



COVIDSAFE PLAN

Business name:	DIXON APPOINTMENTS PTY LTD
Site location:	Level 2, 303 Collins Street, Melbourne 3000
Contact person:	Charlotte Garner
Contact person phone:	0458 119 622
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Dixon Appointments' Legal Duties and Obligations

Dixon Appointments has a duty to provide and maintain a working environment that is safe and without risks to the health of our employees.

Dixon Appointments has viewed and understands the Victorian Government's [COVIDSafe business requirements](#) and the [Guide for business – stage 4 restrictions](#) and has determined the industries/type of work we can supply to during the stage 4 restrictions.

Employer Obligations under Stage 4

Under the Stage 4 restrictions, workplaces that remain open must:

- Have a COVIDSafe Plan in place that is regularly updated.
- Ensure that any workers that can work from home are able to do so.
- Collect records of all workers, subcontractors, customers and clients attending the work premises for 15 minutes or longer (certain exemptions will apply).
- One worker per four square metres of enclosed workspace or in shared areas.
- Unless an exemption applies, ensure that workers do not work across multiple sites, or for multiple employers.
- Ensure that workers are in good health - workers cannot work if they are unwell and employers must not require workers with symptoms to work.
- If your worker is unwell, send them home and direct them to be tested. They must stay home until they have their result.
Report any positive cases of coronavirus (COVID-19) to DHHS, Worksafe, Health and Safety Representatives, and notify your workforce.
Regularly clean your facilities, shared spaces and provide additional cleaning supplies.
- Undertake risk assessments for cleaning and the potential closure of your workplace in certain situations.

Authority to Supply to Host Employers

Dixon Appointments will only supply on-hire workers to businesses that are permitted to remain open under the Victorian Governments Stage 4 restrictions. If we supply on-hire workers to permitted businesses under the stage 4 restrictions, we must establish and maintain a COVIDSafe Plan.



Guidance	Action to mitigate the introduction and spread of COVID-19
Resources	
<p>The following people resources will be responsible for implementing and monitoring this plan.</p>	<p>To ensure the plan is consistent with current directions, advice and guidance from the health authorities and health and safety regulators and to ensure the plan is effective in managing the risk of exposure to COVID-19 in the workplace.</p> <ul style="list-style-type: none"> • Kathryn FitzGerald • Lucy Ricanek • Charlotte Garner
<p>Consultation – how will Dixon Appointments ensure host organisations have a process in place to consult with workers on health and safety matters relating to COVID-19.</p>	<ul style="list-style-type: none"> • Dixon Appointments will verify that all host employers with temporary employees working on site are permitted workplaces and have a COVIDSafe Plan that ensure appropriate steps have been taken at each relevant workplace. • Dixon Appointments' candidate care program has been reviewed and revised to ensure regular consultation with our workers and to verify that they are being consulted on health and safety matters relating to COVID-19.
<p>Working from home</p>	<ul style="list-style-type: none"> • Dixon Appointments will ensure that all staff and on-hire workers that can work from home, do work from home. • Dixon Appointments will consider whether working from home is reasonably practicable. • In deciding whether working from home is appropriate for our on-hire workers, we will, in consultation with our workers and their representatives and in consultation, co-operation and co-ordination with the host organisation, consider the worker's role, workflows, mental health and wellbeing of the worker, home environments and safe working procedures.
<p>Ensuring no staff or on-hired worker is working across multiple sites.</p>	<ul style="list-style-type: none"> • Candidates and clients are informed that they are not permitted to work across multiple sites, which includes working for multiple employers. • On-hired workers are not placed at multiple sites.

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Hygiene	
<p>Monitoring office building facilities</p>	<p>Dixon Appointments Office: 303 Collins Street Melbourne</p> <ul style="list-style-type: none"> • All individuals entering the office building are temperature checked with a thermal scanner and monitored by the building facilities management. • Hand sanitiser stations are located in the building foyer. • Distancing signage is located in the building foyer and all lifts. <p>Social distancing information.</p>



