

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.	Division manager	By 10 th July	Risk assessment template	Yes
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.) Assistant Co-ordinator at respective service to monitor ongoing.	By 10 th July.	Hand sanitiser and hand sanitiser units.	Yes
Ensure bathrooms are well stocked with hand wash and paper towel.	Responsibility of the school for students. Assistant Co-ordinator at respective service will monitor and	By 10 th July – Bathroom at Easts for staff	Soap and paper towel.	N/A – school manages the toilet supplies

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	work with the school to ensure bathrooms remain stocked.			
Put up posters with instructions on how to hand wash/hand rub.	Assistant Co-ordinator at respective service.	By 10 th July	Team leader to provide	Yes
Instruct Educators 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. Assistant Co-ordinator at respective service to deliver toolbox talk.	Team leader to deliver talk by 10 th July to nominated supervisors. Nominated supervisors to deliver talk to staff by 17 th July.	Toolbox talk.	Yes
Instruct your Educators to limit contact with others – no shaking hands or touching objects unless necessary.	Assistant Co-ordinator at respective service.	As above.	Toolbox talk.	Yes
If Educators 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.	Assistant Co-ordinator at respective service.	As above.	Toolbox talk.	Yes
Instruct educators to clean personal property that comes to work such as mobile phones with disinfectant, such as disinfectant wipes.	Assistant Co-ordinator at respective service.	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). Year Round Care staff may choose to use their own mobile devices to set alarm. Assistant Co-ordinator at respective service.	BSS to advise if this is possible by 29 May 2020.	Content for alert information. Toolbox talk.	Yes
Temporarily accept	Assistant Co-	By 29 May 2020.	Facilities to	N/A

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cashless transactions where possible.	ordinator at respective service to determine.		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.	Assistant Co-ordinator at respective service.	By 29 May 2020.	Closed bins with foot pedal operation.	TBC
Put up signs to request parents, carers and children do not enter YRC Centres if unwell.	Assistant Co-ordinator at respective service.	By 10 th July.	Team Leader to supply signage from Comms.	Yes
Ensure any areas frequented by workers or others (e.g. visitors to your premises) are cleaned at least daily with detergent or disinfectant.	Year Round Care Educators to maintain their daily cleaning routine and add extra cleaning of frequently touched surfaces.	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 used for routine cleaning	Yes
Clean frequently touched areas and surfaces several times a day with a detergent or disinfectant solution or wipe.	Year Round Care Educators to clean frequently touched areas including door handles, tables, chairs, phones, tablets and keyboards after each session.	Increased cleaning regime has already been established.	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
Clean sign in iPad after every parent	Year Round Care Educators to monitor iPad use for sign in and out and wipe down after every use.	From 4 th August 2020	Disinfectant wipes to be used on screen	Yes
Workers instructed to have strict hand washing procedures in place for all children when arrive, after	Assistant Co-ordinator at respective service to instruct staff	From 4 th August 2020	Hand soap provided at wash stations.	Yes

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meals and before they depart for the day	through toolbox talk.			
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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	N/A	Tape measure and calculation for 4 square metres per person.	N/A 4 square metre does not apply to before and after school care. Social distancing is encouraged and maintained where possible.
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.	N/A
Put up posters around the workplace on keeping at least 1.5 metres distance between everyone at the workplace.	Risk & Safety to complete.	By 10 th July	Team Leader to provide posters	Yes
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.		N/A YRC must maintain ratio of 1:15
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. Year Round Care Educators to participate in	Developed by 10 July. Delivered to staff upon return to the workplace.	Toolbox talk.	Yes

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	ZOOM meetings when needed.			
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 families and children line up or where workers perform tasks.	Divisional manager in each area to determine what is required.	By 10 th July	Distance markers and tape measure. Team Leader to provide stickers for floor.	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):
 - 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**
 - 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	When will it	What supplies	Completed
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	completed?	happen?	do you need?	(Yes/No)
Update the COVID-19 staff tracking spreadsheet for your division.	Nominated person for each division to complete. Team Leader	Immediately on becoming aware of the possible or confirmed COVID-19 infection.	N/A	No COVID 19 tracking via Kindy Manager software and TRC Contractor Declaration.
If required, staff member is to be isolated.	Assistant Co-ordinator at respective service to address. Isolate Educator or Child in staff office and relocate children and other Educators to outdoor areas or hall.	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.	N/A
Identify close contacts of staff member in isolation. Update staff tracking spreadsheet.	Team Leader	Immediately upon notification of a staff member having to self-isolation.	N/A	Not as yet
Notify relevant authorities	<ul style="list-style-type: none"> • Risk & Safety – contact SafeWork NSW if infection is considered work related • Injury Management – contact StateCover if infection is related to the workplace. • ACECQA 	Immediately.	N/A	Not as yet
Prevent access to 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.	Assistant Co-ordinator at respective service to place signage on the door/work areas and organise appropriate disinfecting of work areas.	Immediately upon becoming aware of the staff member being suspected or confirmed with COVID-19.	Signage and appropriate cleaning supplies.	Yes
Where possible,	Assistant Co-	As above.	N/A	

