

COVIDSafe Plan

Site location: 5 Riverend Road, Bangholme, VIC 3175

Contact person: Neil Langford (General Manager) neil@melbournecablepark.com
0422 883 969

Ian Clark (Managing Director) – ian@melbournecablepark.com
041 2297 041

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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>	<ul style="list-style-type: none"> a. Automatic hand sanitiser station placed at entry with signage. b. Sanitiser pump bottles placed at the counter and at the various activities, to be used prior to commencing their session. Soap and handwashing facilities are located in all toilet facilities. c. Spacing out of waivers to allow sufficient distance between customers. d. All surfaces and pens are regularly cleaned and end of day full sterilisation clean of all major surfaces in the visitor centre. e. All rental equipment to be washed in a bucket of water with disinfectant after each use, prior to giving to another customer. f. Install clear signage to highlight safety guidelines within the park. g. Wipe down of computer area at the end of shift
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> a. All indoor areas to have roller doors / doors opened at the start of the day to allow airflow, if that area is expected to have people occupy it throughout the day.
<p>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.</p>	<ul style="list-style-type: none"> a. All staff are required to wear face coverings when on site, in accordance with Victorian Health guidelines. b. Any customer on site is required to wear a face covering, or will be refused entry unless a valid exemption is presented. c. Only customers who are about to commence a water based activity will be permitted to remove their mask. The mask must be put back on at the end of their session. d. Disposable gloves to be made available if it is deemed necessary to use.
<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>	<p>All staff to complete the Australian Government Department of Health Covid infection control online training prior to returning to work.</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>Identify and replace any high-touch communal items. Any item that can't be replaced must be regularly cleaned, and hand sanitiser placed near the item which is to be used prior to touching the item.</p>

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>	<p>a. Cleaning rosters to be adhered to. b. Workstations to be wiped down after each shift. c. All surfaces and pens are regularly cleaned and end of day full sterilisation clean of all major surfaces in each area occupied by patrons.</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>Stocktake of items to be conducted weekly and replenished to pre-determined agreed minimum levels.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p>Where possible, staff are required to work from home to limit the number of staff on site at any one time.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>Where possible, rostering of staff is to be done to limit the number of staff who are working in each area.</p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p>a. All staff are required to stay home if they are unwell. b. Temperature checking of all customers who attend the site. c. MCP will implement a process where patrons or visitors will be turned away if they display clear symptoms of respiratory illness. d. MCP will close the park immediately on detection of any positive COVID case on site or when instructed by the authority due to positive COVID case.</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 worker per four square meters of enclosed workspace • workers 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>To ensure physical distancing, MCP will:</p> <p>a. Encourage customers to ensure that they have booked online to better manage numbers of people within the Park. b. Apply one person per 4 square metre of space on all the indoor areas. c. Clearly marked flooring tape with 1.5 metre spacing for lining up and spacing through ticketing area. d. Clearly marked signs to guide customers on the 1.5 metre distancing when queuing for tickets, lifejackets and on the cable dock etc. e. Safety briefing areas to be spread out and numbers limited in safety briefings.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>a. Clearly marked flooring tape with 1.5 metre spacing for lining up and spacing through ticketing area. b. Clearly marked signs to guide customers on the 1.5 metre distancing when queuing for tickets, lifejackets and on the cable dock etc.</p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p>Alignment of workstations is acceptable and no modifications to workstations is permitted.</p>
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<p>All staff onsite are to only attend the workplace if rostered on Roubler.</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>a. All staff to complete the Australian Government Department of Health Covid infection control online training prior to returning to work. b. All current staff to be trained on expectations and any new staff to have requirements clearly outlined in the induction process</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>Delivery drivers to only offer “contactless” deliveries, maintaining a distance of greater than 1.5m at any time.</p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>a. All staff onsite are to only attend the workplace if rostered on Roubler. b. Only the minimum number of staff required to operate sessions are to be rostered at any one time. c. Customers can only attend the site if pre-booked online so customer numbers are known in advance for rostering purposes. d. Limit the maximum number of customers attending any one session.</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>Indoor signage is to be placed on each “designated area” that outlines occupancy limits of each area, in accordance with the four square metre rule.</p>

Guidance	Action to ensure effective record keeping
Record keeping	
<p>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.</p>	<p>a. Staff who are rostered on Roubler are to attend site for the rostered hours. b. Every customer must pre-book online, giving their email or phone number for contact tracing purposes. c. Waivers are also to be filled out for participants which includes their contact details (phone number or email address)</p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>Any positive COVID case notification is to be reported immediately to management. MCP will close the park when instructed by the authority due to a positive COVID case and will review the persons likely movements and any potential close contacts (15 minutes in enclosed space or more then 2 hours outside within 1.5m and if necessary close the Park for deep cleaning of the impacted areas. MCP will notify WorkSafe VIC and other applicable government authorities when the park is instructed to close due to a positive COVID case. MCP will have adequate equipment and processes in place to carry out deep cleaning of the facility. The park will not be reopened until deep cleaning has been completed.</p>

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.	MCP will immediately assess the areas that the positive COVID case visited during their time at the Park. MCP will close any impacted areas and clean all impacted areas with ViraClean. MCP will have adequate equipment and processes in place to carry out deep cleaning of the facility. The park will not be reopened until deep cleaning has been completed
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> a. MCP will immediately review the need to close parts or all of the Park immediately on detection of any positive COVID case on site or when instructed by the authority due to a positive COVID case. b. All waivers from the date(s) of exposure are to be retrieved c. Any contact who is considered to be a “close contact” is to be contacted immediately and required to self isolate until further instructions are received from authorities.
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	MCP will immediately assess the areas that the positive COVID case visited during their time at the Park. MCP will close any impacted areas and clean all impacted areas with ViraClean. MCP will have adequate equipment and processes in place to carry out deep cleaning of the facility. The park will not be reopened until deep cleaning has been completed
Prepare for how you will manage a suspected or confirmed case in a worker during work hours.	<ul style="list-style-type: none"> a. MCP will immediately review the need to close parts or all of the Park immediately on detection of any positive COVID case on site or when instructed by the authority due to a positive COVID case. b. All waivers from the date(s) of exposure are to be retrieved c. Any contact who is considered to be a “close contact” is to be contacted immediately and required to self isolate until further instructions are received from authorities.
Prepare to notify workers and site visitors (including close contacts)	<ul style="list-style-type: none"> a. MCP will close the park immediately on detection of any positive COVID case on site or when instructed by the authority due to a positive COVID case. b. All workers and customers are to be notified of closure so no one visits the site until a deep clean has taken place. c. Any contact who is considered to be a “close contact” is to be contacted immediately and required to self isolate until further instructions are received from authorities.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	Any positive COVID case notification is to be reported immediately to management. MCP will immediately review the need to close parts or all of the Park immediately on detection of any positive COVID case on site or when instructed by the authority due to a positive COVID case. MCP will notify WorkSafe VIC and other applicable government authorities when the park is instructed to close due to a positive COVID case. MCP will have adequate equipment and processes in place to carry out deep cleaning of the facility. The park will not be reopened until deep cleaning has been completed and when clearance is given by the appropriate authorities.
Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.	The park only be reopened after deep cleaning has been fully completed. Once completed staff and customers will be notified that sessions are able to resume

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

Signed _____ Name _____ Date _____