

Our COVID Safe Plan

Business name:	MELBOURNE HOSPITALITY PEOPLE – AMELLO PTY LTD REPUBLICA ST KILDA BEACH CAPTAIN BAXTER MR MCCRACKEN ENCORE
Site location:	1a-1d, 10- 18 JACKA BLVD ST KILDA 3182 1a LARKEN BLVD ESSENDON FIELDS 3041
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Date prepared:	01/08/20

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<p>The following supplies have been purchased and made accessible to staff and visitors to the workplace:</p> <ul style="list-style-type: none"> ▪ Hand sanitiser with 70% alcohol ▪ Hand wash (liquid) ▪ Paper towel ▪ Disinfectant surface spray (aerosol) ▪ Disinfectant cleaning spray ▪ Face masks (single use and reusable) ▪ Disinfectant wipes ▪ Alcohol wipes <p>Location of cleaning and sanitisation stations:</p> <ul style="list-style-type: none"> ▪ Entry to tenancy ▪ Kitchens ▪ Bathrooms ▪ Bars ▪ Staff rooms ▪ Offices ▪ Store areas ▪ Meeting rooms
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> ▪ Central heating and air conditioning system adjusted to maximise airflow and ventilation. ▪ Operable windows to be opened to maximise ventilation.
In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.	<ul style="list-style-type: none"> ▪ Single use and reusable face masks are available for staff or individuals entering the workplace without a mask. ▪ Signage posted around workplace and at entry stipulating all persons entering the premises are required to wear face masks in line with current Government recommendations. ▪ Ongoing education for staff on the best practices of mask wearing including email updates with links to DHHS and WHO instruction posters and videos.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<ul style="list-style-type: none"> ▪ Venue Managers and staff have completed; <ul style="list-style-type: none"> ○ Victorian Govt Infectious Disease Training or ○ MHP COVID Safe Plan Training ▪ Ongoing education for staff on the best practices of mask wearing including email updates with links to DHHS and WHO instruction posters and videos. ▪ Ongoing education for staff on the best practices of hygiene including links to DHHS and WHO websites, and display of posters in office. ▪ Ongoing education for staff on the best practices of physical distancing including links to DHHS and WHO websites, and display of posters in office highlighting number of persons per space limitations.
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> ▪ Shared high touch items such as staplers and stationery to be allocated to individuals. ▪ Where not possible (i.e. printer/scanner) assign dedicated cleaning station to location and instruct users to clean item before and after each use.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> ▪ Cleaning frequency increased and tasks extended to include high touch areas such as hand rails, door handles, shared surfaces and objects. ▪ Venue Manager/ COVID-19 Response Officer is responsible for monitoring cleaning and implementing additional cleaning and disinfection of shared surfaces a minimum of twice daily. ▪ Implementation of new employee cleaning responsibilities including requirement to clean personal work area upon arrival and departure, after eating or if used by others.
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>Dedicated cleaning and disinfectant supplies purchased for use by the employees including:</p> <ul style="list-style-type: none"> ▪ Paper towel. ▪ Disinfectant surface spray (aerosol) ▪ Disinfectant cleaning spray ▪ Disinfectant wipes ▪ Alcohol wipes ▪ Hand sanitiser with 70% alcohol ▪ Hand wash (liquid) <p>Dedicated cleaning supplies available for use by cleaning contractor including:</p> <ul style="list-style-type: none"> ▪ Paper towel ▪ Disinfectant surface spray (aerosol) ▪ Disinfectant cleaning spray ▪ Disinfectant wipes ▪ Alcohol wipes ▪ Hand sanitiser with 70% alcohol ▪ Detergents. ▪ Bleach ▪ Cleaning equipment (mop, broom, vacuum)

