COVIDSafe Plan

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| **Business Name:** | Brimbank City Council |
| **Site Location:** | Sunshine Art Spaces Gallery & Studios  2 City Place, Sunshine 3020 |
| **Scope:** | This COVIDSafe Plan covers all persons working and visiting the Sunshine Art Spaces Gallery and studios.  Creative partners who use Sunshine Art Spaces Gallery and studios are expected to comply with the requirements of this plan and develop their own COVID Safe Plan for activities/groups under their management and control |
| **Responsible Persons:** | Christine McAllister, Manager Community Learning & Participation  Michael Shiell, Coordinator Arts & Culture Unit  Lisa Horsburgh, Arts Spaces Officer |

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# About this template

* This COVIDSafe Plan template has been developed for businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.
* To comply with public health directions.
* All Victorian businesses with on-site operations must complete and document a COVIDSafe Plan.
* COVIDSafe Plans should be developed in consultation with workers and relevant Health and Safety Representatives (HSRs).
* In addition to completing a COVIDSafe Plan, you must meet your obligations under the Occupational Health and Safety Act 2004.
* You must modify your COVIDSafe Plan if you are directed to do so by an Authorised Officer or   
  WorkSafe Inspector.

In addition to the general restrictions for all businesses, some industries are subject to additional obligations due to a higher transmission risk. For more information see:   
coronavirus.vic.gov.au/additional-industry-obligations.

## Understand your responsibilities

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| --- | --- |
| Circle with Exclamation Mark Icon | This symbol indicates mandatory public health requirements. Your COVIDSafe Plan must detail how you will meet these requirements. |

* All other guidance is strongly recommended to keep workplaces COVIDSafe.
* Some requirements and recommendations may not apply to your business and should be marked N/A (not applicable).
* Businesses with multiple worksites must complete a plan for each worksite.

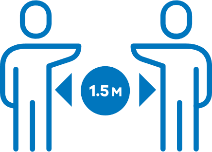
## When to review your COVIDSafe Plan

You should review your plan regularly, especially when restrictions change. You do not have to submit your plan to the Victorian Government. You must modify your plan if directed to do so by an Authorised Officer or WorkSafe Inspector. Compliance with COVIDSafe Plans is monitored by virtual and physical inspections.

## Share your COVIDSafe Plan with employees

Employees must comply with the COVIDSafe Plan. Where possible, discuss the plan with employees before it is finalised. Employers should share the completed plan with employees and occupational health and safety representatives.

For further guidance on preparing your COVIDSafe Plan or any other questions, visit coronavirus.vic.gov.au or call the Business Victoria Hotline on 13 22 15.

Physical distancing 

|  | RECOMMENDATIONS & REQUIREMENTS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| --- | --- | --- | --- |
| Circle with Exclamation Mark Icon | You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?   * [Density quotients](https://www.coronavirus.vic.gov.au/four-and-two-square-metre-rules) can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue. * You must [display signage](https://www.coronavirus.vic.gov.au/signs-posters-and-templates) showing the maximum number of people allowed in the space. * Shared work areas are only accessible to workers and should only include workers in the density limit. * Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis.   For more information about restrictions for your workplace, density quotients and signage visit: [coronavirus.vic.gov.au/business](https://www.coronavirus.vic.gov.au/business-and-work) | **Sunshine Art Spaces Gallery, Studios & Communal/Shared Spaces**   * Attendance at the site is subject to the implementation of physical distancing requirements as directed by the Chief Health Officer (1 person per 4m2/1.5m separation) * Physical distancing signs displayed * Occupancy of kitchens reduced to 2 persons (signage displayed) and in line physical distancing requirements as directed by the Chief Health Officer (1 person per 4m2/1.5m separation)) * Remove excess furniture and or mark not for use * Employees are responsible for complying with physical distancing requirements and cooperating with Management in this regard.   **Creative Partners**   * Creative partners are expected to and are responsible for implementing density quotas in areas under their management control. * Creative partners are expected to adhere to the density quota requirements (1 person per 4m2/1.5m separation) when accessing all spaces. * Creative partners are expected to ensure their visitors (and other persons entering the venue) are informed about physical distancing requirements | BCC Staff  Creative Partners |
|  | You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this? | * Staff visitation to this site is limited and to be co-ordinated with the Visual and Public Art Senior officer * BCC staff are responsible for ensuring compliance with density quotas when attending the site   **Creative Partners**   * Creative partners are expected to and are responsible for reducing the number of members of the public in accordance with current directions in areas under their management control. | BCC Staff  Creative Partners |
|  | Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace. How will you do this? | * General signage shall be displayed around the facility to reinforce physical distancing requirements. * Employees are responsible for complying with physical distancing requirements   **Creative Partners**   * Creative partners are expected to and are responsible for establishing physical distancing requirements in areas under their management control. * Creative partners are expected to adhere to the physical distancing requirements when accessing communal/shared spaces. | BCC Staff  Creative Partners |
|  | You should give training to workers on physical distancing while working and socialising. How will you do this? | * Information on physical distancing has been broadly communicated in the Staff Update email, CEO email, posters displayed around the workplace and on digital noticeboard, TV/radio campaigns and via staff/team meetings * Department meetings (or other forms of communication) shall be used to continually inform and reinforce the requirement for physical distancing in the workplace. * Information on physical distancing has been communicated in email, posters displayed at the venue.   **Creative Partners**   * Creative partners are expected to and are responsible for providing relevant training to their members * All creative partners will be required to complete the Brimbank Art Spaces Studio Conditions of Use during COVID form | BCC Staff  Creative Partners |

