

# COVID-19 Safety Plan



30 June 2021

Version 3.1

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## Document Control

Greenhills Centre will regularly review the plan in light of ACT and Australian health authority guidelines.

Date	Version	Description	Prepared by	Approval
1 July 2020	1.0	Initial	EL/JB	JB
1 Feb 2021	2.0	Revised	EL/JB	JB
15 April 2021	3.0	Revised	EL/JB	JB
30 June 2021	3.1	Revised to include wearing masks	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/>.

Greenhills will adopt the measures in **Public Health (Restricted Activities – Gatherings, Business or Undertakings) Emergency Direction 2021 (No 3). Attachment B – Risk Mitigation Guidance:**

*It is suggested that, as far as reasonably practicable, the following risk mitigation measures be applied to gatherings of 2 people or more:*

- *Hand hygiene products and suitable waste receptacles should be available, to allow for frequent cleaning and waste disposal;*
- *Wherever possible promote physical distancing of at least 1.5 metres between groups of people not known to each other, and physical contact should be avoided wherever possible, taking reasonable steps to require this when patrons are queuing outside a venue;*
- *The occupancy allowance should be displayed at the entrance of each venue or space;*
- *The recommendations for unwell individuals to isolate at home and not attend gatherings should be promoted and displayed prominently so that they can be seen and read easily by a person at or near an entrance to the indoor space;*
- *For settings where there is ongoing movement and an increased number of interactions between people (for example food markets) and an individual's attendance is not in the course of their employment at the place, an individual's attendance should be less than 2 hours duration;*
- *If businesses choose to have self-serve buffets, they must implement additional risk mitigation measures, and ensure that they are documented in the COVID-19 Safety Plan for the business. Some important considerations will include:*
  - *Ensure that self-serve buffets are appropriately supervised by staff, particularly during busy periods;*
  - *Ensure that hand sanitiser is available and used by patrons prior to using the self-serve buffet;*
  - *Regularly replace any shared utensils with clean ones. This could be done at least every hour and more regularly during busy periods;*
- *Businesses should continue to avoid offering communal snacks;*
- *Any communal condiments should be wiped down on a regular basis, and more so during busy periods;*
- *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.*
- *Where required to take reasonable steps to ensure patrons record their attendance using the Check In CBR App, the following measures are taken:*
  - *Actively monitoring points of entry;*
  - *Requesting to see confirmation from a patron that they have recorded their attendance using the Check In CBR App; and*
  - *Clear signage or messaging to customers of the need to record their attendance using the Check In CBR App.*

In addition, the ACT Government has issued <https://www.legislation.act.gov.au/ni/2021-387>, which directs the mandatory carrying and wearing of face masks. Guests and staff of Greenhills must wear a mask in public areas.

It is generally agreed that density rules do not apply to school children in the same cohort (e.g. [https://www.education.act.gov.au/\\_\\_data/assets/pdf\\_file/0018/1714320/COVID-19-Placemat-for-publication-1-March-2021.pdf](https://www.education.act.gov.au/__data/assets/pdf_file/0018/1714320/COVID-19-Placemat-for-publication-1-March-2021.pdf)). As such, Greenhills:

- Does not enforce the 1 per 2 square metre rule for children from the same school group; and
- Generally has one group in the Dining Room and may allow other groups onsite on a case by case basis.

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

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

## 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.

### **Hand hygiene products and suitable waste receptacles should be available, to allow for frequent cleaning and waste disposal**

- Greenhills has hand sanitiser stations on entering the main buildings and the Dining Room and has hand sanitiser dispensers 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, wearing masks and good cough etiquette
- 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 and in nearby locations
- Greenhills staff regularly check and empty all waste receptacles.

**Wherever possible promote physical distancing of at least 1.5 metres between groups of people not known to each other, and physical contact should be avoided wherever possible, taking reasonable steps to require this when patrons are queuing outside a venue**

- Awareness posters have been placed in every room
- Furniture and facilities are spaced to 1.5 metres where practicable
- Furniture has been moved or removed to facilitate these measures 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 people are not known to each other
- Greenhills requests that guests sit in household, school or regular groupings where possible
- Greenhills requests guests to only use toilets in their allocated rooms wherever possible
- All Greenhills staff, particularly Hosts, will monitor physical distancing and liaise with group leaders to raise awareness as required.

