

# COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

## Our COVID Safe Plan

Business name: Royal Botanic Gardens Victoria

Site location: 1000 Ballarto Rd Cranbourne

Contact person: Chris Russell

Contact person phone: +61 3 5990 2200

Date prepared: 7 August 2020. This update **5 January 2022**

\*Response to COVID-19 pandemic at RBGV is guided by the COVID-19 Pandemic Response Framework, underpinned by the COVID-19 Action Plan and High Risk Occurrence (HRO) as routinely reported to RBG Board Risk Committee

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</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.	<ul style="list-style-type: none"> <li>Hand sanitiser stations are established in key areas including entry to buildings, bathrooms, kitchen areas, entry gates and other tactile areas.</li> <li>Amenities are well stocked with soap and paper towels (or electric hand dryers).</li> <li>Instruction on how to wash and sanitise hands provided through posters and digital communications</li> <li>Hand sanitiser stations installed at entry to all public toilets.</li> <li>Hand sanitiser is available for staff, visitors and audiences to use at various locations throughout the Gardens Hand sanitiser is refilled regularly</li> </ul>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> <li>Air conditioning and/or open windows in use.</li> </ul>
In areas where it is required, ensure all staff wear a face mask and/or required PPE, unless a lawful exception applies. Ensure adequate face mask and PPE are available to staff that do not have their own.	<ul style="list-style-type: none"> <li>Staff must wear a mask in all indoor settings unless a lawful exception applies.</li> <li>It is highly recommended staff continue to wear a mask outdoors where physical distancing cannot be maintained</li> <li>Masks provided to all staff at workplace, including supply of cloth and disposable masks for use when required.</li> <li>Lawful exceptions identified and risk assessment undertaken to minimise exposure.</li> </ul>
Provide training to staff on the correct use and disposal of face masks and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).	<ul style="list-style-type: none"> <li>Training on correct use and disposal of face masks undertaken, as well as regular reinforcement of importance of maintaining good hygiene and physical distancing</li> <li>Importance of not attending workplace if unwell reinforced regularly through staff communications</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> <li>Surface cleaning of small number of workstations shared across shifts occurs routinely</li> <li>High touch communal items replaced with alternatives where possible</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
High touch surfaces are cleaned and disinfected regularly	<ul style="list-style-type: none"> <li>High touch surfaces being cleaned regularly, including kitchen areas, bathrooms, and office spaces.</li> <li>Sanitiser available in all work spaces</li> <li>Information provided to staff and visitors/ audiences about expectations on personal hygiene (hand washing, coughing into elbow, disposal of masks, etc)</li> </ul>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> <li>Adequate cleaning supplies in place for all organisation activities including events and tours, walks and talks.</li> <li>Stock levels actively managed.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing, limiting workplace attendance and event/activity management</b>	
<p>Workplaces are open to all fully vaccinated employees.</p> <p>No density limits in public spaces or workplaces. Masks required for everyone aged 8 and above in all indoor settings (unless an exception applies)</p>	<p>Phase D From 11.59pm Thursday 18 November 2021 (90% of 12+ fully vaccinated):</p> <ul style="list-style-type: none"> <li>Garden open to visitors (no catchment restriction)</li> <li>Visitor Centre, retail shop open.</li> <li>Restaurants, cafes and tenant operations operate to fully vaccinated (or under 12 years and 2 months or have a valid exemption) patrons with no density limits</li> <li>Programs running with no density limits. Staff and contractors leading tours and programs are fully vaccinated. Audiences 16+ years to programs must be fully vaccinated and show proof of vaccination</li> <li>All volunteer and Friends programs recommence for fully vaccinated volunteers with no density limits</li> <li>Staff, contractors and volunteers to have received at least one vaccination and be fully vaccinated by 26 November 2021 unless a medical exemption applies</li> <li>Field staff return to full capacity on site</li> <li>Office staff resume minimum three days per week on site as confirmed with line manager Well-being OHS checks routinely carried out for work from home employees.</li> </ul>
Establish a system to screen employees and visitors / audiences before accessing the workplace. Employers cannot require employees to work when unwell.	<ul style="list-style-type: none"> <li>Employees and visitors are regularly notified of the requirement to not attend workplace / venue if they have any symptoms, or if they have been tested and are awaiting results. Information for visitors also available on the website.</li> <li>Pre-event communication to visitors attending events and activities includes requirement for all audiences 16+ years to be fully vaccinated and request to not attend if they are unwell or have been instructed to isolate or quarantine. Details of refund policy included (ticketholders are refunded if unwell)</li> <li>Requirement to provide WorkSafe notification for any employees testing positive to COVID-19 understood and adhered to</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
	<ul style="list-style-type: none"> <li>On the receipt of advice from health authorities, or from an individual, regarding a visit to an RBG site when infectious for COVID-19, RBGV will seek and follow the advice of DHHS with regard to any actions to be taken, including employee testing, isolation and site cleaning.</li> </ul>
<b>Configure communal work areas and promote physical distancing recommendation. Also consider installing screens or barriers.</b>	<ul style="list-style-type: none"> <li>Minimum 1.5 m physical distancing recommendation promoted regularly to employees.</li> </ul>
<b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b>	<ul style="list-style-type: none"> <li>Physical distancing requirements are regularly communicated through staff communications (posters, digital and face-to-face)</li> </ul>
<b>Review delivery protocols to limit contact between delivery drivers and staff.</b>	<ul style="list-style-type: none"> <li>Signage displayed at entry points for delivery drivers providing designated contact points.</li> <li>Hand washing/sanitising after accepting deliveries, with minimal contact observed</li> </ul>
<b>Develop protocols for crowd management and physical distancing on RBGV events, workshops and activities such as tours, walks and talks</b>	<ul style="list-style-type: none"> <li>Signage and staggered entry and exit for maintaining social distancing in common areas e.g., food and beverage, bathrooms, merchandise sales, foyer etc are in place for events</li> <li>Workshops for students in line with COVIDSafe settings</li> <li>Designated gathering space for school bookings</li> <li>Learning Facilitators and students Year 3 - 6 to wear masks if in indoor settings.</li> <li>Ensure events are compliant with the current Government restrictions and COVIDSafe settings at the time</li> <li>Staff leading tours and programs are fully vaccinated. Audiences 16+ years must be fully vaccinated and show proof of vaccination.</li> </ul>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<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>	<ul style="list-style-type: none"> <li>Daily employee attendance recorded through QR code system</li> <li>Contractor attendance through QR code system</li> <li>Delivery driver attendance through QR code system</li> <li>Online ticketing system bookings and in person bookings at the Visitor Centre capture contact details including name and phone number and informs customers of the COVIDSafe expectations for the visit including requirement to confirm double vaccination status for 16+ years. Audiences recorded through QR code system</li> <li>Contact tracing measures in place for attendees of small events (QR code system) and zoning / cohorting for employees and patrons</li> <li>Attendee contact details retained for 28 days after the event, after which, information should be destroyed, unless there is another statutory requirement for retention</li> </ul>
<b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b>	<ul style="list-style-type: none"> <li>OHS incident reporting and register in place</li> </ul>

