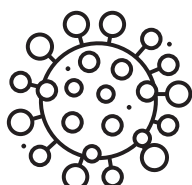


# COVID SAFE PLAN

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## Purpose



This plan is intended as an overarching guidance document for all people (staff, sub-contractors, clients, volunteers, participants) working with or attending any ChatterBox Projects (ChatterBox) face to face engagement events during Covid-19 restrictions.

This plan should be considered alongside other materials provided by the Victorian Department of Health and Human Services (DHHS) and the Department of Health (Commonwealth).

This plan has been developed to ensure everyone working at or participating in any ChatterBox face to face engagement events maintains a safe space for all.

This plan will be updated when any government guidelines or legislation changes.

## Scope

This COVID Safe Plan sets out our obligations including:

- Our actions to reduce the risk of introduction and spread of coronavirus (COVID-19) during any ChatterBox Projects activity
- A process to maintain records of everyone who comes into contact with any ChatterBox team member or face to face engagement activity
- A list of any Personal Protective Equipment (PPE) to be worn during any face to face engagement activity or at any work environment
- A process to respond to a suspected or confirmed cases of COVID-19 at any work environment
- Acknowledgement that we understand our responsibilities and obligations.

This plan applies to any activity or event where there is face to face interaction between staff, clients and the community including:

- Staff or team meetings
- Meetings with clients
- Place-based pop-up engagement activities
- Face to face meetings or workshops
- Delivery and or set up of any equipment in public spaces and places

Throughout this plan these activities are referred to as 'engagement events'.



## COVID Safe Plan Actions

### 1. Ensure physical and social distancing

Requirements	Actions
<p>You must ensure workers and visitors are 1.5 metres apart as much as possible</p> <p>You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:</p> <ul style="list-style-type: none"> <li>- There is no more than one worker per four square metres of enclosed workspace</li> <li>- There is no more than one member of the public per four square meters of publicly available space indoors</li> </ul>	<p>Use clear signage and barriers to direct participants through engagement activities in one direction (in one way and out another)</p> <p>Use tape on the floor for areas where people need to wait or queue for assistance/ information etc</p> <p>Put up signage/ posters to remind people about the 1.5 metre physical distancing rule and to adhere to non-contact greetings</p> <p>Assess and select rooms, facilities, and pop-up locations to ensure maximum ventilation (windows, high ceilings, outdoor locations) and physical distancing for each activity</p> <p>Visit sites before engagement events and develop site plans to ensure adherence to social distancing rules and density quotas</p> <p>Prioritise the selection of outdoor spaces for engagement events</p> <p>Apply density quotient to determine maximum number of workers and participants at each engagement activity – add this to site plan</p> <p>Tables and stools to be placed at least 1.5m apart to ensure when people sit to read or fill in information they are physically distanced</p> <p>Have staff do some engagement activities for participants eg: writing comments on chatboards or placing dots on dotmocracy boards to maintain 1.5 metre distance if required due to restrictions.</p> <p>Roster staff who can travel to engagement activities in their own vehicle to avoid carpooling and catching public transport (for staff who can not travel in their own car work with them to assess risk prior to any event)</p> <p>Set up rooms and pop-up locations to allow people to 'help themselves' to information, surveys etc to minimise staff / public contact</p>



## 2. Protective personal equipment

Requirements	Actions
<p>You must ensure all workers and visitors entering the worksite wear a face covering as per public health advice - this includes: providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own</p> <p>You should install screens or barriers in the workspace for additional protection where relevant</p>	<p>Ensure all staff wear face masks for all engagement events as per public health advice. If they are not required at the time of the engagement, no masks need to be worn, however safe distancing must be maintained.</p> <p>Provide disposable face masks for staff and participants as required</p> <p>Provide latex gloves for staff for regular cleaning of surfaces and equipment</p> <p>Instruct and train staff to dispose of masks at the end of each engagement activity and gloves at the end of each cleaning process</p> <p>Use clear signage to direct participants through engagement activities in one direction (in one way and out another) if required</p>

## 3. Practice good hygiene

Requirements	Actions
<p>You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones</p> <p><b>You should:</b></p> <ul style="list-style-type: none"> <li>- Clean surfaces with appropriate cleaning products, including detergent and disinfectant</li> </ul>	<p>Set up self-dispensing hand sanitiser stations for staff and participants at each engagement event</p> <p>Put up information posters to remind people about hand hygiene and to use the sanitiser and to cough and sneeze into the bend of their elbow</p> <p>Have staff do some engagement activities for participants eg: writing comments on chatboards or placing dots on dotmocracy boards to avoid sharing pens, dots and chalk (if required)</p> <p>Use QR codes for people to download surveys / information to provide feedback via their phones rather than using pens, clipboards etc</p> <p>Clean and wipe down all surfaces/ equipment before, during and after engagement events including:</p>



