

COVIDSafe Plan

Gourmet Pawprints COVIDSafe Plan

Business name: Gourmet Pawprints
 Site location: Storage Yard – 145 Hall Street, Spotswood. Victoria
 GP HQ – Home Road, Newport. Victoria

Bella – The Bus

Venues – according to itinerary and tour type – GP will get their Covid Safe Plan prior to visiting

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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering GP HQ, storage yard and Bella and ensure adequate supplies of hand soap and paper towels are available for team and guests.</p>	<p><i>Team:</i></p> <ul style="list-style-type: none"> – Hand sanitiser and hand soap available at storage yard and GP HQ – Disposable gloves are optional however they do not replace using hand sanitiser and soap – Hygiene tub on Bella with disposable gloves, hand sanitiser, paper towel, disinfectant spray and disposable face masks <p><i>Guests:</i></p> <ul style="list-style-type: none"> – Hand sanitiser available whilst on board Bella – Must use hand sanitiser before boarding Bella <p><i>Venues:</i></p> <ul style="list-style-type: none"> – Hand sanitiser available whilst visiting venues
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<p><i>Team:</i></p> <ul style="list-style-type: none"> – Windows and doors opened at GP HQ when team are accessing <p><i>Guests:</i></p> <ul style="list-style-type: none"> – All air conditioning outlets on Bella are in on position <p><i>Venues:</i></p> <ul style="list-style-type: none"> – Visits to venues will be outdoors where venue and weather conditions allow – Windows and doors opened where outdoor visits are not possible
<p>In areas where it is required, ensure all team wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to team that do not have their own.</p>	<p><i>Team:</i></p> <ul style="list-style-type: none"> – Face masks to be worn when onboard Bella however they are not required when outdoors and social distancing can be maintained – Disposable gloves are optional however they do not replace using hand sanitiser and soap – Disposable gloves must be worn in public toilets <p><i>Guests:</i></p> <ul style="list-style-type: none"> – Guests supply their own face masks and these must be brought on every tour – Gloves are available to guests and must be used in public toilets <p><i>Venues:</i></p> <ul style="list-style-type: none"> – Venue staff will wear required face masks as per their own Covid Safe Plan

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to team 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>	<p><i>Team:</i></p> <ul style="list-style-type: none"> – Will receive online and face to face training on appropriate disposal of face masks and good hygiene practices <p><i>All team members will complete Victorian Govt approved Infection Control Training before commencing operations - online</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Team:</i></p> <ul style="list-style-type: none"> – Team are supplied with sanitised items for their sole use and stored in a zip lock bag per team member <p><i>Guests:</i></p> <ul style="list-style-type: none"> – The use of communal items will be avoided and replaced with suitable alternatives – If dog guests require harnesses, leads and/or collars they will be sanitised prior to use and washed after use – Dog seat belts, seat covers and blankets will be sanitised prior to use and washed after use -- Luggage rack areas will be sprayed with disinfectant prior to tour and post tour – Picnic baskets will be sanitised prior and after use <p><i>Venues:</i></p> <ul style="list-style-type: none"> – The use of communal items will be avoided and replaced with suitable alternatives according to their Covic Safe Plan

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of activities), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>As per Gourmet Pawprints Team Procedures Manual</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>As per Gourmet Pawprints Team Procedures Manual</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all team that can and/or must work from home, do work from home.</p>	<p><i>Applicable according to Victorian Govt Regulations</i></p>
<p>Establish a system that ensures team members are not working across multiple settings/work sites.</p>	<p>NA</p>
<p>Establish a system to screen team and guests before accessing the workplace. Employers cannot require team to work when unwell.</p>	<p><i>All team and guests are advised prior to working/attending to let us know if they have any of the Covid symptoms listed in the Infection Control Training We will notify team/guests of these symptoms</i></p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one team member per four square meters of enclosed workspace • team members are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<p><i>Applicable according to Victorian Govt Regulations</i></p>
<p>Use floor markings to provide minimum physical distancing guides where required on tour or at an event.</p>	<p><i>Applicable according to Victorian Govt Regulations</i></p>
<p>Modify the alignment of workstations so that team members do not face one another.</p>	<p>NA</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Minimise the build up of team members waiting to enter and exit the workplace.</p>	<p><i>-Social distancing for guests waiting to get on Bella will be adhered to</i></p>
<p>Provide training to team on physical distancing expectations while working and socialising.</p>	<p><i>All team members will complete Victorian Govt approved Infection Control</i></p>
<p>Review delivery protocols to limit contact between team and guests.</p>	<p><i>Contactless delivery to be used</i></p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p><i>NA</i></p>
<p>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.</p>	<p><i>Applicable according to Victorian Govt Regulations</i></p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of team and guests. This information will assist employers to identify close contacts.</p>	<p><i>Team:</i> – Attendance recorded via timesheets <i>Guests:</i> – Attendance recorded via guest details. Guest list and Bella Seating Plan as per usual will provide Contact Tracing Information <i>Vendors:</i> – Attendance recorded by vendors Covid Safe Plan</p>

Guidance	Action to ensure effective record keeping
<p>Provide guidance to team on the effective use of the workplace OHS reporting system (where available).</p>	<p><i>Team training conducted online and in person. Use of Risk Register and Incident Report in addition to the Post Tour Report</i></p>

Guidance	Action to prepare for your response
<p>Preparing your response to a suspected or confirmed COVID-19 case</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>As per Gourmet Pawprints Risk Register</i></p>
<p>Prepare to identify close contacts and providing team and guest records to support contact tracing.</p>	<p><i>Team:</i> – Team details available via GP hub <i>Guests:</i> – Attendance recorded via guest details. Guest list and Bella Seating Plan as per usual will provide Contact Tracing Information</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>– As per Gourmet Pawprints Covid Safe Guidelines and advise from WorkSafe and DHHS</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in a team member or guest during a tour or event.</p>	<p><i>– As per Gourmet Pawprints Covid Safe Guidelines and advise from WorkSafe and DHHS</i> – If guest/team present with Covid symptoms during a tour – a taxi will be arranged to get the person home or back to their vehicle – GP will advise WorkSafe and DHHS</p>
<p>Prepare to notify team and guests (including close contacts)</p>	<p><i>As per Gourmet Pawprints Covid-19 Checklist</i></p>

Guidance	Action to prepare for your response
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>As per Gourmet Pawprints Covid-19 Checklist</i></p>
<p>Prepare to re-open your workplace once agreed by DHHS and notify team they can return to work.</p>	<p><i>As per Gourmet Pawprints Covid-19 Checklist</i></p>

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

Signed _____

Name _____

Date _____