Face masks 

|  | REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| --- | --- | --- | --- |
| Circle with Exclamation Mark Icon | You must ensure all workers adhere to current face mask requirements. How will you do this?  For more information visit: [coronavirus.vic.gov.au/face-masks](https://www.coronavirus.vic.gov.au/face-masks) | * From 11.59pm on Friday 29 October 2021, all persons (employees, creative partners and visitors) must wear a face mask in indoors. (unless an exemption applies) * The face covering must be of a type approved by the Chief Health Officer (as shown in diagram below).      * + For further information on face masks refer to the DHHS document [“Face Masks: What you can and can’t wear in public”](https://www.coronavirus.vic.gov.au/sites/default/files/2021-05/Face-masks-what-you-can-and-cannot-wear.docx)   + Employees with a lawful reason for not wearing a fitted face mask will be subject to Council’s PPE exemption policy/procedure. * As needed, persons will be permitted short breaks from wearing their face mask. Breaks must be taken away from other people, preferably in an outdoor space e.g. courtyard outside the building. * Facemasks must not be removed in an open plan office for the purpose of eating. Face masks can be removed for drinking but must be placed back on between sips. * Persons are expected to provide their own face mask, unless there is an industry specific requirement stipulating the type of face covering to be worn (in this case the face covering will be supplied by Council). * General signage shall be displayed around the workplace to reinforce face mask requirements and messaging displayed on digital noticeboards.   **Creative Partners**   * Creative partners are expected to and are responsible for ensuring their visitors and other relevant persons are wearing a fitted face mask in accordance with the Chief Health Officers directive (unless a lawful exemption exists). | BCC Staff  Creative Partners |
|  | You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this? | * Information on face masks has communicated in email and posters displayed at the venue   + For further information on face masks refer to the DHHS document [“Face Masks: What you can and can’t wear in public”](https://www.coronavirus.vic.gov.au/sites/default/files/2021-05/Face-masks-what-you-can-and-cannot-wear.docx)   **Creative Partners**   * Creative partners are expected to and are responsible for providing relevant training to their members * All creative partners will be required to complete the Brimbank Art Spaces Studio Conditions of Use during COVID form | BCC Staff  Creative Partners |
|  | If your industry is subject to additional industry obligations, you may also be required to:   * adhere to extra face mask requirements * appoint Covid Marshals * conduct surveillance testing for COVID-19.   How will you do this?  For more information visit [coronavirus.vic.gov.au/additional-industry-obligations](https://www.coronavirus.vic.gov.au/additional-industry-obligations) | * Monitor CHO directions for changes and communicate changes to Creative Partners if required | BCC Staff |