<ul style="list-style-type: none"> <li>- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so</li> <li>- Clean between shifts</li> </ul> <p>You should display a cleaning log in shared spaces</p> <p>You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing</p>	<ul style="list-style-type: none"> <li>• pop-up trailer handles and surfaces</li> <li>• tables and stools (before, after and after each use)</li> <li>• pop-up equipment like chatboards, information boards, voting pods</li> <li>• pens and clipboards</li> <li>• tables and chairs in meeting rooms</li> </ul> <p>Use a closed flip-lid bin for pens and clipboards to ensure these items are discarded and only used once before cleaning and re-use</p> <p>Use clear signage to explain the process with pens and clipboards and for all engagement activities</p> <p>Ensure balls for voting pod activities are only used once and placed in a cleaning box to be cleaned before re-use</p> <p>Remove all treats/ food from consultation events</p> <p>Instruct staff to bring their own food and water to shifts</p> <p>Provide disinfectant wipes for staff and participants to use on their own equipment like mobile phones/ tablets etc</p> <p>Add cleaning information and tick box to consultation summary form to ensure cleaning was undertaken and by whom.</p> <p>Contact a specialist cleaning company for deep cleaning if COVID case is identified</p>
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## 4. Record keeping

Requirements	Actions
<p>You must support workers to get tested and stay home even if they only have mild symptoms</p> <p>You must develop a business contingency plan to manage any outbreaks</p> <p>You must keep records of all people</p>	<p>Keep records of staff who worked at each engagement event (including name, date, time) on the consultation summary forms. <i>(see Attachment 5 - Updated Consultation Summary Form)</i></p> <p>Enter staff information into a central excel database for easy access</p> <p>Establish a QR code and sign in sheet to have at each engagement event to ensure all participants details are captured - date, name and phone number <i>(see Attachment 6 – Engagement Event Sign-in Sheet) if required.</i></p> <p>Enter participant's details into a central excel database for easy access</p>



who enter the workplace for contact tracing	<p>Ensure COVID Safe Coordinator monitors compliance with this process. People who do not want to record their details will be provided with engagement information/ survey and ask to leave</p> <p>Back-up records to a secure cloud service</p> <p>Keep personal information for contact tracing for at least 28 days or as advised by the Department of Health and Human Services</p> <p>Get details and copy of COVID Plan from client/ venue operators to ensure ChatterBox is notified if a participant or client staff member tests positive.</p> <p>Ensure staff have downloaded the COVID safe app and record who has done this</p> <p>Develop a Business Contingency Plan in case staff or participants return a positive COVID test (<i>see Attachment 4 – ChatterBox Projects Business Contingency Plan</i>)</p>
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## 5. Create workforce bubbles

Requirements	Actions
<p>You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes</p> <p>You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts</p>	<p>Notes: ChatterBox Projects Director works every engagement event with a supporting staff member so creating workforce bubbles is difficult.</p> <p>However, where possible the same supporting staff member will be rostered on for engagement events that are within a 14-day period.</p> <p>Plan engagement events for no longer than 4 hours to remove the need for shift changes.</p> <p>All staff will be temperature checked before each shift</p>



## 6. Communication and training

Requirements	Actions
<p>You should provide training to workers on physical distancing expectations while working and socialising. This should include:</p> <ul style="list-style-type: none"> <li>- Informing workers to follow current public health directions when carpooling</li> </ul> <p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE</p> <p>You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately</p>	<p>Before each engagement event email or phone relevant staff to provide information covering topics including:</p> <ul style="list-style-type: none"> <li>• Reporting procedures</li> <li>• Use of PPE</li> <li>• Hand and personal hygiene</li> <li>• Social distancing</li> <li>• Cleaning and disinfecting</li> <li>• Disposing of masks and gloves</li> <li>• Safe travel to and from the event</li> </ul> <p>Email staff before each engagement event the staff information sheet (<i>see Attachment 3 COVID Staff Information Sheet</i>)</p> <p>Brief staff at the start of each engagement event to ensure they are across the COVID safety processes, checklists and reporting requirements</p> <p>Provide additional briefing at the start of each event for the COVID Safe Coordinator</p> <p>Send email updates to staff on regulation changes and how this might impact the business and running of engagement events</p> <p>Get staff to sign declaration before each engagement event re consent to temperature checking, downloading COVID safe app and receiving COVID information (<i>see Attachment 7 – Staff COVID Declaration</i>)</p>

## Roles & Responsibilities

All employees, contractors and subcontractors of ChatterBox Projects must comply with this Plan.

