

COVIDSafe Plan

Business name: **WILLIAMSTOWN FILM SOCIETY Inc**

Plan completed by: Michael Slee (President WFS), Maria Kouppas (Secretary WFS), Dimi Simeonidis (Treasurer WFS)

Date reviewed: **7/1/2021**

Venue: Hobson's Bay City Council, The Supper Room, Town Hall, Ferguson Street, Williamstown.

1. Ensure physical distancing

Requirements: You must ensure workers and visitors are 1.5m apart as much as possible. This can be done by –

Displaying signs to show patron limits at the entrance of enclosed areas where limits apply

Informing workers to work from home wherever possible

You may also consider:

Minimising the build-up of people waiting to enter and exit the workplace

Using floor markings to provide minimum physical distancing guides

Reviewing delivery protocols to limit contact between delivery drivers and workers

Action:

- All pre-screening notifications will include details on how to maintain correct social distancing for WFS screenings.
- HBCC signage will be displayed in venue indicating room capacity and distancing requirements.
- Attendees will be required to arrive on time (wait in the car if early) and leave promptly without 'hanging around'.
- Speakers & introduction to the evening's program will be positioned at the front of the venue more 1.5m from the front row of seating.
- Seating will be arranged so that attendees maintain 1.5m separation. Family / household groups can sit together.
- Screenings are seated events. No free time to stand and roam for chat will be allowed.

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

There is no more than one worker per four square meters of enclosed workspace

There is no more than one member of the public per four square meters of publicly available space indoors

Action:

- HBCC will re-locate the WFS screenings to the larger SUPPER ROOM (from the council chamber) to accommodate the spacing ratio of 1 person per 4m².
- HBCC staff will set the seating to one of our current COVID Safe plans, based on current guidelines.
- A 3m x 3m area will need to be roped off for the projector. This ensures that the projectionist will be 1.5m from the nearest attendee.
- Speakers & introduction to the evening's program will be positioned at the front of the venue more than 1.5m from the front row of seating.
- Seating will be arranged so that attendees maintain 1.5m separation. Family groups can sit together.

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

Informing workers to follow current public health directions when carpooling. This can be found at (hyperlink) vic.gov.au

Informing workers to work from home wherever possible

Action: N/A

2. Wear a face covering

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

Providing adequate face coverings and Personal Protective Equipment (PPE) to workers that do not have their own

Action:

- Attendees will be required to face masks from the time they enter the venue, only removing it on leaving the venue.
- Speakers, having established an appropriate distance from the audience, may remove their mask to speak. On completion, a speaker is required to put the mask on before returning to the general seating area.

Requirements:

You should install screens or barriers in the workspace for additional protection where relevant.

Action: N/A

Requirements:

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

You should inform workers 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.

Action:

- WFS Committee members will observe if attendees are wearing masks correctly and offer verbal assistance if required.
- All pre-screening notifications will include a pamphlet outlining the correct wearing of a mask.
- Michael Slee, President WFS, as part of his welcome and introduction to each screening, will re-iterate the importance of correct mask wearing and social distancing, with reference to Government and HBCC rules.

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:

- WFS screenings are a single event of approximately 4 hours duration (6:30-10:30pm)
- HBCC staff clean the venue prior to and following use.
- No shared equipment used by attendees.

You should display a cleaning log in shared spaces.

Action: Fill in

- The cleaning log will not be displayed, as the infrequent use of individual venues could be misinterpreted by attendees as 'insufficient cleaning'. The important point to note is that HBCC staff clean the venue **prior to** and **following** use.

You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.

Action:

- Hand sanitiser (provided by HBCC) is available for attendees and its use encouraged.
- Sanitiser stations are available throughout the building.

4. Keep records and act quickly if workers become unwell

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

Action:

- All pre-screening notifications encourage attendees to get tested and stay home, even if they only have mild symptoms.
- HBCC are currently providing a staff member on entry that completes the contact register and does temperature checking (this may change by January).
- On entry all attendees (& committee members) are asked to declare verbally that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate. Also checked that they are correctly wearing an appropriate mask.

- WFS Treasurer (Dimi Simeonidis) will check attendance for our own records and will provide assistance if required.

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

Having a plan to respond to a worker being notified they are a positive case while at work, noting workers who show symptoms or have been in close contact should NOT attend the workplace until they receive their test results

Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period

Having a plan in place to clean the worksite (or part) in the event of a positive case

Having a plan to contact DHHS and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts

Having a plan to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with coronavirus (COVID-19) at your workplace

Having a plan in the event that you have been instructed to close by DHHS

Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

Action:

- In the event that a WFS screening was attended by someone while infectious.

- Notify DHHS

Dedicated Victorian Coronavirus (COVID-19) hotline on 1800 675 398

- Notify HBCC

Garth Sheridan, Acting Venues Coordinator, Hobsons Bay City Council

T: 9932 4042 | M: 0437011689

- Notify all other attendees of the same screening.

- Be prepared to cancel subsequent WFS screenings until DHHS permission to re-open.

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

Action:

- HBCC are currently providing a staff member on entry that completes the contact register and does temperature checking (this may change by January).
- WFS members will be asked to book (& provide names and contact numbers), prior to a screening.
- On entry all attendees (& committee members) are asked to declare verbally that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate. Also checked that they are correctly wearing an appropriate mask.
- WFS Treasurer (Dimi Simeonidis) will check attendance for our own records (which include contact details) and will provide assistance if required.

Requirements: You should implement a screening system that involves temperature checking upon entry into a workplace.

Action:

- HBCC are currently providing a staff member on entry that completes the contact register and does temperature checking (this may change by January).
- On entry all attendees (& committee members) are asked to declare verbally that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate. Also checked that they are correctly wearing an appropriate mask.

5. Avoid interactions in enclosed spaces

Requirements: You should reduce the amount of time workers are spending in enclosed spaces. This could include –

Enabling working in outdoor environments

Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms

Enhancing airflow by opening windows and doors

Optimising fresh air flow in air conditioning systems

Action:

- HBCC staff will run aircon/HVAC to ensure the air stays fresh and clear for the duration of the screening. Checking that this has in fact been done will be included on the WFS setup list.
- Refreshments will no longer be communal (& NOT provided by HBCC). Individuals will be able to bring their own bottled water or a thermos and cup. But they are not to be shared with other attendees.
- Toilets will have floor stickers placed as visual aids for physical distancing.

6. Create workforce bubbles

Requirements: You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

Action: N/A

Requirements: You should maintain records of all workers who have disclosed that they reside with another worker and ensure that there is no cross-over between shifts.

Action: N/A