Hygiene 

|  | REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| --- | --- | --- | --- |
| Circle with Exclamation Mark Icon | You **must** clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this?  For more information visit: [coronavirus.vic.gov.au/cleaning](https://www.coronavirus.vic.gov.au/preventing-infection-workplace) | Cleaning chemicals/equipment:   * Only disinfectants which have antiviral properties (meaning it can kill viruses) will be used. Examples of disinfectants with antiviral properties include:   + Chlorine-based (bleach) disinfectants; and   + Common household disinfectants or alcohol solutions with at least 70% alcohol (for example, methylated spirits). * All chemicals will be used in accordance with the manufacturer’s instructions. * Supplies of disinfectant spray/wipes will be provided at or near each kitchen, photocopier and at central location/s within the office area. Supplies will be monitored by Hallkeeping and top-ups can be requested by lodging a Confirm request * Additional information on cleaning and disinfection can be found on the DHHS website –   <https://www.coronavirus.vic.gov.au/preventing-infection-workplace#cleaning-and-disinfection>  **Creative Partners**   * Creative Partners are responsible for supplementary cleaning and disinfection of high touch surfaces using the cleaning chemicals provided in their work area and communal areas twice daily:   High touch communal items:   * High touch communal items/surfaces to be removed as far as possible:   + Internal doors will be propped open where possible   + It is recommended that all artists provide their own coffee mug, cutlery and crockery. Artists are responsible for washing and drying all used mugs/crockery/cutlery immediately. * Creative partners are expected to and are responsible for identifying, implementing and maintaining cleaning and disinfection requirements in areas under their management control and in communal areas. * Creative partners to contact the art spaces officer when chemical supplies are low to request refills | Ops Team  Creative Partners |
|  | You should display a cleaning log in shared spaces. How will you do this? | * The cleaners shall maintain (and produce upon request) a record of cleaning in areas that are considered communal and high touch e.g. all kitchens, restrooms and lifts etc. | Ops Staff |
|  | You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this? | * Hand sanitiser of at least 70% alcohol content will be provided at the entrance to the building and in the gallery. * Supplies of hand sanitiser to be topped up when required * Information on personal hygiene (hand washing and sanitising) has been communicated in the Staff Update email, CEO email, posters displayed around the workplace and on digital communication screens, TV/radio campaigns and via staff/team meetings   **Creative Partners**   * Creative partners are expected to and are responsible for identifying, implementing and maintaining hygiene requirements in areas under their management control. * All toilets and kitchens are to be supplied with liquid hand soap and paper towel * Supplies of hand sanitiser are to be monitored. Additional supplies or more frequent top ups are to be communicated to the Art Spaces Officer. * Information on personal hygiene (hand washing and sanitising) has been communicated in email and posters displayed around the site | BCC Staff  Creative Partners |

