

# COVIDSafe Plan

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

## Our COVIDSafe Plan

Business name: Mansfield Zoo  
Site location: 1064 Mansfield Woods Point Road, Mansfield, Vic 3722  
Contact person: Bronwen Wilson  
Contact person phone: 03 5777 3576  
Date prepared: 16 September 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<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.</b>	<i>Hand Sanitiser stations placed at entry and exit area and at toilet area. Soap and Paper towel available for public use at toilet facility. Staff area supplied with hand soap, paper towel and hand sanitiser.</i>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<i>Entry area and gift shop has been relocated to an open area on the veranda to provide air flow to visitors and staff.</i>
<b>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.</b>	<i>All staff have face masks or bandanas to wear when interacting with the public.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>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).</b></p>	<p><i>Staff are trained with the use of PPE and hygiene practices.</i></p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p><i>Paper towel is used in all facilities for hand drying. All stations have soap dispensers rather than soap blocks.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p><i>Toilet and handwashing stations are cleaned a minimum of twice daily – where the daily average visitation increases by a factor of 1.5, cleaning is increased to three times daily. Visitation of 2 x daily average increases cleaning to four times daily.</i></p>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p><i>Additional stocks are stored, with supplies boosted to ensure daily cleaning and hand sanitation needs are met.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can and/or must work from home, do work from home.</b></p>	<p><i>External staff numbers are limited – contract staff and part time staff are laid off until further notice.</i></p>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p><i>Staff are limited to a group of key members who work solely at this premises.</i></p>
<p><b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<p><i>Signage is placed at the entry asking staff and visitors to not enter the premises if they are unwell. External staff are laid off at this time to minimise risk.</i></p>
<p><b>Configure communal work areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>• there is no more than one worker per four square meters of enclosed workspace</li> <li>• workers are spaced at least 1.5m apart</li> <li>• there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p><b>Also consider installing screens or barriers.</b></p>	<p><i>All of our work spaces are outdoors, with entry being relocated to the verandah of the entry building, for the protection of staff and visitors.</i></p> <p><i>Entry staff are behind a barrier to enable distance from visitors.</i></p>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<p><i>Floor markings at the entry area are installed as guidelines to keep both staff and visitors physically distanced.</i></p>
<p><b>Modify the alignment of workstations so that workers do not face one another.</b></p>	<p><i>The entry area is the only workstation and is in an outdoor area to mitigate risk.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Minimise the build up of workers waiting to enter and exit the workplace.</b>	<i>With a small team of workers and numerous entry points to the entry building, entry and exit can be conducted within physical distancing guidelines.</i>
<b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b>	Staff are trained on physical distancing expectations, reminder signs are placed in various locations within work spaces.
<b>Review delivery protocols to limit contact between delivery drivers and staff.</b>	<i>Deliveries to premises are conducted outdoors.</i>
<b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b>	<i>Team is kept to minimum numbers to facilitate temporal spacing as well as physical distancing.</i>
<b>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 <a href="#">‘four square metre’ rule</a>.</b>	<i>Signage referencing maximum numbers for each space are placed in each animal safety barrier, as well as entry, toilet and picnic areas.</i>

Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	
<b>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b>	<i>All visitors are required to sign in prior to entry. Staff numbers are limited to those living on premises. Delivery drivers are required to sign in if entering the property</i>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Staff are trained on the use of OHS sheets</i></p>

Guidance	Action to prepare for your response
<p><b>Preparing your response to a suspected or confirmed COVID-19 case</b></p>	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>Business plan accommodates potential of closure of business in the event of an outbreak, including the need for deep cleaning if required.</i></p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p><i>All visitors and delivery drivers are required to sign in on arrival. Dated records will be made available if required.</i></p>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<p><i>Parts of the workplace have been closed to visitors to better manage flow of people and minimise risk to staff and visitors.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<p><i>Plans are in place for managing suspected or confirmed case in staff.</i></p>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p>Plans are in place to notify workers, site visitors and close contacts.</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>Notice will be provided to WorkSafe in the event of a confirmed Covid 19 case at the workplace.</p>

Guidance	Action to prepare for your response
<p><b>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</b></p>	<p><i>Plans are in place to reopen the workplace once agreed by DHHS, should it be necessary to have closed due to a confirmed Covid 19 case.</i></p>

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

Signed 

Name Bronwen Wilson

Date 16 September 2020