COVID Safe plan

This document outlines how 3rd Party Containers (3PC) plans to prevent and manage COVID-19 amongst our crew and in our workplaces. This plan has been developed based on advice provided by federal, state governments and relevant medical authorities.

The plan is subject to change or be adjusted dependent on the introduction of national or state specific COVID safe requirements or restrictions.

**Wellbeing of Staff and Customers**

Regular information is, and continues to be disseminated to all crew members and 3PC staff regarding;

* What COVID-19 is
* How it is spread
* How transmission is prevented
* What the symptoms are
* When you should get tested
* Isolation
* Reporting protocols

Under no circumstances is a 3PC crew member to attend work if symptomatic – appropriate contacts and escalation points are in place for illness reporting. Crew and staff with any illnesses will be required to stay home until a clearance for work has been received.

If a COVID test has been conducted, parties may be required to isolate in accordance with advice from the Department of Health. If required to isolate, they may not attend work until they have been cleared fit to do so. Leave entitlements will be approved and paid if available, should a crew member be required to isolate. If no entitlement exists assistance will be provided in accessing financial support where available.

In some instances, temperature checks are being conducted daily on site. 3PC support this as a non-invasive way to monitor the health and safety of our crew. Crew members have been advised that this may be undertaken before being allowed to enter a site. Additionally, crew members may be required to sign health declarations prior to site entry. 3PC also supports this practice.

**Hygiene & Cleaning**

In line with recommendations, 3PC requires our clients’ worksites provide & display the following;

* Information regarding hand-hygiene
* Information regarding sneeze and cough hygiene
* Extra soap and water / alcohol-based sanitiser (at least 60%) provided and adequately maintained
* Additional rubbish bins
* Promotion of strict hygiene among food preparation staff and their close contacts

Information has been provided to crew members regarding appropriate hand-washing techniques.

In accordance with Government requirements, crew members and 3PC staff may be required to wear an appropriate face covering whilst on site – face shields, bandanas, scarves, loose snoods or gaiters on their own are not appropriate face coverings. Masks have been provided by 3PC to all staff and crew members. All parties have been provided with instructions as to how to care for them and how often they are to be washed.

A face mask is not required in some circumstances including:

Staff required to wear other forms of respiratory protective equipment (RPE) are excused only for the period where they are wearing personal protective equipment (PPE). Once that RPE is no longer required, then they must immediately don an appropriate face covering.

If a crew member is doing exercise or physical activity where they are out of breath or puffing (this does not include simply walking). Crew members must carry a face mask with them to put on once that physical exertion has been completed.

If wearing a face mask would create a risk to that person’s health and safety related to their work, as determined through OH&S guidelines.

In the event that a crew member believes that a face mask is not required, consideration must be given to the work area including the density of people in that area (i.e., allow one person per four square metres), the scope and timeframe of the work required, how closely they are working together (at least 1.5 metres apart), the air flow and any other factors that may affect the transmission of COVID-19 in the workplace. Confirmation of this exemption should be sought from the relevant Crew Manager.

Crew members who believe that they are exempt from wearing a face covering for another reason have been instructed to contact 3PC immediately with documentation that supports their request.

**In the instance of a positive or suspected case of COVID-19 we will;**

* Notify the relevant client immediately
* Report to the relevant WorkSafe authority in accordance with OHS Regulations
* Replace relevant personnel where appropriate
* Contact crew members to advise of a positive case
* Complete contact tracing as a matter of priority
* Communicate with clients regarding test results, outcomes and staffing requirements
* Where required, provide guidance to clients regarding terminal cleaning requirements and processes
* Liaise with our client to facilitate quick identification and resolution with minimal downtime

Should a crew member report symptoms whilst working, they must immediately leave the site and arrange to get tested. They must self-isolate until test results are confirmed. Any close contacts will be identified and be required to be tested and self-isolate. Cleaning protocols as outlined below can then occur.

The following cleaning and disinfecting protocol following a COVID-19 case will be required;

PPE:

Recommended personal protective equipment (PPE):

* Perform hand hygiene before and after removal of PPE.
* Mask and eye protection such as protective goggles or a face-shield.
* Disposable gloves.
* Plastic apron or a disposable gown

Equipment:

* Gather all equipment
* Before you begin, make sure your equipment is clean.

### Prepare yourself:

* **Perform hand hygiene**
* **Put on your PPE**

### Prepare the area:

* To facilitate cleaning and disinfection of all surfaces:
	+ remove clutter and discard disposable items/waste
	+ items that are not used repeatedly or frequently touched, that is within the last 24 to 72 hours should be placed in a clear plastic bag and stored (for example, paper documents).
* For items that require laundering, arrange for these to be sent to a commercial laundry or washed in an on-site washing machine (if available).
* Remove crockery and cutlery. Place in an on-site dishwasher (if available) or wash in warm soapy water.
* Identify soft furnishings which need to be cleaned with the steam cleaner.

