



COVID-19 Safety Plan

January 2022

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Premises details	
Organisation name:	Families Tasmania Inc
Premises address:	McDougall Building, Ellerslie Rd, Battery Point The Haven, 121 Macquarie St, Hobart Various outreach events
Plan prepared by:	Liz Waters
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Workers and their representatives were consulted in relation to the development of this plan?	Yes
Approved by:	Families Tasmania Board
Who is responsible for reviewing and updating this plan?	CEO

1. Purpose and Coverage

COVID-19 has touched each of our lives in a profound way. It will be a combined effort to protect the health of our employees and help our community get back to normal. Families Tasmania (the **Organisation**) is committed to the health, safety and wellbeing of our employees, clients, contractors and suppliers, and to supporting business continuity during the SARS-CoV-2 pandemic (COVID-19).

The purpose of this Safety Plan is to outline the approach and procedure for managing COVID-19. The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among colleagues, participants, volunteers, visitors, families and the broader community.

This Safety Plan applies to all workers, employees, volunteers, contractors, participants, visitors, and families (collectively Employees and Visitors).

At all times the Plan is subject to all regulations, minimum standards, guidelines and directions of jurisdictional Government and public health authorities. This Plan should also be read in conjunction with any applicable process in place from time to time.

2. Governance

The organisation is committed managing the risk of exposure to COVID-19 within our workplace and will continue to comply with all government regulations and restrictions in relation to COVID-19 management.

The following delegations are in place:

- The Board are responsible for the strategic governance of the organisation, this includes approval of COVID-19 safety plans and protocols.
- The CEO is responsible for day-to-day operations, management and implementation of COVID-19 safety plans and protocols.
- Staff and volunteers are responsible for meeting the requirements of the organisations COVID-19 safety plan and ensuring participants are aware of requirements. This includes cleaning, personal hygiene, mask wearing, physical distancing, record keeping and ensuring appropriate signage is displayed.
- All staff and volunteers are required to read and comply with this safety plan.
- Staff and volunteers may be directed to acknowledge that they have read and will comply with this safety plan by completing the relevant declaration form.
- The main contact person for Public Health, and coordination of the organisation's response to an outbreak of COVID-19 will be the CEO or their delegate. Staff, volunteers and participants should direct all queries to the CEO.
- Staff must complete a separate COVID safe event plan for all large events. The COVID safe event plan must be authorised by the CEO prior to the event. A large event is an event where expected attendance is 200 individuals indoors or 500 individuals outdoors.

3. Outbreak Management Roles

Stakeholder	Role for case and outbreak management
Public Health	<ul style="list-style-type: none"> • Coordinates COVID-19 case and outbreak management. • In some instances may notify us when a confirmed case is identified as having spent time in our facility. • Provide instructions on minimum requirements to reduce the likelihood of transmission (for example, use of facemasks, cleaning and disinfection). • Advises on broader public health control measures, and monitors their effectiveness. • Provides information about case/outbreak management to cases, close contacts, people involved in the response and the public. • Liaises with relevant agencies about targeted testing and vaccination services. • Determines when the outbreak is over.
WorkSafe Tasmania	<ul style="list-style-type: none"> • Advises safe work practices, including the potential need to close the facility from a workplace safety perspective.
Families Tasmania Inc.	<ul style="list-style-type: none"> • Implements public health case and outbreak control measures onsite, as outlined in this plan or requested by Public Health. • Reports additional cases in the setting to Public Health as required by Public Health guidelines. • Reports cases in the workplace to WorkSafe Tasmania as required by WorkSafe Tasmania. • Advises any close contacts of the case that we identify, to quarantine and check www.coronavirus.tas.gov.au for instructions until Public Health provides additional information. • Liaises with Public Health to coordinate communication about the case/cases.
Employees and Visitors	<ul style="list-style-type: none"> • Notifies Families Tasmania in the event they test positive for Covid-19 and they have attended any of its venues or events during the infectious period. • Observes measures put in place by Public Health, WorkSafe Tasmania and Families Tasmania (including for example checking in, wearing masks and observing physical distancing requirements).

4. Communications

The following table details how we communicate regarding procedures in relation to of COVID-19 in the organisation.

