

COVID Safe plan

Our COVID Safe Plan

Business name: Southern Community Broadcasters Inc.
Site location: 2 Parliament Street, Brighton
Contact person: Colin Tyrus
Contact person phone: 0412 101 637
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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.	<i>Hand sanitiser is available inside the premise</i> <i>Disposable wipes are available in the reception area of the radio station</i> <i>The bathroom and kitchen is stocked with hand wash and paper towel, and a surplus supply will be kept on site</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Air conditioning is controllable by presenters using remote controls. The recommended air conditioning temperature range is between 22-24 degrees in accordance with Occupational Health and Safety standards. Presenters are encouraged to use the air conditioning during their program</i>
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.	<i>Presenters and guests are not required to wear masks</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
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).	<i>No longer applicable with current restrictions in effect</i>
Replace high-touch communal items with alternatives.	<p><i>Stationery may be used at the station, but care should be taken to ensure items are used in a safe manner. This may include wiping down pens prior to using them. Kitchen items like cups and spoons must be thoroughly washed with dishwashing detergent prior to use</i></p> <p><i>Presenters are encouraged to wipe down surfaces they have used after completing their program. Disposable wipes are available for this purpose, or paper towel with soapy water can be used. Electronic equipment should not be saturated in soapy water, but can be delicately cleaned</i></p>

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).	<i>Presenters are encouraged to wipe down surfaces they have used prior to starting their program, and after completing their program. Disposable wipes are provided for this purpose. If there is a shortage of disposable wipes, paper towel and soapy water can be used instead. The equipment in the studio (panels, electronics etc). should be lightly cleaned – not saturated in water or soap. All other surfaces like table tops and desks can be cleaned thoroughly. Only surfaces that the presenter will touch or has touched should be cleaned, unless they choose to clean other areas as well</i>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<p><i>The following items will be available at the radio station for all presenters.</i></p> <ol style="list-style-type: none"> <i>1. Hand sanitiser</i> <i>2. Disposable wipes</i> <i>3. Paper towel</i> <i>4. Supplies of other cleaning products including surface spray and disinfectant</i>

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.	<i>Presenters can pre-record their shows at home if they choose to</i>
Ensure that outside broadcasts are conducted in a COVIDSafe manner	<i>If the outside broadcast takes place within or near a facility that requires mask wearing, presenters and guests will be required to wear masks when they aren't actively broadcasting on air. If the outside broadcast takes place within or near a facility that doesn't require mask wearing, they do not need to wear masks</i>
Establish a system that ensures staff members are not working across multiple settings/work sites.	<i>This version of the COVIDSafe policy doesn't have any requirement for volunteers to exercise any restrictions working across multiple sites</i>
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<i>Temperature checks are recommended if symptoms are present. In doubt, it is encouraged for presenters to stay home or submit a pre-record if possible. The same applies for other non-covid related ailments</i>
Configure communal work areas so that density requirements are being met, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.	<i>Occupancy limits no longer apply</i>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<i>Occupancy limits no longer apply</i>
Modify the alignment of workstations so that employees do not face one another.	<i>Occupancy limits no longer apply</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of employees waiting to enter and exit the workplace.	<i>Occupancy limits no longer apply</i>
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<i>Occupancy limits no longer apply</i>
Review delivery protocols to limit contact between delivery drivers and staff.	<i>Normal delivery routines apply</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>Current presenter rosters and studio setup ensures temporal as well as physical distancing takes place</i>
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 .	<i>Guests are allowed on the radio station premises regardless of vaccination status</i>

Guidance	Action to ensure effective record keeping
Record keeping	
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.	<i>Presenters may sign in or may swipe their security fob against the front door, which also counts as attendance. Presenters should provide details about guests who attend at management request</i>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<i>There is no longer a requirement to advise the President / Vice President of a positive COVID case. Presenters will no longer be advised. However, you may advise the presenter prior/after your program if they need to cover your program or if you think you may have been in contact with them</i>

Guidance	Action to ensure effective record keeping
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.	<i>The radio station business continuity plan reflects that programming will be undertaken by a mixture of automation and by remote control or pre-recording should the radio station need to close due to an outbreak of COVID-19 and if a pandemic order is in effect requiring the radio station to close. If no such order exists, the radio station will broadcast as normal</i>
Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.	<i>No longer applicable</i>
Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.	<i>The radio station continues as normal. A clean may be organised if it is deemed necessary due to the nature of the covid exposure</i>
Prepare for how you will manage a suspected or confirmed case in an employee during work hours.	<i>It will be treated as any other ailment is treated, but presenters may notify the presenter prior/after their program if they believe they may have been exposed</i>
Prepare to notify workforce and site visitors of a confirmed or suspected case.	<i>Notification no longer required. Presenters may elect to advise the presenter prior/after their program if they believe there is a concern that they may have been exposed to covid19</i>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<i>Not applicable</i>
Confirm that your workplace can safely re-open and workers can return to work.	<i>The radio station will broadcast as normal</i>

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

Name _____

Position _____

Signed _____

Date and time _____