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<p>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.</p>	<ul style="list-style-type: none"> • Hand sanitiser located on entry to the building at 303 Collins Street. • Notice of requirements for COVIDSafe is posted at the entrance to the office for Dixon Appointments. • Hand sanitiser has been supplied at entry and various internal locations within Dixon Appointments' office. • Staff have access to adequate supplies of soap in kitchen and bathrooms on site. • Notices on information to wash and sanitise hands correctly located in kitchen and bathrooms on site. • Staff have access to use paper towels for drying hands, rather than material. • Disinfectant wipes are supplied next to the water taps and require staff to wipe down after every touch. • Rubbish bins are available throughout the office, to dispose of paper towels. <p>Handwashing information</p> <p>Cover your cough and sneeze information</p>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> • Air conditioning is monitored by building management and appropriate for optimum air flow.
<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>	<ul style="list-style-type: none"> • Employees are required to wear a mask while at their desk or other place of work and are not provided with, or cannot maintain, 4 square metres of space for themselves. • Employees are required to wear a face covering as determined by the Victorian Government, throughout the work day if required to work in the office, unless they provide a written lawful exception. • Employees are encouraged to bring their own face covering wherever possible, however, face masks are provided by Dixon Appointments for those who do not have a face covering. • The wearing of face coverings is monitored by management.
<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>Staff have been provided with written information in relation to:</p> <ul style="list-style-type: none"> • the correct use of face coverings • hand and cough hygiene • not attending the office if unwell and what is required in these circumstances, including testing for Coronavirus <p>How to wear a mask</p>
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • Minimising the use of communal facilities, eg. kitchen. • Minimising the sharing of communal equipment, staff are required to utilise only 1 set of cutlery and crockery for their personal use – labelled with their name.



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	<ul style="list-style-type: none"> • Staff will be provided with containers for coffee, tea, sugar, etc. for own use only. • All staff may only utilise their own desk. • All staff must not share electronic equipment and have been provided with their own personal equipment which has been labelled with their name, eg. keyboards, mouse, headsets. • Rubbish bins are contactless. • All internal doors are to remain open, thereby limiting the requirement to touch door handles.

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Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<ul style="list-style-type: none"> • Office cleaning is conducted by the facilities management company for the office building. • Additional disinfecting of high touch surfaces, such as desks, keyboards, computer mouse, headsets and front door is conducted by internal staff at least twice per day. • Operating in accordance with the Information sheet provided by DHHS in relation to the Cleaning and disinfecting to reduce COVID-19 transmission. • Adhering to the DHHS guidelines for cleaning and disinfecting after a COVID-19 case. <p>Cleaning and Disinfecting to reduce COVID-19 transmission</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • Additional cleaning products have been sourced including disinfectant and available for us by all staff. • Stock is to be monitored by the Operations Team to ensure a regular supply.

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<ul style="list-style-type: none"> • All Dixon Appointments' employees are required to work from home if possible. • A Working from Home checklist is required to be completed to ensure a safe and healthy work environment is available from home. • Monitoring of any employee required to attend the office is managed by the Finance Director. • Visitors to the site have been minimised, for example: applicants are now interviewed online rather than in person.
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • Staff are advised that they cannot work across multiple work sites.



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	<ul style="list-style-type: none"> Temporary employees are not booked in to work at multiple sites and clients reminded of this requirement.
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> All individuals entering the office building are temperature checked with a thermal scanner. Employees working on site and all visitors have a temperature-test upon entry to the office. If the test shows that an employee has a high temperature, they are directed to go home, get checked for COVID-19 and self-isolate until we are informed that the test result is negative. If the test result is positive, the employee must self-isolate for the required period. If a visitor has a temperature, they are directed not to enter and provided with advice.
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> Social distancing is to be maintained by blocking off some desks/seating with signage. Seating has been allocated across the floor and will be further enhanced by staggered working shifts. Signage has been posted at building lift entrances and within lifts. Floor markings have been placed within lifts. <p>Seating reference information</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>	<ul style="list-style-type: none"> Stickers have been placed on the floor in the reception area to guide visitors. Maximum room capacity signage has been used. Dixon Appointments is a total of 390m² – therefore, has a capacity of 97 people in total. Adherence to the number of people allowed under the ‘four square metre’ rule. <p>Maximum capacity information</p> <p>4 square meter rule</p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> Seating is configured to ensure that employees are not facing each other. Glass partitions exist between the seating which is to be utilised.
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> Dixon Appointments will continue to have staff working from home. Employees required to work in the office will be rostered alternatively so only 50% of staff are in the office at any one time. All internal doors will remain open to minimise touch. One door will be used to enter the office area from the reception area and another door utilised to exit the office area back to the reception area.