Guidance	Action to ensure COVIDSafe events and activities
<b>Oversight and administration of events</b>	
<b>Establish a process to manage specific COVIDSafe procedures on small events and programs</b>	<ul style="list-style-type: none"> <li>• <i>Public events planned with COVIDSafe Settings in place.</i></li> <li>• <i>Individual programs (delivered by RBGV or contractors) such as talks, tours, school workshops have dedicated COVIDSafe Plans</i></li> <li>• <i>Ensure that workers, including volunteers, vendors and contractors, understand and comply with COVIDSafe Settings</i></li> <li>• <i>All staff and contractors working on events are fully vaccinated</i></li> <li>• <i>Contingency planning documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons</i></li> </ul>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b>	<ul style="list-style-type: none"> <li>• <i>Business continuity planning captured in the RBGV Pandemic COVID-19 Action Plan 2020-2022, including leadership structure, decision making, business reporting and response to the COVID-19 pandemic.</i></li> </ul>
<b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b>	<ul style="list-style-type: none"> <li>• <i>Employee attendance records available via QR code check-in to assist contact tracing</i></li> <li>• <i>Pandemic response structure in place to coordinate response to DHHS in case of infection</i></li> <li>• <i>QR codes requesting visitor check in at each entry point</i></li> <li>• <i>Contact tracing measures in place for attendees of events (ticketing system or QR code system) and zoning / cohorting for employees and patrons as per the Public Events Framework</i></li> </ul>
<b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b>	<ul style="list-style-type: none"> <li>• <i>Cleaning requirements in place pending employee or visitor infection</i></li> <li>• <i>Pandemic response structure in place to coordinate response to DHHS in case of infection</i></li> </ul>
<b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b>	<ul style="list-style-type: none"> <li>• <i>If an employee is found to be COVID-19 positive, People and Culture will work with the employee to identify (if any) workplace contacts in line with the definitions provided by government</i></li> <li>• <i>Contacts will be called and advised that they should monitor for any symptoms and take a RAT every day for 5 days after notification.</i></li> <li>• <i>There are no ongoing quarantine requirements, and the contacts may work on site if required.</i></li> <li>• <i>However, if a RAT is positive or the contact develops symptoms, they must have a PCR test and isolate until they receive a negative result</i></li> <li>• <i>If a RAT is not available, the contact must monitor for symptoms, work from home if they can and take a PCR test if any symptoms emerge.</i></li> <li>• <i>Employees are notified of the requirement to not attend workplace if they have any symptoms, or if they have been tested and are awaiting results.</i></li> <li>• <i>Cleaning requirements in place pending employee infection</i></li> <li>• <i>Employees notified of the requirement to immediately alert line manager if symptoms develop whilst at work, and supported to go home immediately, or to isolate at work if returning home is not possible, and to arrange testing and self-isolation as soon as possible.</i></li> <li>• <i>Appropriate areas to isolate staff members identified</i></li> </ul>

Guidance	Action to prepare for your response
<p><b>Develop a process to manage a visitor or audience member who develops symptoms.</b></p>	<ul style="list-style-type: none"> <li>• <i>Arrangements made to send the person home in suitable and safe private transport so the risk of potential coronavirus (COVID-19) transmission is reduced.</i></li> <li>• <i>If the person cannot travel home identify an area where the person can remain in isolation until they are able to travel home</i></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>• <i>On the receipt of advice from health authorities, or from an individual, regarding a visit to an RBGV site when infectious for COVID-19, RBGV will seek and follow the advice of DHHS with regard to any actions to be taken, including employee testing, isolation and site cleaning.</i></li> <li>• <i>Workforce communication channels in place to notify employees of confirmed case</i></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>• <i>Requirement to provide WorkSafe notification for any employees testing positive to COVID-19 understood and adhered to</i></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>• <i>When an employee tests positive, they are required to isolate for a period of 7 days from the date they took the PCR test which resulted in a positive outcome and is then, subject to them feeling well, able to return to work without the requirement for further testing.</i></li> <li>• <i>Requirement to notify WorkSafe and DHHS of intention to reopen following infection understood</i></li> </ul>

Acknowledgement. I understand my responsibilities and have implemented this COVID Safe plan in the workplace.



Tim Entwisle, 5 January 2022