

COVID-19 RECOVERY OUTLINE					
DIRECTORATE		CORPORATE SERVICES	ACCOUNTABLE OFFICER	GREG GILMOUR	
PROGRAM		FACILITY MAINTENANCE	HUMAN RESOURCES	FINANCE	GOVERNANCE & COMPLIANCE
PHASE	PREPARATION	<ul style="list-style-type: none"> • Provide Planning / diagrams. • Define occupancy levels for all spaces as required. • Plan path of travel etc. • Obtain quotes for signage, hand sanitisers, decals, screens etc. • Meet with cleaners. • Install signage. • Set up Western Visitor's centre. • Arrange fire extinguisher training. • Install suspended poppies in gallery (path of travel). • Update Sine subscription for more users. 	<ul style="list-style-type: none"> • Consult with OHS committee members. • Research checklists from DPC, WorkSafe, AHRI, IR Vic, etc. • Liaison with DPC. • Assess Privacy implications of collecting personal data. • Provide support to Executive. 	<ul style="list-style-type: none"> • Payment for equipment, signage, hand sanitiser etc. • Set up separate COVID-19 expense account. 	<ul style="list-style-type: none"> • Report on COVID-19 queries.
	IMPLEMENTATION	<ul style="list-style-type: none"> • Return of IT equipment and furniture. • IT equipment installed in additional workspaces (Education pods, SE office) • Install social distancing signage, decals and equipment. • Ensure resumption of standard cleaning cycle, with additional daily cleaning, prior to return to work. • Install public signage in courtyards and building. • Install BOH signage re occupancy numbers. 	<ul style="list-style-type: none"> • Ensure compliance with OHS, WorkSafe, IR Vic policies and DPC guidance. • Continue to advise staff to use EAP service if they need to (e.g., for anxiety) • From commencement date normal timesheet procedures will recommence. (probably first pay period in Nov). • Respond to requests to continue working from home (WFH). • Review and update WFH policy and procedures. 	<ul style="list-style-type: none"> • Ensure payroll payment is correct and appropriate adjustments are made for return to work. 	<ul style="list-style-type: none"> • Liaise with Protective Services Unit (PSU).

	<ul style="list-style-type: none"> • Install retractable barriers where required. • Set up recording for entry and exit of patrons. • Set automatic doors to open where possible. • Restore standard lighting and power program across building. • Resetting user ICT credentials (where required). • Reinstate multimedia. 			
<p>MONITOR & REVIEW</p>	<ul style="list-style-type: none"> • Occupancy of lunchroom. • Occupancy of back of house areas. • Occupancy of public spaces. • Air conditioning system. 	<ul style="list-style-type: none"> • Monitor compliance with OHS, WorkSafe, IR Vic policies and DPC guidance. • Monitor and record any COVID-19 staff illness and/or related leave. 		<ul style="list-style-type: none"> • Liaise with VAGO and auditors re COVID-19 disclosures in Annual Report (as required). • Liaise with DPC and re COVID-19 queries (as required).