Record keeping Icon of a clipboard with ticked list items


|  | REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| --- | --- | --- | --- |
| Circle with Exclamation Mark Icon | Every Victorian business (with some limited exceptions) **must** use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?  For more information visit: [coronavirus.vic.gov.au/about-victorian-government-qr-code-service](https://www.coronavirus.vic.gov.au/about-free-service-victoria-qr-code-app) | * QR Code system (Vic Services) implemented to record site attendance:   + All persons attending the venue (regardless of duration on site), must complete the QR Code sign in process.   + All persons attending the venue (regardless of duration on site), must show proof vaccination status before entering   + Where the QR code check in process is unavailable (e.g. system failure) a paper-based back up system will be available   [20/358059 - COVID-19 - Form - Workplace Attendance Register](trim://20%2f358059?db=TR&view)   * All employees are responsible for complying with QR code check-in requirements including proof of vaccination requirements and cooperating with Management in this regard.   **Creative Partners**   * Creative partners are expected to ensure all persons attending the site, register via the QR Code or have a written record of this. * Creative partners are expected to ensure all persons attending the site are vaccinated and they have sited the persons attending vaccination status. | BCC Staff  Creative Partners |
|  | Some venues must have a COVID-19 Check-in Marshal at all public entrances whenever the facility operates. How will you do this?  For more information visit: [coronavirus.vic.gov.au/covid-check-in-marshals](https://www.coronavirus.vic.gov.au/covid-check-in-marshals) | * COVID Check-In Marshall shall be available at all public entrances when the building is open by Brimbank City Council staff.   **Creative Partners**   * Creative partners are expected to ensure all persons attending their site, register via the QR Code | BCC Staff  Creative Partners |
|  | You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this?  For more information visit: [coronavirus.vic.gov.au/vaccine](https://www.coronavirus.vic.gov.au/vaccine) | * Information on symptoms/getting tested has been communicated in the Staff Update email, CEO email, posters displayed around the workplace and on digital communication screens, TV/radio campaigns and via staff/team meetings * Employees are responsible for monitoring their own health and complying with public health orders for testing, isolation/quarantine. Employees must inform their Manager of any situation where they are COVID positive, awaiting test results, attended an exposure site, or any other type of exposure that may pose a risk to the workplace.   **Creative Partners**   * Creative partners are expected to ensure all persons attending the site, understand the requirement to monitor for symptoms, stay home if unwell and get tested and isolate in accordance with public health requirements | BCC Staff  Creative Partners |
|  | It’s strongly recommended that you develop a business contingency plan to manage any outbreaks. How will you do this?  This includes having a plan:   * to respond to a worker being notified they are a positive case or a close contact while at work * to clean the worksite (or part) in the event of a positive case * to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts * to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace * if you have been instructed to close by the Department of Health * to re-open your workplace when cleared by the Department of Health and notify workers to return to work.   For additional resources: [business.vic.gov.au/emergency-planning](https://business.vic.gov.au/business-information/tourism-industry-resources/tourism-crisis-management-guide/plan/emergency-planning) | * A flow chart (refer to Figure 1), summarising the different types of COVID exposures BCC employees might experience has been documented. The flow chart provides a brief summary of employee and employer responsibilities:   + [21/446122 - COVID-19 - Procedure - Managing Employee COVID Exposures](trim://21%2f446122?db=TR&view)   + Anyone who has been exposed to COVID is encouraged to complete the [DHS online self-assessment form](https://www.coronavirus.vic.gov.au/what-to-do-if-you-have-been-exposed-to-covid-19). The form will provide guidance on what the person needs to do and submission of the form will trigger contact by DHS * A flow chart, summarising the management of confirmed and suspect COVID cases in the workplace has been documented. The flow chart provides a summary of the response protocols:   + [20/293827 - COVID-19 - Procedure - Confirmed or Suspect Case - Governing Procedure Workflow](trim://20%2f293827?db=TR&view) * A documented procedure for the management of confirmed/suspect cases in the workplace has been developed.   + [20/293822 - COVID-19 - Procedure - Confirmed or Suspect Case - Governing Procedure](trim://20%2f293822?db=TR&view)   + Mangers: [20/150779 - COVID-19 - Procedure - Confirmed or Suspect Case - Procedure for Managers](trim://20%2f150779?db=TR&view)   + Tenants: [20/515788 - COVID-19 - Procedure - Confirmed or Suspect Case - Procedure for Tenant Partners](trim://20%2f515788?db=TR&view)   + Councillors: [20/618429 - COVID-19 - Procedure - Confirmed or Suspect Case - Procedure for Councillors](trim://20%2f618429?db=TR&view) * The DHS website provides information for workplaces that have been deemed Tier 1 or 2 exposure sites and/or have a confirmed case in the workplace (Note: this information is reflected in the procedures listed above)   + Exposure sites: <https://www.coronavirus.vic.gov.au/case-alerts-public-exposure-sites#my-business-is-a-tier-1-exposure-site>   + Confirmed case in the workplace: <https://www.coronavirus.vic.gov.au/confirmed-case-workplace>   + Confirmed case in the workplace information pack: <https://www.coronavirus.vic.gov.au/sites/default/files/2021-09/Confirmed-case-in-workplace-information-pack.zip>     - The information pack contains :       * Employer notification form (complete immediately) – note WorkSafe notification will also be required       * Checklist (complete within 48hrs)       * Close contact spreadsheet (complete within 48hrs)       * Employer notification form (complete immediately)       * Workplace risk assessment (complete within 48hrs) * The following information sheets are also good sources of information for the management of cases within the workplace (copies also available from the DHS website)   + [20/624204 - COVID-19 - Procedure - Confirmed or Suspect Case - DHHS - What to do if you have been in close contact with someone who has corona virus](trim://20%2f624204?db=TR&view)   + [20/623573 - COVID-19 - Procedure - Confirmed or Suspect Case - DHHS - What to do if you've tested positive for coronavirus](trim://20%2f623573?db=TR&view)   + [20/622300 - COVID-19 - Procedure - Confirmed or Suspect Case - DHHS - Workplace guidance for managing suspected and confirmed cases](trim://20%2f622300?db=TR&view) * The following information is BCC supporting documentation:   + [20/285776 - COVID-19 - Procedure - Confirmed or Suspect Case - Elumina Reporting](trim://20%2f285776?db=TR&view)   + [20/327436 - COVID-19 - Procedure - confirmed or Suspect Case - Guidance Note - Case Definitions](trim://20%2f327436?db=TR&view)   + [20/327842 - COVID-19 - Procedure - Confirmed or Suspect Case - Guidance Note - What to expect if a case of COVID-19 is confirmed in the Workplace](trim://20%2f327842?db=TR&view)   + [20/285907 - COVID-19 - Procedure - Confirmed or Suspect Case - Risk Management Review](trim://20%2f285907?db=TR&view)   + [20/306205 - COVID-19 - Procedure - Confirmed or Suspect Case - Confirm Request for Office Cleaning](trim://20%2f306205?db=TR&view)   + [20/624298 - COVID-19 - Procedure - Confirmed or Suspect Case - Standard Communication Messages - Confirmed Case Management](trim://20%2f624298?db=TR&view)   + [20/624300 - COVID-19 - Procedure - Confirmed or Suspect Case - Standard Communication Messages - General Notifications](trim://20%2f624300?db=TR&view)   **Creative Partners**   * Creative partners are expected to work with Brimbank City Council on the management of any confirmed or suspected case of COVID at the venue, this includes but is not limited to the provision of information required for completing risk assessments and contact tracing. * Creative partners must comply with the requirements of:   + [20/515788 - COVID-19 - Procedure - Confirmed or Suspect Case - Procedure for Tenant Partners](trim://20%2f515788?db=TR&view) | BCC Staff  Creative Partners |

