

Why is it important to have a COVIDSafe plan?

COVID-19 will be with us for some time, so it's important that our business has a plan - and continues to plan - to keep our workplace healthy, safe and virus-free.

All Australian Governments have agreed to a set of [National COVID-19 Safe Work Principles](https://www.dhhs.vic.gov.au/coronavirus) to guide us and ensure that our AES workplace is healthy and safe. AES will use <https://www.dhhs.vic.gov.au/coronavirus> and <https://www.worksafe.vic.gov.au/coronavirus-covid-19> as our guide to managing the Covid-19 pandemic.

Maintain good hygiene and cleaning[^]

What do you need to do?	How will you do this?	When will it happen?	What supplies do you need?	
Ensure alcohol-based hand sanitiser stations are at entry and exit points	Purchase and supply recommended concentration of sanitiser	In effect already, with a weekly refill check	Hand sanitiser ~70% , already supplied and extras in stock	✓
Ensure alcohol-based hand sanitisers are at each workstation	Purchase and supply recommended concentration of sanitiser	In effect already, with a weekly refill check	Hand sanitiser ~70% , already supplied and extras in stock	✓
Ensure all frequently touched areas and surfaces are cleaned [^] and disinfected* several times a day	Identify high use areas – doors, handrails, kitchen sink, bathroom handles, light switches. Roster of JC downstairs and NT upstairs	In effect already: 3 times a day – first thing in the morning, midday and at the end of the day	Paper towels, disinfectant sprays and wipes	✓
Ensure PPE (gloves, masks) are supplied and stock maintained for all staff and ensure they are aware of when they are to be worn	Purchase of PPE and extra supplies are in visible locations (eg., Cal Room downstairs, on the table in the middle of the room upstairs and at reception and at the back door/logistics table)	In effect already, with a weekly refill check	Disposable gloves, disposable masks	✓
Set up washing station in the warehouse for all incoming and outgoing goods to be cleaned and disinfected	A bucket with warm water and soap will be used to wash all incoming equipment prior to being brought into the office. Outgoing goods will be disinfected where applicable too. <i>Note: caution to be taken with gas detectors due to sensitivity to sensors</i>	Daily	Bucket, water, soap, disinfectant	✓
Put up hand washing poster in the bathroom and kitchen areas for all staff and customers to follow	Several flyers are in the kitchen and both the men's and women's bathroom – above the sink and on the walls – clear and obvious positions	In effect already	Printed material, blu-tac	✓

Put up warning and information posters on front and back entry doors for customers to view and adhere to	A number of flyers noting AES' commitment to keeping staff and customers safe by following Covid Safe recommendations – in clear and obvious positions	In effect already	Printed material, blu-tac	✓
Ensuring kitchens have enough soap/handwash, disinfectant sprays and paper towels	Purchase and supply quality disinfectant handwash and sprays and a large supply of paper towels	In effect already, with a weekly refill check	Disinfectant handwash, spray, paper towel, hand towels	✓
Ensuring bathrooms have enough disinfectant soap/handwash, sprays, paper/hand towels for drying of hands	Supply of disinfectant handwash, sprays and paper towels and the daily changing of hand towels where in use	In effect already, with a weekly refill check and daily replacement of hand towels	Disinfectant handwash, spray, paper towel, hand towels	✓
Ensuring rubbish bins are available to dispose of paper towels	There are large bins in the kitchen and bathroom areas as well as a large skip bin in the warehouse for disposing of paper towels	In effect already	Rubbish bins, skip bin	✓
Ensuring staff have information on how to wash and sanitise their hands correctly and proper cough hygiene	Posters have been pinned around the kitchen and bathrooms and at reception too	In effect already	Posters, blu-tak	✓
Where possible: enhance airflow by opening doors and adjusting air conditioning	Doors from Reception through to the Warehouse can be opened to receive clean air flow from outside	As required	Opening of doors	✓
Monitor supplies of cleaning and disinfecting products and regularly restock	There is currently a large supply of all cleaning and disinfectant solutions, disinfectant sprays, wipes and paper towels found in the kitchen downstairs and/or in the Cal room downstairs. There is also a supply upstairs in the kitchen and in NT's office	Weekly visual check	Soap/handwash, disinfectant solution, hand sanitiser, paper towels, wipes	✓
Reinforcing the importance of not attending work if unwell	Regular Zoom meetings and discussions along with posters advising same	In effect already and a continuing discussion	Daily reminders	✓

^ AES will follow <https://www.dhhs.vic.gov.au/coronavirus> and <https://www.worksafe.vic.gov.au/coronavirus-covid-19> as our guide to managing the Covid-19 pandemic.

