

COVID Safe Plan



10 November 2020

To ensure Casey Radio is compliant with the government's health directives, the following Covid Safe Plan has been formulated to protect Casey Radio volunteers and guests.

1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible.

Action:

- Display signage limiting the number of presenters ie two presenters (guests not permitted) allowed in the studios at any given time
- Advise presenters to work from home i.e pre-record their shows, wherever possible

Requirements: You must apply density quotient to configure shared work areas and publicly accessible spaces to ensure that –

Action:

- There will be no more than one volunteer per four square meters of enclosed workspace – only two presenters in the studio at any given time
- Remove additional seating from the studios to ensure presenters are complying with the four square metre directive

Requirements: You should provide training to workers on physical distancing expectations while working and socialising.

Action:

- Inform presenters of the strategies and work practice changes to maintain physical distancing
- Reinforce messaging to presenters physical distancing needs to be maintained during studio time and also during social interactions
- Display signage on hand and cough hygiene, including how to wash and sanitise hands correctly
- Ensure presenter are aware of the importance of not attending the studios if unwell
- Regularly assess presenters in attendance at the station to determine whether they are complying with cleaning and physical distancing requirements

2. Wear a face covering

Requirements: You must ensure all volunteers and visitors entering the worksite wear a face covering as per public health advice.

Action:

- Face masks to be worn at all times, except whilst on air.
- Monitoring use of face coverings in all volunteers, unless a lawful exception applies
- Ensure appropriate information / signage on the use of masks

Requirements: You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

Action:

- Inform volunteers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

3. Practise good hygiene

Requirements: You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones.

You should:

- Clean surfaces with appropriate cleaning products, including detergent and disinfectant
- Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so
- Clean between shifts

Action:

- Identify high touch surfaces (door and cupboard handles, kitchen counters, touch screens, shared studio equipment)
- Provide information on how to use cleaning products
- Monitor supplies of cleaning products and regularly restock
- Provide workers with their own personal equipment, labelled with their name

Requirements: You should display a cleaning log in shared spaces and implement an audit of cleaning schedules.

Action: None.

Requirements: You should make soap and hand sanitiser available for all volunteers and visitors throughout the worksite and encourage regular handwashing.

Action:

- Location of hand sanitiser stations throughout the worksite
- Ensuring rubbish bins are available to dispose of paper towels
- Ensuring adequate supplies of soap and sanitiser
- Ensuring workers have information on how to wash and sanitise their hands correctly.

4. Keep records and act quickly if workers become unwell

Requirements: You must support volunteers to get tested and stay home even if they only have mild symptoms.

Action:

- Advise volunteers of the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case
- Provide information on local testing sites

Requirements: You must develop a business contingency plan to manage any outbreaks. This includes –

Action:

- Establish a process for notifying presenters and close contacts about a positive case in the workplace.
- Establish a cleaning process in the event of a positive case.
- Establish a process and responsibility for notifying DHHS, WorkSafe and your health and safety representative
- Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to studios
- Establish a process for notifying Worksafe that the site is reopening

Requirements: You must keep records of all people who enter the studios for contact tracing.

Action (examples):

- Ask volunteers to complete a health questionnaire before starting their shift
- Where possible attendees are to use the Scan QR Code available on posters throughout the studios. Those attendees unable to use this process will be required to complete the sign register to be kept on the reception desk at all times
- Review processes to maintain up-to-date contact details for all volunteers