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open outside doors and windows to increase air circulation.	ordinator at respective service.			Yes
Clean and disinfect all areas of suspected or confirmed COVID-19 contamination,	Team Leader 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 to both Year Round Care locations to ensure NSW Government regulations are adhered to	Team Leader	By 10 July 2020	Signage supplied.	Yes
Purchase hand sanitizer, methylated spirits, Isowipes, disinfectant, paper towels, chux wipes	Assistant Co-ordinator at respective service.	By 10 July 2020	Stock purchased.	Yes

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Social distancing floor stickers on the floors at both Year Round Care locations	Assistant ordinator Co- at respective service.	By 10 July 2020	Signage supplied.	Yes
Continuous cleaning of Year Round Care to include surfaces, touch screens, door knobs, tables, chairs, phones, tablets	Year Round Care Educators	Ongoing	Cleaning products purchased by nominated supervisor.	Yes
Record date, time, name and contact details of people entering the Year Round Care centres	Families sign in each morning and afternoon Visitors to sign in. Kindy Manager	Ongoing	Nominated supervisor to manage all sign in sheets.	Yes
Contractors to complete Contractors Declaration form prior to entering Year Round Care locations	Year Round Care Educators	Ongoing	Declaration forms at both centres.	Yes
Hand sanitizer to be available for the public to use at the entrance of the Year Round Care	Assistant ordinator Co- at respective service.	By 10 July 2020	Hand sanitizer purchased by nominated supervisors.	Yes
Toolbox Talk – to ensure all staff are aware and up to date on requirements/regulations of COVID safe workplaces	Team Leader to complete talk with nominated supervisors Kylie Sims – South Team Tiffany Classen – East Team	By 17 th July	Toolbox Talk	Yes

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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)
Hygiene practices at meal times	<p>Ensure that children are seated at the same time, at a safe distance apart, to support supervision requirements.</p> <p>Involve children in intentional discussions around the importance of not sharing food and following hygiene practices.</p> <p>Ensure the thorough cleaning of surfaces before and after meal times.</p> <p>Consider options which do not require the children to wait by forming queues/standing in line.</p>	Ongoing	NIL	Ongoing
Adjust the spaces to support an	Use the current layout and reflect on	Ongoing	NIL	Ongoing

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increase in access to the outdoor environment	how to maximise access by keeping doors open or moving any existing partitions or tables preventing the free flow of movement.			
Support children and families to implement hygiene practices that comply with recent advice from relevant authorities	<p>Reflect on the current signage at the service and remove any unnecessary signage so that any new COVID19 signage can be viewed easily with minimal distractions.</p> <p>Children are to be supported to participate in thorough hygiene practices by increased supervision by educators to guide children.</p> <p>As a team, regularly reflect on the regular practices of families at arrival and departure times, and what processes are in place when families access the service, making changes as necessary to minimise contact with other families and children at the service.</p>	Ongoing	NIL	Ongoing
Preparing and providing food	<p>When preparing food, check that your Educators have relevant and appropriate training to support safe hygiene practices.</p> <p>Ensure ample preparation time to allow for more</p>	Ongoing	NIL	Ongoing

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	<p>thorough hygiene practices.</p> <p>Reflect on the current practices in food preparation, the provision of reusable utensils and how these are washed hygienically between uses.</p>			
Group experiences provided, in such a way that children are still supported physically and do not feel isolated.	<p>When programming experiences reflect on the way the environment is set up to allow for physical interactions at a safe distance.</p> <p>Ensuring there are appropriate numbers of experiences and these experiences support collaboration.</p> <p>Educators can facilitate discussions with children on how to implement physical distancing when with their others.</p>	Ongoing	NIL	Ongoing
Discussing COVID-19 with children	<p>Use the links below to prepare for discussing COVID-19 with children, families:</p> <ul style="list-style-type: none"> • UNICEF Australia – How to talk to your children about coronavirus (COVID-19)(link is external) • Beyond Blue – Coronavirus (COVID-19): Supporting educators, 	Ongoing	NIL	Ongoing

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	<p>children and young people(link is external)</p> <ul style="list-style-type: none"> • Beyond Blue – Coronavirus (COVID-19): Supporting early learning communities(link is external) • Education Directorate, ACT Government – Information on novel coronavirus (COVID-19) for Early Childhood(link is external) • This PDF printable book for children(link is external) is also available in community languages • <i>The Conversation</i> has released a podcast for children explaining COVID-19(link is external). 			
Excursions	Replace excursion with incursion experiences.	Ongoing	NIL	Ongoing

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	Completed
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		them?	(Yes/No)
TRC Greg Tapper	g.tapper@tamworth.nsw.gov.au	10 July 2020	Yes
Communications Team	k.hill@tamworth.nsw.gov.au	10 July 2020	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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