^ **Cleaning** refers to the mechanical action, using a detergent and warm water to remove dirt. ***Disinfection** is the use of chemicals to kill germs after the area has been cleaned with detergent and warm water

Stay Physically Distant

What do you need to do?	How will you do this?	When will it happen?	What supplies do you need?	
Move work stations, desks and tables further apart to comply with social distancing	Physically assess and move where necessary	Onset of Covid restrictions in March 2020	Nil	✓
Put up physical distancing posters in plain sight	Put up in places that customers and staff can easily see – front door, reception, kitchen, back door, back wall in warehouse	In place already	Poster, blu-tac	✓
Identify roles that can be adapted to work from home	Assess all areas of our business and what can be done remotely	Already in place since onset of Covid restrictions in March with a review at Stage 4	Staff upstairs (Sales, Accounts) are all to work from home remotely	✓
Communicate the requirement for employees not to work across multiple sites	Verbal discussions have been had that all 'onsite servicing' and customer visits is to cease with the introduction of Stage 4 restrictions in Melbourne	With effect from Monday 4 August 2020 until Stage 4 restrictions have been lifted	Service and Sales staff	✓
Rearrange staff workstations to ensure physical distancing	Move Service personnel further apart to ensure there is a safe distance between them	In effect already	Move 1 staff member	✓
Establish contactless delivery and pickup by customers and couriers	Display signage and have tables blocking access into our warehouse for all delivery drivers and customers dropping off and picking up instruments. Signage at reception door stating drop off is now at warehouse door only	In effect already	Signs, tables	✓
Encourage staff to physical distance during lunchtime in shared facilities with others	Many are choosing to eat at staggered times and/or at their/spare desks	In effect already		✓

Additional

What do you need to do?	How will you do this?	When will it happen?	What supplies do you need?	
Prepare a CovidSafe plan	Follow the numerous guidelines available online namely https://www.dhhs.vic.gov.au/coronavirus and https://www.worksafe.vic.gov.au/coronavirus-covid-19	Completed	Nil	✓
Communicate verbally and via intranet to staff about the changes during March and August 2020 restrictions	Discuss a plan outlining all key messages	Completed within days of govt. announcement	Meeting organised	✓
Communicate to our customers via our website, social (LinkedIn) platforms and through a paper copy in deliveries going out about changes to our business practices and adherence	Put up a notice (banner) on our website and an article on our LinkedIn page. Print off a small flyer to add into all shipments going out	Ongoing & completed within days of govt. announcement	Inhouse	✓
Communicate verbally to staff about the changes during August's Stage 4 Melbourne restrictions	Outlining all key messages	Ongoing & completed within days of govt. announcement	Meeting organised	✓

