

COVID Safe plan

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

Our COVID Safe Plan

Business name:	Royal Botanic Gardens Victoria
Site location:	Birdwood Avenue, Melbourne, Victoria 3004
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*Response to COVID-19 pandemic at RBGV is guided by the COVID-19 Pandemic Response Framework, underpinned by the COVID-19 Action Plan and High Risk Occurrence (HRO) as routinely reported to RBG Board Risk Committee

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.	<ul style="list-style-type: none"> Hand sanitiser stations are established in key areas including entry to buildings, bathrooms, kitchen areas, entry gates and other tactile areas. Amenities are well stocked with soap and paper towels (or electric hand dryers). Instruction on how to wash and sanitise hands provided through posters and digital communications Hand sanitiser stations installed at entry to all public toilets. Hand sanitiser is available for staff, visitors, and audiences to use at various locations throughout the Gardens Hand sanitiser is refilled regularly
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> Air conditioning and/or open windows in use.
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> Surface cleaning of small number of workstations shared across shifts occurs routinely High touch communal items replaced with alternatives where possible

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
High touch surfaces are cleaned and disinfected regularly.	<ul style="list-style-type: none"> High touch surfaces being cleaned regularly, including kitchen areas, bathrooms, and office spaces Sanitiser available in all work spaces Information provided to staff and visitors/ audiences about expectations on personal hygiene (hand washing, coughing into elbow, disposal of masks, etc)

Guidance	Action to mitigate the introduction and spread of COVID-19
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> Adequate cleaning supplies in place for all organisation activities including events and tours, walks and talks. Stock levels actively managed.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing, limiting workplace attendance and event/activity management	
<p>Workplaces are open to all fully vaccinated employees.</p> <p>No density limits in public spaces or workplaces. Mask use strongly recommended</p>	<ul style="list-style-type: none"> Garden open to visitors Visitor Centre, retail shops open. Restaurants, cafes and tenant operations operate with no density limits and are not required to check vaccination status of patrons Programs running with no density limits. Staff and contractors leading tours and programs are fully vaccinated. Face masks are strongly recommended indoors and when physical distancing not possible. All volunteer and Friends programs recommence for fully vaccinated volunteers with no density limits Staff, contractors and volunteers are required to have received two vaccination doses to be permitted to work on site unless a medical exemption applies Field staff at full capacity on site. Office staff resume minimum three days per week (FTE) on site as confirmed with line manager. Well-being OHS checks routinely carried out for work from home employees.
Establish a system to screen employees and visitors / audiences before accessing the workplace. Employers cannot require employees to work when unwell.	<ul style="list-style-type: none"> Employees and visitors are regularly notified of the requirement to not attend workplace / venue if they have any symptoms. Information for visitors also available on the website.
Configure communal work areas and promote physical distancing recommendation.	<ul style="list-style-type: none"> Minimum 1.5 m physical distancing recommendation promoted regularly to employees.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> Physical distancing requirements are regularly communicated through staff communications (posters, digital and face-to-face)
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> Signage displayed at entry points for delivery drivers providing designated contact points. Hand washing/sanitising after accepting deliveries, with minimal contact observed
Develop protocols for crowd management and physical distancing on RBGV events, workshops and activities such as tours, walks and talks	<ul style="list-style-type: none"> Designated gathering space for school bookings Ensure events are compliant with the current Government restrictions and COVIDSafe settings at the time Staff leading tours and programs are fully vaccinated.

Guidance	Action to mitigate the introduction and spread of COVID-19
Apply COVID Safe settings to RBGV hospitality venues	<ul style="list-style-type: none"> • No density limits • No QR code check-in or vaccination check requirement • Masks not required to be worn by hospitality staff

Guidance	Action to ensure effective record keeping
Record keeping	
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> • OHS incident reporting and register in place

Guidance	Action to ensure COVIDSafe events and activities
Oversight and administration of events	
Establish a process to manage specific COVIDSafe procedures on small events and programs	<ul style="list-style-type: none"> • All staff and contractors working on events are fully vaccinated • Contingency planning documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons

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.	<ul style="list-style-type: none"> • Business continuity planning captured in the RBGV Pandemic COVID-19 Action Plan 2020-2022, including leadership structure, decision making, business reporting and response to the COVID-19 pandemic.
	<ul style="list-style-type: none"> •
Prepare for how you will manage a suspected or confirmed case in an employee during work hours, or if the employee is a household contact.	<ul style="list-style-type: none"> • If an employee is found to be COVID-19 positive, People and Culture will work with the employee to identify (if any) workplace contacts in line with the definitions provided by government • Known contacts will be called and advised that they should monitor for any symptoms. • There are no ongoing quarantine requirements, and the contacts may work on site if required. • However, if a RAT is positive or the contact develops symptoms, they must isolate for 7 days • Employees are notified of the requirement to not attend workplace if they have any symptoms, or if they have been tested and are awaiting results. • Cleaning requirements in place pending employee infection

Guidance	Action to prepare for your response
	<ul style="list-style-type: none"> • <i>Employees notified of the requirement to immediately alert line manager if symptoms develop whilst at work, and supported to go home immediately, or to isolate at work if returning home is not possible, and to arrange testing and self-isolation as soon as possible.</i> • <i>Appropriate areas to isolate staff members identified</i>
<p>Develop a process to manage a visitor or audience member who develops symptoms.</p>	<ul style="list-style-type: none"> • <i>Arrangements made to send the person home in suitable and safe private transport so the risk of potential coronavirus (COVID-19) transmission is reduced.</i> • <i>If the person cannot travel home identify an area where the person can remain in isolation until they are able to travel home</i>
<p>Prepare to notify workforce of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • <i>Workforce communication channels in place to notify employees of confirmed employee case</i>
	<ul style="list-style-type: none"> •
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> • <i>When an employee tests positive, they are required to isolate for a period of 7 days from the date they took the PCR test or Rapid Antigen Test which resulted in a positive outcome and is then, subject to them feeling well, able to return to work without the requirement for further testing.</i>

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



Tim Entwisle, 8 August 2022