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	<ul style="list-style-type: none"> ▪ Commencing in March 2020, Amello Pty Ltd established a Remote Working strategy to support staff in working from home including provision of remote access, IT equipment and support, and general office equipment.
Establish a system that ensures staff members are not working across multiple settings/work sites.	<p>The roster will act as a Workplace Register to record the attendance of staff. A Single Workplace Policy has been introduced so that minimal staff are shared between sites. Mr McCracken Essendon and St Kilda Venues are considered different sites however venues within St Kilda Venues are considered one site - Republica, Encore and Captain Baxter.</p>
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<p>Please refer to our COVID-19 Policy and COVID-19 Contractors Policy</p> <p>Employees:</p> <ul style="list-style-type: none"> ▪ Employees have been instructed not to attend the workplace if unwell, isolating or if diagnosed with a confirmed case of COVID 19. ▪ Employees living in restricted or locked down areas have also been instructed not to attend work unless authorised. ▪ Employees are required to notify Management if any of the following apply: <ul style="list-style-type: none"> ▪ They have recently returned from a high-risk zone, or overseas travel. ▪ They have been notified of close contact to a confirmed case. ▪ They are exhibiting symptoms (however mild) ▪ They have been COVID-19 tested and are awaiting results. ▪ They have been instructed to isolate due to confirmed infection ▪ They have tested positive to COVID-19 <p>Visitors:</p> <p>Please refer to our COVID-19 CONTRACTORS POLICY</p> <p>Before providing access all visitors are required to confirm the following either verbally or in writing:</p> <ul style="list-style-type: none"> ▪ They have recently returned from a high-risk zone, or overseas travel. ▪ They have been notified of close contact to a confirmed case. ▪ They are exhibiting symptoms (however mild) ▪ They have been COVID-19 tested and are awaiting results. ▪ They have been instructed to isolate due to confirmed infection ▪ They will comply with our COVID-19 CONTRACTORS POLICY requirements. ▪ They will log their attendance in the Attendance Register.
Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.	<p>Actions taken:</p> <ul style="list-style-type: none"> ▪ Measure all spaces in the workplace premises in line with Government physical distancing requirements to identify total square metres per space, and calculate number of occupants under the 4 square meter rule. ▪ Review desk arrangement to ensure compliance with minimum physical distancing requirement of 1.5 metres. ▪ Remove additional furniture to eliminate ability for persons to exceed number of persons per space e.g. removal of dining tables and chairs. ▪ Addition of markers on floor to identify optimal locations to maintain distance. ▪ Installation of signage indicating number of persons permitted in space. ▪ Advise staff of changes to accessibility and movement.
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<p>Floor markings in shared zones including meeting zones.</p>
Modify the alignment of workstations so that employees do not face one another.	<p>Workstations are fixed to ground. Resolve by relocating staff in workplace to adhere to guidelines.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of employees waiting to enter and exit the workplace.	Rosters have been adjusted to ensure staggered start times and different working groups/teams. This will minimise the number of staff coming in contact with one another.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> ▪ Issue advice to staff via emails including links to demonstration videos and posters. ▪ Display posters throughout premises stating expectations and best practice. ▪ Online and face to face training provided to all staff.
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> ▪ Management reviewed delivery protocols in March 2020 and implemented the LHP COVID-19 CONTRACTOR POLICY. This includes a contactless delivery zone and protocols and management of visitors prior to arrival, on arrival and during visits.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	All staff work remotely under Stage 4 restrictions unless required to work from premises by approval of Management. Staff to request access 24 hours before to support management of physical distancing and permitted number of occupants
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule .	Signage visible within office and on display to the public in the following locations: Inside Venues Staff Rooms Work spaces Handwashing areas Toilets Loading dock Entrances

Guidance	Action to ensure effective record keeping
Record keeping	
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.	Workplace Attendance is logged through Deputy roster system. Health checks are logged through Formside. Visitors and guests are logged through Contact Tracing application via Formside.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	Documented in WHS Policy, COVID-19 Policy and COVID-19 Contractors Policy.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	Business Continuity Plan / COVID-19 Policy and Risk Assessment is regularly updated according to the Chief Medical Officers advice and recommendations.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	All information gathered to support DHHS contact tracing is available on request if required. Records of visits are held for 28 days post visit for each person.

Guidance	Action to prepare for your response
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p>MHP COVID -19 Safety Plan and Policy has been established to outline actions for scenarios including COVID-19 confirmed case. Purchase of cleaning and disinfection supplies for business in preparation for situation. Identification of cleaning services to undertake deep cleaning decontamination activities.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>Documented protocols for management of suspected or actual confirmed case can be found in the COVID-19 POLICY.</p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>Regular review of the accuracy of staff and contractors contact details. Encourage staff to track their close contacts outside of work.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>Actions documented in COVID-19 POLICY Angela Dawson Director will be responsible for notifying WorkSafe. Make close contact and Workplace Attendance records available.</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>Reopening strategy to be developed in line with DHHS scenario applicable to workplace type including review of cleaning, distancing and operational protocols.</p>

Signed: *Angela Dawson*

Name: Angela Dawson

Date: 01/08/20

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