Key stakeholder	What they need to know	How we'll communicate	Contact information
Staff (includes employees, consultants, facilitators and volunteers)	<ul style="list-style-type: none"> Level of risk, number of cases linked to the setting. The importance of hand hygiene, respiratory etiquette and physical distancing and staying away if unwell. Outbreak control measures being implemented, for example changed arrangements for accessing the setting, use of facemasks. Arrangements for accessing leave for quarantine and isolation. Expectations about getting tested and not attending work if Staff have <i>any</i> COVID-19 symptoms. Changes to schedule of events. Working from home and online delivery arrangements. Arrangements to support staff health and wellbeing. 	<ul style="list-style-type: none"> All-staff email Meetings Text messages Signage 	<ul style="list-style-type: none"> Staff contact list (dropbox) Volunteer database (google drive) Event sign-in sheets
Service participants, consumers, contractors and delivery personnel	<ul style="list-style-type: none"> Level of risk, number of cases linked to the setting. The importance of hand hygiene, respiratory etiquette, physical distancing and not entering if unwell. Outbreak control measures being implemented, for example changed arrangements for accessing the setting, use of facemasks. Online delivery arrangements. 	<ul style="list-style-type: none"> Email Event registration information Signage 	<ul style="list-style-type: none"> Eventbrite Event and venue sign-in sheet
Public Health	<ul style="list-style-type: none"> Name and contact details of the main contact person(s) for Public Health, including out-of-hours. 	<ul style="list-style-type: none"> Email Telephone Meetings 	1800 671 738

Key stakeholder	What they need to know	How we'll communicate	Contact information
	<ul style="list-style-type: none"> • Outbreak management risks specific to the setting. • Names and contact details of potential contacts of the confirmed case(s). 		
WorkSafe Tasmania	<ul style="list-style-type: none"> • Cases in staff where incident notification is required under Work Health and Safety Regulations 2012 – Reg 699 	<ul style="list-style-type: none"> • Phone 	1300 366 322

5. Prevent and Prepare

The following information details the protocols required to reduce the risk of COVID-19 in the organisation.

COVID SAFE BEHAVIOURS

Employees and Visitors must:

- Comply with any government or Organisation physical distancing requirements that exists from time to time (for example, maintaining a distance of at least 1.5 meters separation from others).
- Stay home if they are unwell.
- Avoid handshakes or other contact.
- Practice good hand hygiene and cough etiquette: wash and dry hands regularly with soap and water, use hand sanitiser and cover your coughs and sneezes.
- Follow the [Tasmanian Government mask mandate](#) and wear a mask where required.
- Comply with signage that aids in physical distancing (for example, signage that sets out density limits, or dedicated entry and exit points).
- Sanitise shared plant and equipment (e.g.: photocopier) after each use

Families Tasmania will:

- Consider venue layout and set up events to comply with physical distancing (eg 1.5 metres separation).
- Adhere to density requirements based upon the size of the venue (eg. one person per 2 square metres).
- Encourage online bookings for events via Eventbrite and instruct members not to attend if they are unwell or have COVID-19 symptoms.
- Advise of the mask requirement in event promotions.
- Display appropriate [signage](#) advising of COVID safety protocols – (Check in TAS QR code, keep it covid safe, masks required).
- Designate a volunteer social distancing monitor, where appropriate, for large events (over 500 people).
- Use flexible working arrangements - staff may work from home where viable.
- Hold events and activities outside where practical.
- Ensure rooms are ventilated where possible – windows remain open if practical and safe.

CLEANING

- Families Tasmania will:
 - provide all the supplies and equipment necessary to ensure that the cleaning and hygiene procedures implemented for the workplace can be complied with.
 - Display a cleaning log at the head office which must be completed at the end of each work day.
 - Arrange for regular and thorough cleaning of its venues.
- Staff and Volunteers will:
 - undertake a pre and post cleaning of resources and touchpoints for each event.
 - Wear gloves when cleaning.
- Staff and Volunteers must use no-rinse sanitiser, disinfectant wipes and/or spray to clean toys and resources. Staff and Volunteers must follow the manufacturers' instructions and allow the disinfectant to remain on the surface for the period of time required to kill the virus (contact time) as specified.

TRAINING AND EDUCATION

- Families Tasmania will provide each staff member and volunteer at the workplace with information, training and instruction on control measures implemented in the workplace to mitigate the risks in relation to COVID-19.
- Families Tasmania will ensure that an induction register of information provided to each staff member and volunteer is maintained.

RECORD KEEPING AND CONTACT TRACING

The Organisation will adopt record keeping and contact tracing requirements that complies with the relevant Government or public health orders. Including:

- Check in TAS QR code for each event, venue or mobile resource (food truck).
- Eventbrite registration or attendance register for all events and groups.
- Record of work location, day and time on staff timesheets.

VACCINATION

We have considered vaccination as part of our COVID-19 risk assessment. As there is currently no government-imposed requirement that all workers be vaccinated, we have decided that vaccination will not be mandatory for staff except when we decide it is necessary based on the particular risk profile of a worker's duties or as otherwise required by law.

