

# C4I Covid Safety Plan

401 Hawthorn Rd

Caulfield Sth

Plan completed by Barry Wald

24/10/21

## Physical distancing:

Maintain a maximum density as per the notice on the door of each room-

Front consulting room (Andi) – maximum 5 people

Reception – maximum 3 people

Blue room – maximum 3 people

Rear consulting room – maximum 6 people

Please ensure these densities are adhered to and will be the responsibility of whom ever is using the room at the time.

## Where possible, maintain a physical distance of 1.5 meters.

You must ensure you and your clients adhere to current face mask requirements, as outlined at [coronavirus.vic.gov.au/face-masks](https://coronavirus.vic.gov.au/face-masks)

Requirements may change over time – requirements are outlined below:

## When do I need to wear a face mask?

Anyone 12 years and over must wear a fitted face mask whenever they leave their home, indoors or outdoors, unless lawful exception applies.

## Do I have to wear a face mask at work?

Yes. However, if you are working alone, you do not need to wear a face mask unless someone else enters the room.

You should provide training, instruction and guidance on how to correctly fit, use and dispose of Personal Protective Equipment (PPE).

You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.

## Cleaning of office

Our Cleaner Di comes in once a week to clean the premises, you will still need to maintain surface cleaning as and when people use the rooms and facilities.

You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including frequently touched surfaces such as doorknobs etc.

You should:

- Clean frequently touched surfaces with appropriate cleaning products, including detergent and disinfectant.
- Clean between shifts.

Disinfectant wipes will be provided

## If you are feeling unwell

If you are ill, you must support workers to get tested and stay home even if you only have mild symptoms.

**If you or any of your clients present any symptoms, it is imperative that you inform me immediately in order that I can carry out the following:**

- I can arrange for an immediate clean of the entire office space
- I need to contact the Department of Health and WorkSafe Victoria if we have a person with COVID-19 at our workplace.
- We may be instructed to close by the Department of Health.
- Work out a plan to re-open the workplace once approved by the Department of Health.

**All businesses are required to use the Victorian Government QR Code Service (with some limited exceptions) through the Service Victoria app.**

**If a visitor cannot check themselves in, the Service Victoria Kiosk check-in service allows venues and businesses to use their own smart phone, tablet or computer to check-in visitors. This is convenient for Victorians and gives contact tracers access to the best data quickly**

**Stay safe by:**

- **Always wash your hands before you leave, and when you return home.**
- **Keep at least 1.5 metres between yourself and others whenever possible.**
- **If you are unwell with COVID-19 symptoms get tested and stay at home until you receive a negative result.**