisation	Number/Email	When will I contact them?	Completed (Yes/No)
Australian Airports Association	02 6230 1110	As required	Yes
Department of Infrastructure, Transport, Regional Development and Communications	02 6274 7111	As required	Yes

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Tamworth Regional Council Risk and Compliance	m.land@tamworth.nsw.gov.au	As required	Yes
Tamworth Regional Council Communications and Marketing	k.hill@tamworth.nsw.gov.au	As required	Yes
Tamworth Regional Council People and Culture Manager	02 67675254	As required	Yes

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PART 3 – ACCESSING SUPPORT AND ASSISTANCE

Managers can access assistance in completing their plans and completing their tasks associated with their plans by:

- Contacting Risk & Safety for advice.

- Downloading the COVID-19 Resource Kit from the Safe Work Australia online portal (https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit

- Downloading a range of checklists from the Safe Work Australia website via link above to assist you in developing the tasks for your divisions including checklists on keeping the workplace safe and limiting the spread of COVID-19, physical distancing, cleaning and disinfecting workspaces and health & hygiene.

- Accessing industry specific information from the Safe Work Australia website (https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information-covid-19).

- Contacting Council's Stores team to obtain cleaning and hygiene products including disinfectant and hand sanitiser.

- Refer to information on Council's COVID-19 MILO Page to access information relating to mental health and wellbeing during times of crisis.

- Keep up-to-date with changes via the NSW Government website related to COVID-19 (https://www.nsw.gov.au/covid-19) as well as the Office of Local Government website (https://www.olg.nsw.gov.au/programs-and-initiatives/olg-assists-councils-to-manage-covid-19/).

- Keep up-to-date with relevant information on the NSW Health website (https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx)

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Plan for Re-opening

Consider what needs to be completed for your division over the coming months, weeks and days as you to start to phase the re-opening/return to the workplace. Some tasks need to be completed immediately and others can be done close to the time and you can utilise the table below to map out the details of major decisions.

Days to Re-opening or return to the workplace: _____

Task	Who will do it?	Complete (Yes/No)

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