We will continue to keep the situation in relation to vaccinations under review in our ongoing COVID-19 risk assessments and we may need to review position, if, for example, our risk assessments, government guidance or stakeholder requirements indicate that we need to restrict certain roles within the business to staff who have been vaccinated.

We do however encourage all our staff to get the vaccine if they are able to do so.

Families Tasmania will support all employees in attending COVID-19 vaccination appointments, including for boosters. If employees require time off work to get their COVID-19 vaccination, they must inform the Chief Executive Officer. Employees will not be required to apply for leave to attend a vaccination appointment as long as the Chief Executive Officer informed before the appointment.

6. Respond

The response stage is triggered by the identification of one or more cases of COVID-19 within or linked to the organisation. The goal is to slow the virus spreading and protect people at greater risk of severe illness from COVID-19.

6.1 CORONAVIRUS DIAGNOSIS OR EXPOSURE

1. If Employees have any COVID symptoms at all, they must isolate and get tested. Employees must also immediately notify the CEO.
2. If you are a case contact, and are required to isolate and/or get tested, you must comply. Employees must also immediately notify the CEO.
3. Visit www.coronavirus.tas.gov.au for further information

What to do if you test positive?

4. Follow public health directives, and advise the CEO as soon as possible.
5. If Employees are unwell and unable to work then they may access personal (sick) leave. Please advise the CEO of the date of the positive test result.
6. On day 7 Employees must advise the CEO by email if they are fit for work or not.
7. If staff are well during this period of isolation, in consultation with the CEO, staff may work from home.

Regardless of their symptoms, Staff, volunteers and participants must not attend any organisation event or setting during any isolation period that the Government, medical authority or medical practitioner requires them to undertake.

6.2 CASE MANAGEMENT

If a person who has tested positive for COVID-19 is identified as having spent time the workplace, event or setting while they were infectious, Families Tasmania may be notified by Public Health.

Employees and Volunteers who have tested positive for COVID-19 must compile a list of each attendance at a Families Tasmania venue or office, and the details of those who they were in contact with. This should be provided to Families Tasmania as soon as possible.

Families Tasmania will notify Public Health if they are aware of a case having been the workplace, event or setting in the 48 hours prior to diagnosis or symptom onset.

If an Employee or Visitor is notified that they are a close contact whilst they are in a Families Tasmania venue / at an event, they must immediately isolate, wear a mask and leave the venue / event as soon as possible via a personal mode of transport (or if that is not possible, wear a mask in a taxi).

6.3 CONTACT MANAGEMENT

If a person who has tested positive for COVID-19 is identified as having spent time the workplace, event or setting while they were infectious Families Tasmania may provide public health information about who may have had contact with the confirmed case. This may include staff timesheets and event registrations that may assist to supplement check in tas information.

Families Tasmania may contact anyone identified as a potential close contact of the case and instruct them to check www.coronavirus.tas.gov.au for information about what to do next, or until public health contacts them directly.

Families Tasmania may email event and group participants notifying them of a confirmed positive case of COVID-19 in the organisations and their possible exposure.

6.4 THE CONTINUATION OF BUSINESS OPERATIONS

Families Tasmania will undertake a risk assessment for each planned event, group or service and determine the viability of the event or service proceeding within the current environment on a case-by-case basis. If an Employee is responsible for organising an event, the Employee must complete the risk assessment and provide it to the CEO for approval at least one week prior to the event.

The Organisation will do everything possible to continue operating in these circumstances, however ultimately will take the action that is necessary to comply with Government advice and ensure safety within the workplace. It may become necessary for the business to temporarily reduce or cease operations, for example if a staff member is diagnosed with COVID-19.

In the event that an event, group or service is determined high risk, and/or COVID-19 risk mitigation processes are not able to be effectively actioned, Families Tasmania staff and CEO may cancel or postpone the event, group or service.

6.5 WORKING FROM HOME AND ONLINE OPERATIONS

The Organisation will take all available steps to continue to provide support services to the community.

To do this staff may be required to work from home and continue the delivery of information sessions and support groups online via video conferencing. Support and operational guidelines for this will be provided by the CEO.

The Organisation will ensure that we will comply with any Government directions and advice and implement restrictions as required.

If you work for multiple employers, you are required to notify management immediately.

7. Resources

- <https://www.coronavirus.tas.gov.au/>
- <https://www.worksafe.tas.gov.au/topics/Health-and-Safety/safety-alerts/coronavirus>
- [Risk Assessment tool](#)