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.

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	By 29 May 2020	Risk assessment template	
Hand sanitiser at entry and exit points and around the workplace.	Divisional managers to contact advise Manager – People, Culture & Safety of requirements in order to allow Stores to place a bulk order. Facilities team to identify common area requirements (i.e. hallways, bathrooms, meeting rooms etc.)	By 29 May 2020.	Hand sanitiser and hand sanitiser units.	
Ensure bathrooms are well stocked with hand wash and paper towel.	Facilities team	By 29 May 2020.	Soap and paper towel.	
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.	
Instruct workers on other ways to limit the spread of germs, including by not touching their face, sneezing into their elbow, and staying	Risk & Safety to develop appropriate toolbox talk. Manager/ Supervisor to deliver toolbox	Toolbox talk to be developed and sent to relevant manager or supervisor by 29 May 2020. Manager or supervisor to deliver	Toolbox talk.	

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home if feeling sick.	talk.	toolbox talk to staff by 29 May 2020.		
Instruct your workers to limit contact with others – no shaking hands or touching objects unless necessary.	As above.	As above.	Toolbox talk.	
If workers need to wear gloves when cleaning they should wash their hands thoroughly with soap or use an alcohol -based hand sanitiser before and after wearing gloves.	As above.	As above.	Toolbox talk.	
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.	
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.	
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.	
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.	
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.	
Ensure any areas frequented by workers or others (e.g. visitors to your premises) are	Facilities team to arrange for common areas such as foyers,	Cleaning regime to be determined.	Detergent, either as a solution that can be mixed with water, or as	

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cleaned at least daily with detergent or disinfectant.	hallways, staff rooms, elevators, etc. to be cleaned on a regular basis.		wipes, or A 2-in-1 detergent and disinfectant solution, or wipes which can be 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.	

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 4 square metres per person.	
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.	
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.	
Erect signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not	Relevant divisional managers responsible for particular	Internal meeting rooms – by 29 May 2020. Facilities/buildings – to be set-up before	Signage.	

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exceeded. One person per 4 square metres.	facilities/buildings along with the facilities team.	facility re-opens and subject to change as 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.		
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.	Developed by 29 May 2020. Delivered to staff upon return to the workplace.	Toolbox talk.	
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.	
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.	

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):
  - Either returned from overseas travel; or
  - Close contact of a person who has been confirmed to have COVID-19, or
  - 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:
  - 15 minutes in direct contact with a person who is confirmed to have COVID-19; or
  - Two (2) hours in the same closed space as person who is confirmed to have COVID- 19.
- **Category 3 – Contact of a Close Contact**

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- 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.
- **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	
If required, staff member is to be isolated.	First Aid Room on Ground Floor of RWH. Move person to this room and block access by other staff.	Immediately.	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.	
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	
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	
Prevent access to	Divisional manager	Immediately upon	Signage and	

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the areas that were used by the suspected or confirmed case as well as any common areas (break rooms, bathrooms) and any known or likely touch points.	to place signage on the door/work areas and organise appropriate disinfecting of work areas.	becoming aware of the staff member being suspected or confirmed with COVID-19.	appropriate cleaning supplies.	
Where possible, open outside doors and windows to increase air circulation.	Divisional manager or supervisor as available.	As above.	N/A	
Clean and disinfect all areas of suspected or confirmed COVID-19 contamination,	Divisional manager to organise.	As above.	Appropriate cleaning supplies.	
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.	
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.	

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)
CS Reopening				
Provide a hand sanitising station in the Foyer	Manager Governance	15/5/2020	Hand Sanitising Station	Y

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Mark signage on the floor of the foyer	Manager Governance	15/5/2020	Tape	Y
Signage in the Foyer and on doors	Manager Governance to organise	15/5/2020	Signs	Y
Security to be reset to pre Covid	Manager Governance to organise with Greg Tapper	15/5/2020		Y
Work stations moved to high counter	Manager Governance to organise	15/5/2020		Y
Make face masks available to staff	Manager Governance	31 August 2020	Face Masks	Y
Talk with staff and Supervisor regarding opening hours and enforcing rules	Manager Governance/ Customer Service Supervisor	18/5/2020		Y
Administration/Governance And Legal reopening				
Talk to staff about the possibility of working back in the office and identify vulnerable staff to continue to work from home.	Manager Governance/ Manager Property & Legal /Governance Supervisors	18/5/2020		Y
Establishing a roster for people to return ensuring staff numbers do not exceed 1:4m2 ratio Space is 16.75m x 15.94m = 266.99m2 / 4 = 66 people (only 17 in the space during normal operations)	Manager Governance/ Manager Property & Legal /Governance Supervisors	18/5/2020		Y
Increasing cleaning on building during the day	All staff	18/5/2020	Cleaning supplies	Y
Hand Sanitising dispensers and lifts and toilets	Manager Governance	8/6/2020	Dispensers and Hand Sanitiser	Y

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:

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- 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)
Changes have already been made as part of re opening RWH	Cs using high counters, signs and physical barriers to prevent leaning on counter and getting too close.	15/5/2020		Y

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)

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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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