AES response to a COVID-19 infection

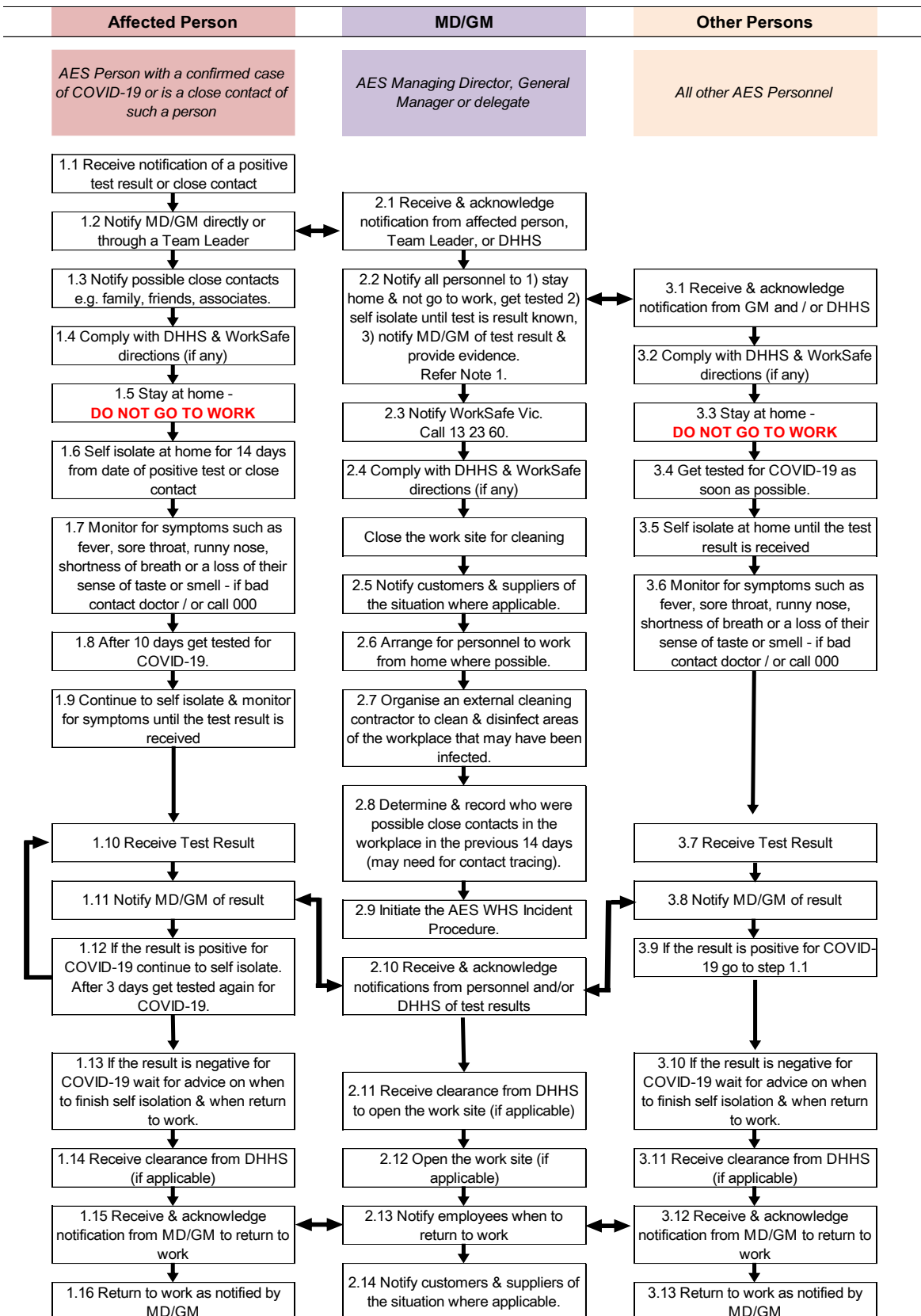
See following page:


Response to a Case of COVID-19

Revised: 05/08/2020

Owner:


Queries? Call or text Active Environmental Solutions on 0412 045 056


Government requirements take precedence over this process (e.g. DHHS)


Notes

- 1 Communication: The ICE list has contact details for all Active Environmental Solutions personnel.
1. Issue a group SMS with a standard message including (a) name of sender (b) request for confirmation of receipt of the SMS (c) contact details for queries.
 2. Follow up with voice calls, social media, e-mails as appropriate to keep personnel, customers, suppliers informed & to answer queries.

Reference:

A	In case of Emergency (ICE) Contact List	Aleks Todorovic 0412 045 056
B	Coronavirus hotline	1800 675 398 Call if you suspect you may have coronavirus (COVID-19) - open 24 hours, 7 days
C	Victorian Department of Health & Human Services (DHHS)	https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19
D	Cleaning Guide	https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-to-expect-if-a-case-of-coronavirus-covid-19-is-confirmed-at-your-workplace
E	WorkSafe Vic	https://www.worksafe.vic.gov.au/coronavirus-covid-19
F	WorkSafe incident hotline	13 23 60
G	Business Victoria COVID-19 Support	https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/coronavirus-covid-19/coronavirus-business-support
H	Business Victoria hotline	13 22 15

non-printing area

Revision History:

<i>Date</i>	<i>Change Summary</i>	<i>Revised by</i>	<i>Approved by</i>
5/08/2020	First issued.	E. Davidson	A Todorovic
30/9/20	Amended to remove 'face shield's as acceptable PPE	N Todorovic	A Todorovic



COVIDSafeplan

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