

COVID-19 Safety Plan



1 July 2020

Version 1

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Contents

Document Control.....	2
COVID-19 Safe Commitment.....	3
Consultation and Communication	3
Measures.....	4
• Gatherings Not Greater than 100 People	4
• One Person Per Four Square Metres As Far As Reasonably Practicable.....	4
• Have Hand Hygiene Products and Waste Receptacles Readily Available	4
• Promote Physical Distancing of at Least 1.5 Metres Wherever Possible	4
• Promote Recommendations for Unwell Individuals to Isolate at Home and Not Attend	5
• For Settings Where There is Ongoing Movement and Increased Interactions Between People, to Limit Attendance to Less Than Two Hours	5
• Wherever Possible, Physical Contact Should Be Avoided.....	5
• Where Activities Involve the Use of Equipment, That Equipment Be Regularly Cleaned and, Where Practicable, Not Be Shared	5
• Dining Room Procedures.....	5
• Other Measures.....	6
Ongoing Vigilance.....	6

Document Control

Greenhills Centre will:

- Maintain an up to date version of this Covid-19 Safety Plan
- Review the plan on a regular basis in light of ACT and Australian health authority guidelines.

Date	Version	Description	Prepared by	Approved by
1 July 2020	1.0	Initial	EL/JB	JB

COVID-19 Safe Commitment

This COVID-19 Safety Plan was developed with regard to advice published on the following sites:

- <https://www.covid19.act.gov.au/>
- <https://www.education.act.gov.au/>
- <https://www.health.gov.au/>
- <https://nswact.uca.org.au/covid-19-information-for-presbyteries-and-congregations/>
- <http://www.christianvenues.org.au/>.

Whilst Greenhills does not appear to be in the list of non-essential businesses in the ACT Government **Public Health (Restricted Activities – Gatherings, Business or Undertakings) Emergency Direction 2020 (No 3)**, Greenhills will adopt the measures in **Attachment A – Risk Mitigation Guidance**:

- As far as reasonably practicable, follow the one person per four square metre rule
- Have hand hygiene products and waste receptacles readily available
- Promote physical distancing of at least 1.5 metres between people wherever possible
- Promote recommendations for unwell individuals to isolate at home and not attend
- For settings where there is ongoing movement and increased interactions between people, to limit attendance to less than two hours
- Wherever possible, physical contact should be avoided
- Where activities involve the use of equipment, that equipment should be regularly cleaned and, where practicable, not be shared by people other than members of the same household.

Greenhills Centre is committed to providing a safe and healthy environment for all staff, guests, visitors, and all other persons onsite at Greenhills. Greenhills will do this by ensuring:

- Compliance with relevant legislation, and supporting health authorities and codes of practice
- Implementing this COVID-19 Safety Plan.

Greenhills Centre will ensure that:

- Staff are trained in COVID-19 matters relevant to their work
- All managers, supervisors, staff, and other persons are inducted into the requirements of the COVID-19 Safety Plan and will be held accountable for enacting their roles and responsibilities
- Adequate resources are provided to fully implement the COVID-19 Safety Plan.
- Where Greenhills Centre does not have the necessary knowledge or expertise, it will obtain that advice from competent sources
- All Greenhills Centre staff members are required to comply with this Plan
- Senior managers and supervisors are responsible for the implementation and dissemination of all matters dealing with the health and safety of workers and contractors under their control.

Consultation and Communication

Consultation is a legal requirement under the Work Health and Safety Act and an essential part of managing health and safety risks. Greenhills promotes the active participation of all staff in Covid-19 Safe workplace decisions. Staff are consulted and given opportunity, encouragement, and training to be proactively involved in Covid-19 Safe matters affecting the organisation and their work activities.

Consultation occurs in reference to:

- Hazard identification and risk assessment processes
- Control measures for the management of hazards and risks
- Changes to Greenhills policies and procedures or work routines
- Developing procedures

Consultation occurs at Greenhills through: online meetings, emails, text messages and phone calls.

Measures

Greenhills Centre will ensure that extra measures are put in place to reduce the risk of the spread and exposure to COVID-19. We will do this by informing our staff, clients, visitors, and other persons who may come onsite of the following measures.

Gatherings Not Greater than 100 People

- From 19 June 2020, in the ACT, there must be reasonable steps to not allow gatherings of more than 100 people at non-residential premises
- Greenhills requests that non-school groups attending Greenhills not bring over 100 people. School groups may have their own directives and Greenhills will work with those groups to minimise risks.

One Person Per Four Square Metres As Far As Reasonably Practicable

- All rooms have been measured and a determination made as the recommended occupancy
- Signs with recommended occupancies have been placed at the entrance of all rooms
- Guest are requested to comply with the recommended limits
- It is noted that the ACT Department of Education only refers to teachers in reference to the four square metre rule and Greenhills relies on schools to make their own assessments in relation to students
- Greenhills requests that schools reduce the risk of transmission of diseases through other good practice risk mitigation strategies such as isolating unwell students and encouraging 1.5 meter physical distancing.

Have Hand Hygiene Products and Waste Receptacles Readily Available

- Posters have been placed around the site encouraging staff and guests to not touch their faces and to cough into their elbow
- Greenhills has hand sanitiser stations on entering the Dining Room and has 500ml bottles of hand sanitiser in all other common use areas
- Greenhills staff must check the supplies of all hand sanitisers before the arrival of guests and regularly monitor supplies during the time guests are in attendance
- Posters have been placed in relevant areas promoting good hand washing techniques
- Greenhills encourages all staff and guests to regularly wash their hands with soap and water for twenty seconds
- Greenhills has placed boxes of disposable tissues for ready use around the site
- Greenhills has waste receptacles in most rooms or in nearby locations
- Greenhills staff must check and empty all waste receptacles when guests are in attendance.

