

## COVIDSAFE PLAN 4.0

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**SUBJECT** Operational COVIDSafe Plan      **REVISION** 16 November 2022

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CHANGE LOG		
DATE	SECTION	DESCRIPTION
4 May 2022	General	Updated to reflect current settings. Deletion and removal of outdated information.
7 March 2022	General	Deletion and removal of redundant information
7 March 2022	3	Clarify application of requirements relative to changes over time in Victorian Government Guidelines (use of conditional terms)
7 March 2022	3	Definition provided for 'Personnel'
7 March 2022	5	Clarification: Lines of management authority and added specific direction re. required actions
16 November 2022	General	Updated to reflect changes in Health Directions effective in Victoria from 14 October 2022

### 1. INTRODUCTION

The Shrine's COVIDSafe Plan is the product of ongoing evaluation and review of Victorian public health directions and related advice from the Department of Health and Human Services.

On 07 October 2022 the Victorian Government announced, "... As part of the ongoing management of the coronavirus pandemic, Victoria will make sensible changes to COVID-19 requirements to align with decisions agreed to by all states and territories at National Cabinet. From 11.59pm on Wednesday, 12 October, the pandemic declaration will end—and Victorians will no longer be required to isolate after testing positive to COVID-19, with isolation for positive cases now strongly recommended ..."

Despite this change, every Victorian business or organisation with on-site operations must keep a COVIDSafe Plan at their workplace and workplaces should regularly review and update their COVIDSafe Plan.

In line with WorkSafe advice on good OHS practice in planning for a pandemic we have:

- kept informed and up to date on pandemic information through monitoring official channels of information and liaising with our key stakeholders;
- educated and kept employees up to date with regular communication on the pandemic, where to get information and the actions they can take to help control risk and work attendance and arrangements;
- undertaken OHS risk management by managing the direct and indirect risks to our staff, volunteers and community; and
- incorporated OHS preparations and risk control measures into our Business Continuity Plan and reviewed and evaluated risk control measures.

Our people and our COVIDSafe Plan:

- Shrine Personnel (i.e., staff, volunteers, trustees, Life Governors, Governors and contractors) have resumed routine activities at the workplace, and will continue, to work onsite as permitted.
- The Pandemic Disease Manager bears responsibility for the review of the COVIDSafe Plan and all re-drafts are reviewed by the OHS Committee before finalisation and issue.
- Communication with Shrine Personnel and our community is crucial in the successful conduct of operations. Management support is ongoing, and staff are routinely reminded of our Employee Assistance Program (EAP).
- Staff continue to use the established incident reporting system to report any COVID-19 related incidents in the workplace.

## **2. RECOGNITION AND RESPONSE TO EMPLOYER AND EMPLOYEE OBLIGATIONS**

WorkSafe identifies the following employer and employee obligations for health and safety—generally and during a pandemic.

- Under the OHS Act, employers have a duty of care and are required to take all reasonably practicable steps to protect the health and safety at work of their employees. These measures to ensure the health and safety of employees at work have been incorporated into our business continuity planning for pandemic.
- Consultation with employees: Employers must consult with their employees when assessing a risk to the health and safety of employees. Consultation is also required in the selection and application of control measures. The Shrine's Occupational Health and Safety Committee will continue be part of the ongoing evaluation of our COVIDSafe Plan.
- Employees also have duties under the OHS Act to co-operate with their employer in implementing risk control measures. They must take all reasonably practicable steps to ensure they don't do anything that creates or increases a risk to the health and safety of themselves or others.
- The Coronavirus (COVID-19) guidance note from the Victorian Public Sector outlines that employees have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others. Employees must practice good hygiene and take measures to protect themselves and others against infection including: washing their hands often, with soap and water; and/or carrying sanitiser and using it as needed; covering their mouth when coughing or sneezing, but not using their hands to do so; seeing a health care professional if they start to feel unwell; if unwell, avoiding contact with others (including shaking hands or other touching); and practicing physical distancing measures.

## **3. OPENING TO VISITORS AND RESUMPTION OF PROGRAMING**

The Shrine reopened to visitors on 5 November 2021 and has operated without interruption since that date. The Shrine has and continues to act to establish and maintain compliance with Victorian Government advice.

Despite the announcement of an end to the Pandemic Declaration the Shrine will maintain a range of supplementary measures and practices to support the wellbeing of its Personnel and patrons.

In previous iterations of this Plan, these have been specified in relation to each of the Shrine's key service delivery functions. They are now addressed generally.

### **Vaccination Requirements**

As a Public Sector entity, the Shrine will comply with any Victorian Government vaccination requirements applicable to the category of workplace that includes the Shrine.

Shrine Personnel have previously been required to comply with State vaccination mandates and to have received two doses of an approved COVID-19 vaccine to attend site. This is no longer mandated; however, personnel are encouraged to maintain their protection from COVID-19 by receiving boosters, as recommended by the Victorian Government.

### **Opening to general visitors (including ceremonial and public programme attendees and participants)**

- Visitors may access all public areas.

### **Education Programs**

- We will continue to monitor and consider Department of Education advice in facilitating school excursions onsite.
- A virtual Education Program is available to any school that wishes to visit but is unable to do so physically.

