

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

Our COVIDSafe Plan

Business name: Kryal Castle
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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 has been placed in all buildings at the front counter and throughout the Castle at high traffic areas. Rubbish bins are in all toilets, shops and throughout the grounds of the Castle for disposal of paper towel. Signage has been put up in all areas with hand sanitiser available and throughout the rest of the Castle grounds. All toilets are fully stocked with appropriate hand soap and paper towel and monitored throughout the day to ensure a constant supply. All staff have been Covid-19 trained in the correct usage and procedures for sanitation.</i>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<i>Entry and exit doors to remain open to enhance airflow for indoor spaces such as the front entrance, food and beverage areas, shops, and toilets.</i>

<p>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.</p>	<p><i>All staff to wear face coverings throughout their entire shift unless they already have a lawful exception. Eg. Performance staff solely for the duration of performances where they need to be clearly understood and heard. Face masks are available for staff at the clock in iPad if safe do not have their own with them. Masks are also available for visitors to purchase if they need.</i></p>
<p>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).</p>	<p><i>All safe have successfully completed the Return to Work Covid-19 Training in accordance with the Victorian Government and have a staff information sheet 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></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Staff clock in iPad is completely hands free to minimize the risk of spreading the virus. All outlets have contactless payment preferred and have signage to illustrate that. Check in and out for accommodation is completely contactless to reduce the use of the main entrance reception area. All bins throughout the sight and contact free and sugar, sauce and salt have all been replaced with single serve sachets.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>All high traffic areas and surfaces are cleaned at least twice a day and a list is signed and time stamped each time to ensure it has been completed. These include areas such as railing, ropes, tables, seating, poles, door handles and staff common areas. Costumes are being washed each day to minimize the risk of spread. Food and Beverage staff are constantly following health and safety guidelines and rules to ensure food is prepared and served in a safe and clean manner.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>All areas fully stocked in the correct cleaning supplies for the area and extra cleaning supplies kept on sight ready as back up. All staff have completed training in which cleaning products need to be used for different surfaces and areas. If staff are in doubt they can check with their Line Manager.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	

<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p><i>Staff that can work from home are working from home and only coming onto site when necessary. Any staff living in restricted areas are either working from home or have the appropriate permits to be working. This mainly applies to admin staff. All other staff are taking the appropriate precautions when on site to reduce the risk of spread.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>N/A Kryal Castle only has the one work site.</i></p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p><i>All staff have their temperature checked upon arrival and answer a short questionnaire to ensure they are not at risk. All registration and pre purchased tickets are carefully checked to ensure no one is travelling from an area not allowed. Staff have also been told and understand to not come into work at all if they have even the mildest symptoms and can not return to work until a negative test result comes back.</i></p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> ● there is no more than one worker per four square meters of enclosed workspace ● workers are spaced at least 1.5m apart ● there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<p><i>High traffic areas have been modified to have clear entry and exits to ensure constant flow of traffic. Staff workstations have been limited to ensure only one staff member per four square metres. Floor signage has been placed down in high traffic areas to ensure visitors keep a 1.5m distance apart. Work benches, bollards and ropes have been used to help configure spaces to ensure physical distancing. All buildings have clear signage to show the room capacity which staff are watching for and enforcing.</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p><i>Clear floor markings have been used in high traffic areas to minimize any congregation or congestion of people.</i></p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p>Most workstations contain only one staff member and when there is more than one staff member practises have been put into place to ensure that staff are not facing each other and are spaced appropriately apart.</p>
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<p><i>Shifts have staggered start times to ensure not all staff are trying to clock in or out at the same time.</i></p>

Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<i>All staff have successfully completed the Return to Work Covid-19 Training in accordance with the Victorian Government which covers physical distancing rules and guidelines. Clear signage for physical distancing has been placed throughout the work site, both in public view and in staff only areas.</i>
Review delivery protocols to limit contact between delivery drivers and staff.	<i>Delivery drivers and visitors coming onto site are to fill details and have access to hand sanitiser, masks and will have their temperature checked.</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>Rosters have staggered start and end times to help ensure that staff areas such as the clock in office are not overpopulated. Where able workstations have only one staff member or workstations are outside and distanced. Where there are workstations with multiple staff, there are strict physical distancing procedures in 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>All areas have clear and visible signage to display maximum occupancy, physical distancing, and about slowing the spread.</i>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<i>All staff shifts are logged when they clock on and are time stamped and show what area they were working in for that day. Visitors, inspectors, and delivery drivers all are logged with date, time, and contact details to ensure contact tracing. A log for visitors is kept at both the front and back office.</i>
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<i>All staff have read, understood, and signed all Kryal Castle policies and procedures on OHS and know to talk to either their direct line manager or our OHS manager.</i>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	

<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>Kryal Castle has an up to date and current Covid-19 Continuity Plan: DEALING WITH CORONAVIRUS IN THE WORKPLACE POLICY which all staff have access to.</i></p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p><i>All contact records are kept in an organized and clear manner to ensure easy hand over in an event of contact tracing needing to be conducted. DHHS to be notified to report on actions taken, to share the risk assessment as to closure of the work premises and to provide close contact details. Employers will comply with any further directions from DHHS as to further closure or cleaning. The management will prepare records from the period commencing 48 hours prior to the onset of symptoms in the suspected case that include all rosters and worker details, along with customers, clients, visitors and workplace inspectors. This will assist in contact tracing should an employee test positive.</i></p> <p><i>Please also refer to Kryal Castle's DEALING WITH CORONAVIRUS IN THE WORKPLACE POLICY.</i></p>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<p><i>Where a case is confirmed to have been in the workplace, cleaning will be undertaken in accordance with DHHS guidance. Employers will undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed.</i></p> <p><i>Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, employers will take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected worker's workspace, areas where they attended and high-touch surfaces.</i></p> <p><i>Should Kryal Castle have three or more suspected cases in a five-day period, a risk assessment around the need to vacate the work premises will be completed.</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in an worker during work hours.</p>	<p><i>A worker suspected to have COVID-19 will be supported to travel home immediately OR to isolate at work if unable to travel home immediately. If isolating at work, the worker will wear a mask and be physically distancing from all other staff persons. Kryal Castle will advise the worker to undergo a COVID-19 test and self-quarantine.</i></p>
<p>Prepare to notify workfers and site visitors (including close contacts)</p>	<p><i>For a confirmed case, Kryal Castle will inform staff, customers, clients, visitors and workplace inspectors who are close contacts and direct them to stay in self-isolation (ahead of the DHHS contact tracing process).</i></p> <p><i>For all suspected or confirmed cases, Kryal Castle will inform all workers at the workplace (including the Health and Safety Representative) to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable.</i></p> <p><i>All workers at Kryal Castle will be notified if there is a confirmed case.</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p><i>Kryal Castle will immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours.</i></p> <p><i>Kryal Castle will comply with any directions from DHHS and WorkSafe as to closure or cleaning.</i></p>
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p><i>Kryal Castle may reopen the worksite once we have assessed that all required measures within the directions have been completed (unless in a high-risk workplace setting).</i></p> <p><i>Kryal Castle will seek approval from DHHS to open the workplace once we have complied with all the requirements under the directions</i></p> <p><i>WorkSafe will be notified that the workplace is reopening.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed ___*Melissa Dimond*___

Name _Melissa Dimond

Date __17/9/2020___