Promote Physical Distancing of at Least 1.5 Metres Wherever Possible

- Awareness posters have been placed in every room
- Markers indicating 1.5 metres have been placed in Reception and the Dining Room
- Furniture and facilities will be spaced to 1.5 metres where practicable
- Furniture will be removed where possible
- Where reasonably practical Greenhills staff carry out duties individually or stagger commencement of duties to ensure physical distancing
- Staff and guests to avoid shaking hands or other physical touching
- Wherever possible, staff to communicate remotely (via messaging, radio or telephone)
- Greenhills requests that all guests maintain at least 1.5 metres of physical distancing when indoors
- Greenhills requests that guests sit in family or regular groupings where possible
- All Greenhills staff will monitor physical distancing and liaise with group leaders to raise awareness as required.

Promote Recommendations for Unwell Individuals to Isolate at Home and Not Attend

- Greenhills has requested that all staff not attend if they have a fever, have a dry cough, or are feeling unwell. If unwell, staff are encouraged to contact their manager, to seek COVID-19 testing or other medical assistance as required
- Greenhills requests that all groups monitor the health of their group at all times
- If before attending Greenhills, it is noticed that a group member is unwell, Greenhills requests that the person not attend Greenhills
- If during a stay, it is noticed that someone is unwell, a group leader should discuss the situation with Greenhills staff. Possible outcomes are sending the person home, isolating the person, isolating the person and their close contacts, seek testing for COVID-19, or seek other medical attention
- If after a stay, it is noticed that someone is unwell and tests positive for COVID-19, the group must advise Greenhills so that a second clean of affected areas can be undertaken.

For Settings Where There is Ongoing Movement and Increased Interactions Between People, to Limit Attendance to Less Than Two Hours

- Greenhills recommends that groups maximise the use of the many outdoor areas wherever possible
- Greenhills requests that all groups limit their time in common areas, particularly the Dining Room, to less than two hours
- Most rooms at Greenhills have reverse cycle air conditioning and groups require careful monitoring of people and air flow
- Rotary Hall has active air ventilation which can be used in preference to the Moore Auditorium
- Greenhills is investigating modifications to the air flow system in the Dining Room to increase ventilation
- Greenhills will limit multiple bookings and large numbers where possible. Greenhills will honour bookings where multiple groups have booked but groups will need to work with Greenhills to minimise risks, e.g. separate meal times with allowances for cleaning, alternate meal locations, using allocated facilities, ensuring physical distancing.

Wherever Possible, Physical Contact Should Be Avoided.

- Greenhills recommends that group leaders monitor groups at all times to minimise physical contact
- Greenhills staff will assist and monitor groups in the best use of rooms and facilities to minimise physical contact between staff and guests
- Greenhills requests all guests to stay within the allocated spaces.

Where Activities Involve the Use of Equipment, That Equipment Be Regularly Cleaned and, Where Practicable, Not Be Shared

- Whilst guests are in attendance, Greenhills staff will regularly disinfect common touch surfaces, e.g. door handles and taps and will thoroughly disinfect common touch surfaces in between groups
- Greenhills is reviewing procedures to minimise contamination through common touch surfaces, e.g. milk and water containers. This may require groups to provide people to undertake such roles
- Greenhills staff must use appropriate cleaning and disinfectant agents and use appropriate personal protective equipment when undertaking cleaning or other high risk activities
- Greenhills staff must sanitise common use items in between shifts, e.g. radios and cleaning equipment
- Guests are encouraged to use contactless forms of payment where possible. If this is not possible, sanitisation of common touch surfaces should occur where practicable.

Dining Room Procedures

- There is to be no self-serve buffet

- A minimum number of staff and guests to be used to serve meals or ingredients, cutlery and drinks
- Portion controlled condiments and food will be used where practicable
- All staff and guests must use hand sanitiser on entering the Dining Room
- People with special dietary needs must collect their plate first and then remain seated
- Greenhills staff or group leaders should direct the remaining guests to collect their plate in an orderly fashion and to remain seated during the meal
- Greenhills staff or members of the group will provide table service for water
- Greenhills staff or group leaders should direct the guests to empty their plates into the receptacles provided and return the plates for washing in the commercial dishwasher
- Greenhills staff will ensure the washing up is completed to a high standard and with the water temperature above 60°C
- Greenhills staff will disinfect all common surfaces in between meals.

Other Measures

- Visitors are required to provide their first name and phone number, or email address to Reception upon arrival. This information will be kept for security and contact tracing purposes
- Greenhills will keep guest information for 28 days to enable contact tracing
- Group leaders are encouraged to keep records for their members for 28 days
- Multiple group bookings, particularly involving the Dining Room, are to be minimised
- Where there is more than one group on site, meals and activities are to be separated as much as possible in time and/or space
- The Dining Room is to be disinfected between uses and separate ends used where possible
- Groups are requested to keep to their allocated spaces and times as much as possible and to minimise contact with other groups and Greenhills staff.

Ongoing Vigilance

All Greenhills staff and guests are responsible for taking ongoing measures to minimise the risk of transmission of the virus that causes COVID-19. The measures listed are Greenhills undertakings.

Greenhills thanks our guests for their assistance in following good COVID-19 safe practices.

Any suggestions of improvements to this COVID-19 Safety Plan can be brought to the attention of Greenhills staff.