

COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name: Awareness Psychology Clinic
 Site location: 2/315 New Street Brighton VIC 3186
 Contact person: Matthew Csabonyi
 Contact person phone: 0413577612
 Date prepared: 02.04.2021

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<ol style="list-style-type: none"> 1. Hand sanitiser is available in both counselling rooms as well as the waiting room (Supplied by Matthew). 2. Hand soap and paper towels are available in the bathroom and in the storage-room if more are needed (Supplied by Matthew). 3. Alcohol wipes are available in rooms for disinfecting surfaces between patients (Supplied by Matthew. Renter responsibility to use between patients).
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ol style="list-style-type: none"> 1. Air conditioning and Windows are available in both therapy room 1 & 4. 2. Therapy Rooms 1 & 4 will be used as a priority, and room 3 will only be used if 1 or 4 unavailable. 3. Chairs have been arranged to maximise distance between therapist and patients 4. When possible the front door will be kept open to maximise airflow in the waiting room. (Renter responsibility)
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.	<ol style="list-style-type: none"> 1. Room renters are bringing their own mask when required according to DHHS recommendations (Renter's responsibility) 2. When there have been COVID community transmission cases in Victoria therapists and patients will be screened with temperature checks upon entry (Renter responsibility). 3. When there have been COVID community transmission cases in Victoria hand sanitiser will be mandatory upon entry.
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).	<ol style="list-style-type: none"> 1. Onsite workers are therapists with good understanding of PPE and good hygiene processes, and all have access to DHHS resources. As business owners, each room renter is responsible for their education for their business. (Renter's responsibility)
Replace high-touch communal items with alternatives.	<ol style="list-style-type: none"> 1. Each therapist has been allocated their own mug. Patient mugs are separate. 2. BYO ceramic mug or keep cup OR disposable cups are encouraged for patients. 3. BYO pens and stationary. (renters responsibility) 4. Alcohol wipes provided for other items (Matthew's responsibility) 5. Onsite workers bring own electronic equipment. (renters responsibility)

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ol style="list-style-type: none"> 1. Surfaces are wiped down with alcohol wipes between every client including door handles (renter responsibility – must keep own log) 2. Cleaning of communal surfaces is completed at least once in a 24 hour period when rooms are occupied. (Matthew’s responsibility = log kept) 3. Floors are vacuumed/swept/disinfected once per week (Matthew’s responsibility – log kept).
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ol style="list-style-type: none"> 1. Cleaning supplies are located in the supply room including wipes, disinfectant, detergent, etc.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	<ol style="list-style-type: none"> 1. Renters make the choice to use the rooms when they need to, but are able to do telehealth where available/practical/clinically indicated according to their own practice choices and COVID safe plans (Renters responsibility) 2. Any person associated with the office can work from home if they wish as they rent casually on an hourly basis. No financial disadvantage is present or providing a disincentive for working from home.(Renter responsibility)
Establish a system that ensures staff members are not working across multiple settings/work sites.	<ol style="list-style-type: none"> 1. I work only from this office . 2. Renter's manage their own work site as part of their own COVID safety plans.(Renters responsibility)
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<ol style="list-style-type: none"> 1. When COVID community transmission cases are identified in Victoria Renters must complete temperature checks of every patient; ask each patient if they have been unwell or travelled recently. Renter Responsibility 2. Renters check their own temperatures. Renter responsibility
Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.	<ol style="list-style-type: none"> 1. Nil communal work areas. Reception area can have a maximum of three people including one therapist and two patients. There are only 2 chairs in the waiting room. If more patients are needed to attend, room 2 and 3 can be opened up for one patient each. Renters responsibility.
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<ol style="list-style-type: none"> 1. Have arranged chairs to achieve this instead. In therapy rooms, the round rugs are used as indications of 2 metres safe distance between chairs.
Modify the alignment of workstations so that employees do not face one another.	<ol style="list-style-type: none"> 1. Not required. Own work offices on other side of the buildings.
Minimise the build up of employees waiting to enter and exit the workplace.	<ol style="list-style-type: none"> 1. Only three onsite workers/renters permitted onsite at a time.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ol style="list-style-type: none"> 1. Onsite workers are all aware of distancing expectations. 2. Chairs are arranged in waiting room to maximise distancing. 3. Additional wait area is open if required in another room.
Review delivery protocols to limit contact between delivery drivers and staff.	<ol style="list-style-type: none"> 1. Normal letter delivery is accepted as the letters are left in the post box out the front.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ol style="list-style-type: none"> 1. Casual workers have been told to only use the rooms at times when a maximum of two other persons are working and minimise crossover (Renter responsibility) 2. Renters and workers work on opposite sides of the building in room 1, 3 and 4 only.
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.	<ol style="list-style-type: none"> 1. Signs are located at entrance and on entrance to each room.

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ol style="list-style-type: none"> 1. <i>Each psychologist maintains a list of the patients they see each day at the office and their support people if relevant.</i> 2. <i>QR Code available on premises.</i> 3. <i>If any psychologist becomes aware of an outbreak or “close contact” concern, they will notify Matthew immediately via SMS and Matthew will notify each renter who will notify the relevant patients via SMS.</i> 4. <i>The building will be evacuated immediately and closed until cleaning can occur.</i>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ol style="list-style-type: none"> 1. <i>Not available at this workplace, but renters will notify Matthew and Matthew will notify all renters via SMS if an OHS issue exists.</i>

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.	<ol style="list-style-type: none"> 1. Renters and patients are aware that closure can happen at short notice. 2. Renters and patients will be notified immediately via SMS not to come to the building if necessary. 3. If any psychologist or renter becomes aware of an outbreak or “close contact” concern, they will notify Matthew Csabonyi immediately via SMS on 0413577612 and Matthew Csabonyi will notify each relevant renter via SMS immediately, who will notify the relevant patients. 4. The building will be evacuated immediately and closed until cleaning can occur. 5. Relevant people will be recommended to get tested.
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<ol style="list-style-type: none"> 1. Nil further actions in addition to mentioned required.
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<ol style="list-style-type: none"> 1. Cleaning supplies are available. 2. If needed, closure can occur until able to reopen.
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<ol style="list-style-type: none"> 1. Renters and patients are aware that closure can happen at short notice. 2. Renters and patients will be notified immediately via SMS not to come to the building if necessary. 3. If any psychologist or renter becomes aware of an outbreak or “close contact” concern, they will notify Matthew Csabonyi immediately via SMS on 0413577612 and Matthew Csabonyi will notify each relevant renter via SMS immediately, who will notify the relevant patients. 4. The building will be evacuated immediately and closed until cleaning can occur. 5. Relevant people will be recommended to get tested.
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<ol style="list-style-type: none"> 1. Renters and patients are aware that closure can happen at short notice. 2. Renters and patients will be notified immediately via SMS not to come to the building if necessary. 3. If any psychologist or renter becomes aware of an outbreak or “close contact” concern, they will notify Matthew Csabonyi immediately via SMS on 0413577612 and Matthew Csabonyi will notify each relevant renter via SMS immediately, who will notify the relevant patients. 4. The building will be evacuated immediately and closed until cleaning can occur. 5. Relevant people will be recommended to get tested.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<ol style="list-style-type: none"> 1. Matthew Csabonyi will notify WorkSafe Victoria if this occurs.
Confirm that your workplace can safely re-open and workers can return to work.	<ol style="list-style-type: none"> 1. Discuss with WorkSafe Victoria and DHHS.

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

Signed:



Name Matthew Csabonyi

Date: 02/04/2021