**Figure 1 – COVID exposure types**



Enclosed spaces and ventilation 

| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| --- | --- | --- |
| You should reduce the time workers spend in enclosed spaces. How will you do this? | * Staff visitation to this site is limited and to be co-ordinated with the Visual and public art senior officer * Air-conditioning system available for use * Where possible, internals doors can be propped open to assist with airflow * Employees must take their meal/rest breaks outdoors (eating at desks not permitted). We encourage the use of the back courtyard   **Creative Partners**   * Creative partners are expected to manage enclosed space requirements in areas under their management and control * Where possible, internals doors can be propped open to assist with airflow. Note: external doors will remain closed to prevent unauthorised building access). | BCC Staff  Creative Partners |
| If your industry is subject to additional industry obligations, you may also be required to:   * ask workers to declare in writing before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to quarantine or isolate. * conduct surveillance testing.   How will you do this?  For more information visit: [coronavirus.vic.gov.au/additional-industry-obligations](https://www.coronavirus.vic.gov.au/additional-industry-obligations) | * Monitor CHO directions for changes and communicate changes to Creative Partners | BCC staff |

Workforce bubbles 

| REQUIREMENT AND RECOMMENDATIONS | DESCRIBE WHAT YOU WILL DO | WHO IS RESPONSIBLE |
| --- | --- | --- |
| You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this? | * All employees are required to work from home where the nature of work permits.   + Only persons performing [authorised work](https://www.coronavirus.vic.gov.au/authorised-provider-and-authorised-worker-list) on behalf of an [authorised provider](https://www.coronavirus.vic.gov.au/authorised-provider-and-authorised-worker-list), or who’s personal circumstances make it unsuitable to work from home, shall be allocated to the workplace bubble.   + Department Managers that require their staff to attend the site for the purpose of authorised work must issue a valid [worker permit](https://www.coronavirus.vic.gov.au/authorised-provider-and-authorised-worker-permit) to their employees.     - Employees working in a vaccine mandated industry (Residential Aged Care, Construction, Healthcare, Education etc) or are an authorised worker, must satisfy the relevant vaccination requirements in order for a permit to be issued. * All persons must restrict movement between worksites. * Cleaning services:   + Cleaning contractors are to assign the same person/s to attend the site and they must restrict movement between sites. * Maintenance contractors:   + Non-essential works shall only be conducted outside of normal business hours.   + Emergency works can be conducted during normal business hours, however consideration needs to be given to “closing” the floor and/or entire workplace as appropriate.   **Creative Partners**   * Creative partners are expected to work with Brimbank City Council to establish and manage the workplace bubble | BCC Staff  Ops Centre  Creative Partners |
| If your industry is subject to additional industry obligations, you may also be required to:   * limit or stop workers working across multiple sites where practical * keep records of workers who are working for different employers across multiple premises.   How will you do this?  For more information visit: [coronavirus.vic.gov.au/additional-industry-obligations](https://www.coronavirus.vic.gov.au/additional-industry-obligations) | * Monitor CHO directions for changes and communicate changes to Creative Partners | BCC Staff |