**The occupancy allowance should be displayed at the entrance of each space**

- Greenhills has placed posters at the entrance to all rooms showing the occupancy allowance.

**The recommendations for unwell individuals to isolate at home and not attend gatherings should be promoted and displayed prominently so that they can be seen and read easily by a person at or near an entrance to the indoor space;**

- Greenhills has put up relevant posters at key entrances
- 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 and their close contacts in their room, seeking 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 further cleaning of affected areas can be undertaken.

**For settings where there is ongoing movement and an increased number of interactions between people (for example food markets) and an individual's attendance is not in the course of their employment at the place, an individual's attendance should be less than 2 hours duration;**

- Greenhills recommends that groups maximise the use of our 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 need to carefully monitor people and air flow
- Rotary Hall and the Games Room have active air ventilation which may be able to be used in preference to the Moore Auditorium
- 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, alternate meal locations, keeping to allocated facilities, and ensuring physical distancing

- Individually controlled portion condiments are available. If common use food condiments are used, they must be served by staff or regularly cleaned with disinfectant wipes.
- Self-service tea and coffee stations may be used but guests should use hand sanitiser beforehand and the provided disinfection equipment after use. Groups should also consider dedicating people to serve or use sanitising wipes or alcohol spray between each use
- People with special dietary needs must collect their plate first and then remain seated
- Greenhills staff or group leaders should direct guests to collect their plate in an orderly fashion and to remain seated during the meal
- Greenhills staff will place water jugs on tables and will refill when requested
- 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 after every meal
- Greenhills requests 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 stay within the allocated spaces.

**If businesses choose to have self-serve buffets, they must implement additional risk mitigation measures, and ensure that they are documented in the COVID-19 Safety Plan for the business. Some important considerations will include:**

- o **Ensure that self-serve buffets are appropriately supervised by staff, particularly during busy periods;**
- o **Ensure that hand sanitiser is available and used by patrons prior to using the self-serve buffet;**
- o **Regularly replace any shared utensils with clean ones. This could be done at least every hour and more regularly during busy periods**
- Greenhills may offer self-service buffets but guests must use hand sanitiser beforehand and staff must supervise
- Greenhills will provide hand sanitiser for self-serve buffets
- Greenhills will change serving utensils between groups.

**Businesses should continue to avoid offering communal snacks**

- Greenhills does not offer communal snacks

**Where Activities Involve the Use of Equipment, That Equipment Be Regularly Cleaned and, Where Practicable, Not Be Shared by people other than members of the same household**

- 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 uses individually packaged food and condiments where possible
- Greenhills will lay tables with cutlery, glasses and, in the case of school groups, water jugs
- Greenhills staff will use appropriate cleaning and disinfectant agents and use appropriate personal protective equipment when undertaking cleaning or other high-risk activities

- Greenhills uses a premixed “two in one” detergent/sanitising agent as approved by the Therapeutic Goods Administration
- Guests are encouraged to use contactless forms of payment where possible. If this is not possible, sanitisation of common touch surfaces should occur after each use where practicable.

**Where required to take reasonable steps to ensure patrons record their attendance using the Check In CBR App, the following measures are taken:**

- o **Actively monitoring points of entry;**
  - o **Requesting to see confirmation from a patron that they have recorded their attendance using the Check In CBR App; and**
  - o **Clear signage or messaging to customers of the need to record their attendance using the Check In CBR App**
- Greenhills has registered for the Check In CBR App. All rooms have the occupancy displayed. Check In CBR QR codes have been placed at the two main entrances and the loading dock.
  - Greenhills expects Group Leaders to use the Check In CBR App or be checked in by Greenhills staff and expects Group Leaders to maintain lists of guests who have attended Greenhills for 28 days after the last day of camp. Group Leaders should ensure that any temporary visitors to their camp sign in via the Check In CBR App or added to the lists maintained by the Group Leader
  - Greenhills staff are required to use the Check In CBR app at every attendance.

## **Other Measures**

- Any contact information that Greenhills holds will be kept for 28 days to enable contact tracing but generally relies on Group Leaders to maintain this information
- If there is more than one group on site, meals and activities are to be separated as much as possible in time and/or space
- 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
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## **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 the Executive Director, Greenhills Centre.