## **4. COMMUNICATIONS**

The Shrine's COVIDSafe plan is published on the Shrine's website. Where required, information on new restrictions or guidelines will be communicated via online channels, and onsite signage.

## **5. RISK MANAGEMENT**

Assessment and determination of risks presented by COVID-19 will be conducted routinely through reference to the Shrine's approved Risk Management Framework. Cautionary mitigating actions will continue.

### **Physical distancing**

- Minimising physical contact in the workplace
- Maintaining any required density quotient capacity limits
- Providing for and supporting the use of telephone or video conferencing
- Supporting use of outdoor locations for face-to-face meetings

### **Hygiene measures**

Transmission can be reduced by cleaning at the workplace and supporting good personal hygiene:

- We continue to provide information and resources to employees to reinforce and support good personal hygiene.
- Staff are provided with their own uniform—no uniform items are shared.
- Hot desking or sharing of equipment is minimised.
- Cleaners provide routine cleaning services during the day and overnight including, regular sanitisation of high-touch surfaces, e.g., handrails, touchscreens and lift buttons.
- Hand sanitisation stations are provided for visitors & staff in public areas and supported by signage encouraging hand washing in bathrooms.
- Staff are provided with hand sanitisers in communal areas and regular hand washing is encouraged.
- Sneezing and coughing good practice is encouraged.

## **Face Masks**

Facemasks will be worn as directed and employees may continue to wear masks while working where this does not impede their ability and effectiveness in performing their duties. Personnel choosing to wear a mask are to provide their own masks. A small supplementary supply of PPE is kept onsite and will be issued if and when required in support of this plan, and additional PPE is available to First Aiders.

## **Appointment of Pandemic Disease Manager(s)**

WorkSafe recommends the appointment of a Pandemic Disease Manager (PDM). A PDM directs and monitors preparation, implementation and management of the implementation of risk control systems. Due to the multifaceted nature of our workplace and the small number of staff, the leadership team performs the function of PDM. Changes proposed to this COVIDSafe Plan by the PDM are presented in draft form for review by the Shrine's OH&S Committee before finalisation.

Notwithstanding the nomination of the PDM, established lines of operational authority are unchanged. Managers continue to be responsible for managing the activities of their staff, including activities relating to the implementation of this COVIDSafe Plan.

## **Control disease transmission in the workplace**

The Shrine is a publicly accessible workplace receiving, on average, more than 1,000 visitors each day. In accordance with Victorian Government guidance, no COVID-19 related restrictions or pre-entry protocols apply to visitors. In this context, the Shrine's guidelines for restricting the spread of COVID-19 in the workplace include the following.

### **What to do when symptoms develop**

Outside working hours: A member of Personnel who, while outside the workplace, develops cold or flu-like symptoms that are unusual for them (i.e., unrelated to routine and seasonal allergies and similar factors that generally cause them symptoms) should not attend the workplace until they no longer have unusual symptoms. It is recommended they also undertake a Rapid Antigen Test (RAT).

During working hours: A member of Personnel who, while at work, develops cold or flu-like symptoms that are unusual for them should obtain and use a mask from the Shrine supply, leave the workplace as soon as practicable and not return to the workplace until they are permitted to do so. It is recommended they also undertake a RAT.

### **What to do if COVID-19 Positive**

A member of Personnel who tests positive for COVID-19:

- is to advise their manager as soon as practicable after receiving their positive result;
- is not to attend the workplace until they meet one or more of the 'Returning to Work' criteria set out below;
- should follow this COVIDSafe Plan and all Victoria Health guidance; and
- consult with their manager / director if they are unsure what to do.

### **Taking Personal Leave and Working from Home**

- Standard Shrine requirements apply where personal leave is taken: i.e., provide a medical certificate, show proof of notification from the Department of Health on registration of a positive test result, or make a statutory declaration.
- Personnel who are sufficiently recovered from symptoms to perform their duties during the balance of any required period of absence from the workplace, and who are able and equipped to do so, may work from home subject to the agreement of their manager.

### **Returning to Work**

- Personnel who are absent from work due to unusual cold and flu-like symptoms may return to work once they no longer have those symptoms.
- Personnel who have tested positive to COVID-19 may return to work once they no longer have unusual cold and flu-like symptoms and have tested negative by RAT.
- Personnel who no longer have symptoms yet continue to test positive by RAT may return to work after seven days provided a mask is worn while in the workplace until a negative RAT is achieved.

### **Ventilation and air conditioning**

The Shrine has museum grade air conditioning. Additional air exchange through opening internal doors is permitted where this does not disrupt the function of the AC system.

### **Manage indirect risks arising from changes to usual work arrangements**

- Anxiety among employees—The Shrine is cognisant of potential mental health impacts arising from COVID-19 infection and / or the protocols established to mitigate and manage transmission. These factors have been considered in the development of this plan. The Shrine will continue to provide and engage in clear and regular communications with Personnel on measures put in place and provide resources to support employees—including access to EAP services.  
Employees not being aware of current arrangements—Staff will be advised by email of changes to the COVIDSafe Plan The Shrine intranet will include all current advice and information for staff on the home page.