Document History

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| --- | --- | --- |
| **Date** | **Summary of Actions** | **Consultation** |
| 5/6/2020 | COVID Safety Plan drafted (Word Doc) –  Record Number: 20/255493 |  |
| 5/8/2020 | COVID Safe Plan rewritten into the template available on the business Victoria website  Record Number: 20/363458 | Special meeting held with HSRs on 27/5/2020 (meeting minutes 20/240502) to discuss COVID Safety Plan. All feedback received was considered and incorporated where possible |
| 28/10/2020 | Converted the COVID Safe Plan on to the updated template (COVID Safe Plan – Accessible Version) released by Business Victoria. Formatted the template to make it easier to work with.  Reviewed content of previous plan and updated content to align with Chief Health Officer Workplace Direction No 8 |  |
| 17/11/2020 | Draft plan updated as additional information is obtained  Implementation checklist developed ([20/540543](trim://20%2f540543?db=TR&view)) | Emailed to all HSRs on 18/11/2020 |
| 23/11/2020 | Feedback from HSRs reviewed and incorporated into the COVID Safety Plan. |  |
| 10/12/2020 | Updated wording to reflect Manager responsibility to stagger start/end times, aligning mask wearing requirements with latest restrictions, implementation of QR Code system |  |
| 17/12/2020 | Updated COVID Safety Plan contact persons |  |
| 23/12/2020 | Amended scope and record keeping requirements to include references to Councillors |  |
| 31/12/2020 | Updated to align face mask requirements with updated CHO direction effective from 5pm on 31/12/2020 | Change in face mask requirements outlined in staff update email and email sent to BLT |
| 14/1/2021 | Updated face mask requirements to align with direction effective from 11.59pm on Sunday 17 January 2021 | Change in face mask requirements outlined in staff update email and email sent to BLT |
| 19/1/2021 | Updated position title for Acting Director Community Wellbeing |  |
| 21/1/2021 | Added information about the wearing of face coverings when driving for work purposes (aligned with DHHS advice) and hygiene requirements when using car pool vehicles. |  |
| 22/1/2021 | COVID Safety Plan reviewed in preparation for 50% workplace bubble introduction on 1/2/2021 |  |
| 4/2/2021 | Updated mask requirements to align with restrictions implemented 1.59pm on 3/2/2021. Masks are now mandatory in all public indoor spaces (offices) | Email communication sent to all staff |
| 15/2/2021 | Updated to reflect circuit breaker restrictions which became effective 11.59pm on 12/2/2021. Main changes relate to all persons working from home and change in density quota to 1 person per 4m2. |  |
| 17/2/2021 | Removed modifications relating to the circuit breaker restrictions which end at 11.59pm on 17/2/21 | Discussed at BLT meeting (17/2/21) and BLT members to communicate changes to their teams |
| 18/2/2021 | Prepared draft in preparation of increase to 75% workplace capacity |  |
| 2/3/2021 | COVID Safety Plan updated for the increase to 75% workplace capacity |  |
| 10/3/2021 | Provided clarity around the cleaning of fleet vehicles, attendance of clients/visitors to the workplace, workforce bubble and social club functions |  |
| 19/3/2021 | Reworded (for clarification), information relating to the workplace bubble and training |  |
| 24/3/2021 | Updated to reflect 100% workforce return. Level 6 lunch room and balcony to reopen |  |
| 15/4/2021 | Updated to reflect restrictions changes that were implemented oat 11.59pnm on 9 April 2021. Changes relate to density quotient |  |
| 3/5/2021 | Updated QR Code information to reflect opening of door between library/ground floor |  |
| 7/5/2021 | Added the open space outside the Council Chamber as a public meeting space with 36 people maximum |  |
| 10/5/2021 | Updated plan to align with the new COVID Safe Plan template | Article on updated plan in the Staff Update email |
| 25/5/2021 | Updated plan to align with mask wearing restrictions implemented on 25/5/2021 at 6pm | Email sent to all staff on 25/5/2021 regarding restriction changes |
| 27/5/2021 | Updated plan to reflect restrictions commencing at 11.59pm 27/5/2021.  [21/247397 - Restrictions - 7 Day Circuit Breaker - 2021-05-27](trim://21%2f247397?db=TR&view) |  |