If you attend work on location with symptoms of COVID-19 such as fever, coughing or sneezing, you will be asked to go home.

## Attachments to accompany this plan



- 1) Engagement Event COVID Checklist
- 2) COVID Staff Information Sheet
- 3) ChatterBox Projects Business Contingency Plan
- 4) Engagement Event Sign-in Sheet
- 5) Staff COVID Declaration

## Review

Due to the frequently changing guidelines relating to COVID-19, this document may be updated as new legislation comes into effect. Where government guidelines and this policy do not align, follow whichever provides greater protection until this document is updated.

Changes will be communicated to all staff by email and phone.



# ENGAGEMENT EVENT COVID CHECKLIST

## To do

The following are key steps or tasks to ensure a COVID safe engagement event.

Steps/ Tasks	✓
<b>Prior to event</b>	
Phone staff working the engagement event prior to the event	
Provide staff with information sheet and declaration	
Check staff have signed declarations	
Obtain details and COVID Safe plan of client/ venue operator	
Visit and assess site and develop site plan to ensure social distancing and maximum ventilation	
<b>At the engagement event</b>	
Nominate a COVID Safe Coordinator	
Inform relevant staff who the COVID Safe Coordinator is	
Fill in start of consultation summary sheet	
Temperature check staff before event	
Check staff are wearing face masks	
Brief staff before start of event	
Brief COVID Safe Coordinator with additional briefing	
<b>Setting up the space</b>	
Set up space / room to ensure physical distancing	
Check for airflow and ventilation	
Confirm density quota for maximum number of participants	
Wipe down surfaces and equipment before event	





Set up flip lid bin for pens and clipboards	
Set up hand sanitiser	
Set up sign in area / sheets	
<b>Information</b>	
Put up relevant posters/ information – directional signage, physical distancing, hygiene, QR codes, sign in process, hand sanitising etc	
<b>During event</b>	
Regularly clean surfaces, stools	
Clean pens and clipboards before re-use	
<b>After event</b>	
Enter staff details into excel spreadsheet	
Enter participant details into excel spreadsheet	
Send regular email updates to staff with any regulation changes	



## Equipment

The following outlines equipment needed to run a COVID safe engagement event

Steps/ Tasks	✓
<b>General</b>	
COVID Safe Coordinator badge	
Updated consultation summary sheet	
Temperature gun	
Business contingency plan	
<b>Physical distancing</b>	
Barriers	
Tape for floor	
Directional signage	
Stools	
Brochure holders	
Electronic chatboard	
Tape measure	
<b>Information</b>	
Physical distancing posters	
Hand sanitising posters	
Hygiene posters – cough and sneeze into elbow and no shaking hands	
Signage to encourage people ‘to help themselves’	
Signage for QR codes – survey, chatboard, sign in sheets	



Sign in process information	
Staff information sheets	
<b>Hygiene and cleaning</b>	
Hand sanitiser	
Cleaning solution/ detergent	
Disinfectant wipes	
Flip lid bin for pens and clipboards	
Extra pens and clipboards	
Extra balls for voting pods	
<b>PPE</b>	
Face masks	
Disposable gloves	
<b>Contact tracing</b>	
Sign in sheets	
Staff declarations	



# COVID STAFF INFORMATION SHEET

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This sheet provides key information for ChatterBox Projects staff who have been rostered on to work an engagement event. For more information about COVID 19 or the latest regulations please visit [www.dhhs.vic.gov.au/coronavirus](https://www.dhhs.vic.gov.au/coronavirus).

In addition to this information sheet, you will receive an in-person briefing at the start of each engagement event on COVID safe measures and processes.

## Before your shift

Please contact Sam Walsh immediately if you:

- are experiencing any symptoms including fever, chills or sweats, cough, sore throat, shortness of breath, runny nose and and loss of sense of smell or taste;
- have recently tested positive for COVID-19 (your personal health information will be kept confidential);
- have recently come into contact with a known positive case of COVID 19; and / or
- have been required to self-isolate

Please do not come to your shift. Arrangements will be made for someone to work your shift so you can stay at home and follow regulations and health advice.

If you turn up to a shift with symptoms you will be asked to return home immediately and to seek medical advice and get tested.

Before starting your shift, you will be asked to read and sign a declaration to confirm that:

- you don't have symptoms;
- you haven't come in recent contact with a known positive case;
- you have not recently tested positive to COVID 19;
- you are not required to self-isolate; and
- you have downloaded the COVID Safe app.