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	<ul style="list-style-type: none"> There is only one door to enter and exit from the reception area, which will remain open during working hours. Floor markings have been placed in the reception area to provide minimum physical distancing guides.
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> Training and instructions are provided to all staff attending the worksite. Use of the kitchen for lunch breaks will not be utilised and the chairs removed.
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> Contactless delivery protocols are in place, including mail and parcels. Signage is posted at the entrance to the reception area (office).
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> To reduce the use of common areas, staggered working times and working days are in place, including having 50% of staff on site at any one time. Staff are instructed not to congregate in common work areas.
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.	<ul style="list-style-type: none"> Signage for maximum occupancy has been placed in the front reception area. This will include all staff and visitors to the site. <p>Maximum capacity information</p> <p>4 square meter rule</p>

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.	<ul style="list-style-type: none"> Dixon Appointments maintains a Register of Attendance to record the presence of all people attending the worksite for 15 minutes or longer. Staff records are maintained to ensure that we have up to date contact details. Records are only used for tracing COVID-19 infections and are maintained confidentially.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> All staff receive instructions on the requirements of maintaining a safe and healthy workplace. All staff are informed of the reporting processes for accidents and incidents. Dixon Appointments has a formal process for recording accidents and incidents. Dixon Appointments maintains a register of accidents and incidents.



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>	<ul style="list-style-type: none"> • Dixon Appointments has and maintains a Business Continuity Plan that takes into consideration the absence of staff members. • All staff are cross trained to support all areas of the business to ensure continuity of our services. • Key staff have been identified and will continue to work from home to minimise any potential outbreak in the workplace. • Adhering to the recommendations made by DHHS in their information sheet for 'Preparing for a Case of Coronavirus (COVID-19) in your workplace guidance'. <p>Preparing for a case of COVID-19</p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • Records will be maintained and provided by the management team. • Dixon Appointments will provide access to the relevant authorities the records to enable contact tracing. • Dixon Appointments will cooperate with the relevant authorities and provide assistance to enable contact tracing.
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> • Daily cleaning of the premises is undertaken by the building management. • Additional cleaning of high touch areas, such as reception desk, water taps and light switches, is undertaken by staff daily, using disinfectant wipes. • Disinfectant wipes are utilised for wiping down water tapes after every touch. • Hand sanitiser (located at many locations within the office) is required to be used after any touch of communal items such as taps. • Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, Dixon Appointments will take all practicable steps to manage the risks posed by the suspected case, including have the affected employee's workspace cleaned immediately, also areas where they attended and high-touch surfaces. • Notification will be provided to the relevant authorities. • Dixon Appointments will provide notification to the office building facilities management.
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> • An employee suspected to have COVID-19 will be asked to leave the premises immediately, to travel home or medical office. • The employee will not utilise public transport to travel home but receive support from Dixon Appointments for private transport. • If the employee is unable to leave immediately, they will be isolated in Interview Room number 3 and physically distanced from all other staff members. • The employee will be required to continue to wear a face mask.



Guidance	Action to prepare for your response
	<ul style="list-style-type: none"> Any employee suspected to have COVID-19 or have been in contact with a person with COVID-19 will be asked to undergo a COVID-19 test and self-isolate for the required period (currently 14 days). Notification will be provided to Dixon Appointments OH&S office who will record the incident. The workplace will be closed until a thorough cleaning has been undertaken.
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> For a confirmed case, Dixon Appointments will immediately notify the relevant authorities (WorkSafe). All employees of Dixon Appointments will be notified, by phone and in writing. Any visitors that have been in close contact will be notified immediately by telephone. Any person that has been in close contact with the confirmed case will be asked to self-isolate for the required period. All persons will be asked to be vigilant about the onset of COVID-19 symptoms and asked to be tested as soon as reasonably practicable. The workplace (office) will be immediately closed for intensive cleaning.
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> Dixon Appointments will immediately notify WorkSafe and DHHS of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours. Dixon Appointments will comply with and assist the relevant authorities with contact tracing.
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> Dixon Appointments may reopen the worksite once they have assessed that all required measures within the directions have been completed. Any person that has been confirmed with COVID-19 will be required to produce a negative result before they return to the worksite. Any person that has been asked to self-isolate for the required period, will not be able to return to the workplace during that time period. Dixon Appointments will notify the relevant authorities (DHHS and WorkSafe) when the workplace is reopening.

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



Signed:	
Name:	Charlotte Garner
Last Reviewed Date:	6/8/20