| 3/6/2021 | Updated QR code requirements to reflect the requirement that all persons regardless of duration on site must sign-in using the QR Code. Also added that the COVID Safety Officer will sign in people on a device if they are unable to do so.  [21/272012 - COVID-19 - Restrictions - 2021-06-03](trim://21%2f272012?db=TR&view) |  |
| 9/6/2021 | Updated plan to reflect workplace bubble of 25% and changes to mask wearing requirements  [21/272019 - COVID-19 - Restrictions - 2021-06-10](trim://21%2f272019?db=TR&view) |  |
| 10/6/2021 | Updated plan to reflect a minor change in restrictions which requires facemasks to continue to be worn in outside settings |  |
| 15/6/2021 | Update face mask section to reflect enclosed office exemption and include link to DHH document [“Face Masks: What you can and can’t wear in public”](file:///C:\Users\Emmat\Downloads\o%09For%20further%20information%20on%20face%20masks%20refer%20to%20the%20DHHS%20document%20) |  |
| 17/6/2021 | Updated mask requirements to align with change of restrictions (masks not required outdoors). Updated workplace bubble to 50%  [21/283144 - COVID-19 - Restrictions - 20210617](trim://21%2f283144?db=TR&view) |  |
| 24/6/2021 | Updated workplace bubble to 75% and reviewed the plan to align with new restrictions effective from 11.59pm 24/6/2021  [21/296115 - COVID-19 - Restrictions - 2021-06-24](trim://21%2f296115?db=TR&view) |  |
| 2/7/2021 | Updated density quotas for meeting rooms |  |
| 9/7/2021 | Updated to reflect new restrictions effective from 11.59pm on 8/7/2021. Changes relate to wearing masks only in customer facing roles and change in density quotient. New restrictions have also introduced the concept of a COVID Check-In Marshall (which is the equivalent of Brimbank’s COVID Safety Officer). All terminology in the COVID Safety Plan has been updated to refer to COVID Check-In Marshall  [21/324487 - COVID-19 - Restrictions - 2021-07-08](trim://21%2f324487?db=TR&view) |  |
| 16/7/2021 | Updated to reflect the 5 day lockdown restrictions that are effective from 11.59pm on Thursday 16 July 2021.  [21/336120 - COVID-19 - Restrictions - 20210715](trim://21%2f336120?db=TR&view)  Updated the CEO details |  |
| 27/7/2021 | Updated to reflect the easing of restrictions that are effective from 11.59pm on Wednesday 27 July 2021  [21/355366 - COVID-19 - Restrictions - 20210727](trim://21%2f355366?db=TR&view) | COVID Safe Plan available via the intranet.  BLT to brief their teams on restriction changes and COVID Safe Plan |
| 4/8/2021 | Updated requirements around the use of meeting rooms |  |
| 6/8/2021 | Updated to reflect the 7 day lockdown restrictions that are effective from 8.00pm on Thursday 5 August 2021  [21/375537 - COVID-19 - Restrictions - 20210805](trim://21%2f375537?db=TR&view) |  |
| 16/8/2021 | Updated to reflect change in restrictions effective from 11.59pm 16 August 2021  [21/394901 - COVID-19 - Restrictions - 20210816](trim://21%2f394901?db=TR&view)  Main change relates to the introduction of work permits for authorised work | COVID Safe Plan available via the intranet.  BLT to brief their teams on restriction changes and COVID Safe Plan |
| 23/8/2021 | Changes in restrictions effective from 1.00pm 21 August 2021  [21/406730 - COVID-19 - Restrictions - 20210821](trim://21%2f406730?db=TR&view) |  |
| 16/9/2021 | Updated the section “keep records and act quickly if workers become unwell” to include a diagram which summarises the different exposure types and the responsibilities of the employee/employer for each exposure.  Chanes in restrictions effective from 11.59pm on Friday 17/9/2021 do not impact the workplace, therefor no changes to the COVID Safe Plan |  |
| 7/10/2021 | Adopted new COVIDSafe Plan template and updated content, especially in relation to permitted workers and vaccination requirements for mandated industries | BLT presentation scheduled for 11/10/21. BLT to communicate to respective areas |
| 11/10/2021 | Updated employee exposure flow chart to reflect changes to testing/isolation and release from quarantine requirements | BLT presentation scheduled for 11/10/21. BLT to communicate to respective areas |