Before each shift you will have your temperature taken and recorded. This information and your contact details will be kept securely and be confidential. These details will only be used for contact tracing purposes.

To your shift, please make sure you bring your own food and water/ drinks to minimise sharing.



In an effort to minimise car-pooling and using public transport please travel to your shift in your own car. If this is not possible please speak to Sam Walsh prior to your shift to assess and plan for any risks.

## During your shift

You will be required to wear a face mask during your shift. Face masks need to be disposed of or washed (in a hot wash cycle) at the end of every shift.

Each engagement event will be set up to ensure social distancing. Part of this will mean staff doing some engagement activities on behalf of participants like writing on chatboards. You will be fully briefed on these tasks prior to each engagement event.

At each engagement event a COVID Safe Coordinator will be nominated to oversee and manage COVID measures.

Disposable gloves will be provided for regular cleaning during each engagement event.

Equipment and high use surfaces will need to be wiped down before, during and at the end of each shift. Stools will need to be wiped down after each use.

Gloves will need to be disposed of after each clean.

You will be required to hand sanitise regularly during your shift including:

- after each interaction with a participant
- after cleaning; and
- after touching pens or high surface areas.

## Questions

If you have any questions please contact Sam Walsh. You will receive email updates if and when regulations change and there is a impact to the way we plan and run engagement events.



# COVID BUSINESS CONTINGENCY PLAN

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This plan outlines the steps to be taken in the event that a staff member or engagement participant tests positive for COVID 19.

## Positive case with a staff member

- All staff, as part of their regular communication and information sheet, will be instructed to inform the Director, Sam Walsh (SW), if they have symptoms, are getting tested or test positive to COVID 19.
- If a staff member presents with symptoms at an engagement event they will be instructed to go home immediately.
- All staff with symptoms will be encouraged to get tested. If they do not get tested they will not be rostered on for 14 days or until their symptoms clear.
- Upon notification of a positive test, SW will notify the Department of Health and Human Services (DHHS) to make contact and arrange transfer of contact tracing information.
- SW will then notify:
  - any staff who worked or came into contact with the positive case and to follow health advice from DHHS
  - the client of the engagement event/s, in order to pass on contact tracing information so they can notify any staff who worked with or came into contact with the positive case
  - the venue owners where the engagement event/s were held so deep cleaning can be arranged and so they can contact any staff who came in contact with the positive case
  - other relevant Chatterbox Projects (ChatterBox) staff
- If relevant, deep cleaning of ChatterBox Pop-up trailer/s and equipment will then be arranged by contacting a specialist cleaning company.
- Plans will then be put into place if further engagement events need to be cancelled, rescheduled or postponed depending on timing of deep cleaning and rostering of other available staff.



## Positive case with a participant/ client or venue operator staff member

- Information about a participant / client or venue operator staff member testing positive for COVID 19 is likely to be brought to the attention of ChatterBox via DHHS or that relevant client/ venue operator.
- Upon receiving this information SW will liaise with DHHS to share any relevant contact tracing information.
- SW will notify any staff that may have come in contact with the positive case and for them to follow DHHS advice.
- If relevant, deep cleaning of ChatterBox Pop-up trailer/s and equipment will then be arranged by contacting specialist cleaning company.
- Plans will then be put into place if further engagement events need to be cancelled, rescheduled or postponed depending on timing of deep cleaning and rostering of other available staff.



# ENGAGEMENT EVENT SIGN-IN SHEET

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This record is to be completed by engagement participants, staff of clients, venue operators and visitors to pop-up engagement events. These records will be stored confidentially and securely.

**Engagement Event:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

Name	Phone/ Mobile	Email





# COVID STAFF DECLARATION

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This record needs to be filled in before the start of each shift/ engagement event. These records will be stored confidentially and securely.

**Staff Member's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Engagement event details:** \_\_\_\_\_

Questions	No	Yes	If yes, please provide details
Have you been in contact with a confirmed COVID-19 patient in the last 14 days?			
Have you been to any locations as outlined on the VicHealth website where there has had a confirmed case?			
Are you subject to any mandatory self-isolation orders imposed by the health authorities?			
Do you have any of the following symptoms (Fever / High temp / Shortness of breath / Difficulty breathing / Cough / Sore throat / Fatigue / Tiredness)?			
Do you have the COVID Safe app downloaded on your phone?			
Have you received and read the COVID staff information sheet?			
Do you consent to be temperature checked and have your temperature recorded?			

**Note:** If you have any symptoms, have come in contact with a known positive COVID case or are required to self-isolate please inform Sam Walsh immediately and **DO NOT PROCEED** to work.

**Seek medical advice and if required complete a COVID test and self-isolate while you wait for your result.**