### Prepare the neutral detergent and the disinfectant solution:

* Follow manufacturer’s instructions for appropriate dilution and use (see Appendix one).
* Wear gloves and eye protection when handling.
* Solutions should be made up as they are needed. Pre-diluted bleach solutions lose potency over time and on exposure to sun-light and as such need to be made up fresh daily.
* Only use bleach on non-porous surfaces as it may damage other surfaces.

## Clean and disinfect:

* Thoroughly clean surfaces using detergent and water.
* Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
* Ensure surfaces remain wet for the period of time required to kill the virus (this is known as contact time) as specified by the manufacturer. If no time is specified, leave on the surface for 10 minutes.
* Wipe disinfectant off surfaces to prevent damage.
* Remove and discard gloves. If gloves are reusable, wash with soap and water after use and leave to dry. Wash hands with soap and water or use an alcohol-based hand rub immediately after removing gloves.

2-in-1 products combine a detergent and TGA listed hospital grade disinfectant product with activity against viruses. These may be used as long as the manufacturer’s instructions are followed regarding dilution, use and contact times for disinfection (that is, how long the product must remain on the surface to ensure disinfection takes place).

Swabbing surfaces for COVID-19 after cleaning, is not required. A visual inspection is sufficient.

**Physical Distancing**

To help protect our crew members, physical distancing is required wherever practical, this includes but is not limited to;

* Maintaining separation of at least 1.5m from others
* Ensuring there is no more than 1 person per 4 square metres
* Avoiding non-essential meetings in person
* Avoiding physical greetings such as handshakes

Where physical distancing is not practical, 3PC is making every effort to ensure crews are wearing appropriate PPE, following hygiene standards and reinstating distancing measures as soon as practicable.

Regular and continuing communication is occurring directly with our crew members outlining our expectations regarding social distancing at all times. Crew members have been informed that they are not to gather in groups - this includes authorised recesses, travelling to and from work as well as entering and exiting the workplace. We encourage our clients to implement visual strategies as to how to manage such instances including signage and line marking.

All 3PC office personnel have been advised that if they are able to work from home then they must do so.

**Cleaning**

Should terminal cleaning be required at the 3PC office location, this will be conducted in line with information provided by the Department of Health. No 3PC staff will return to the location until confirmation has been received it is safe to do so.

Should terminal cleaning be required at a client’s site, we will work with that client to ensure that appropriate cleaning is completed in line with the guidance information provided by the Department of Health.

Additional cleaning undertaken on site must focus on the requirement to regularly disinfect common surfaces and areas including but not limited to tea rooms, change rooms, bathrooms, commonly used equipment and high-touch areas such as light switches, door handles, phones, keypads etc.

Where possible, we encourage the restricted use of shared equipment.

Communications have and continue to be distributed to crew members to remind them to clean and disinfect frequently used surfaces.

**Workforce bubbles**

The requirement for a crew member to work across multiple sites / employers will be reduced or restricted if required. In the event that it is required, limited workforce bubbles may be established at the request of the client to comply with the client’s own COVID safe plan.

If a crew member is working with more than one employer, they must declare that to both 3PC and their other employer. Additionally, crew members will be required to keep a record of their work locations. This information must be current, readily accessible and provided upon request as this information may be relied upon in determining close contacts where a positive case has been identified.

During any period of restrictions we discourage car-pooling, but where it cannot be prevented, candidates must wear a mask if travelling with others who are not of their household.

**Record keeping**

Records are kept of crew members attending workplaces by way of our booking management system (BMS). Should contact tracing be required this information is obtainable promptly via the BMS.

Any crew members sharing accommodation with another person working at a high-risk workplace are required to inform 3PC and a record kept.

All crew members have been educated in the process of reporting of incidents, injuries, near misses, hazards and property damage. Should one of the afore mentioned matters occur, they are instructed to contact 3PC immediately.

We expect that our host employers will communicate with us immediately regarding any incidents.

Where client have a sign-in system on site, our expectation is that our crew members will adhere to this as per site specific requirements.

**3PC offices and staff**

Where possible, all 3PC office staff are required to work from home under the current restrictions. Should any staff have a need to enter a 3PC office, a log will be completed of their arrival and departure time, in the event that contact tracing is required.

On the limited occasions that staff members are required to enter 3PC offices, all high-touch and common areas are cleaned after use and rubbish disposed of immediately.

In the event of interviews and inductions into the 3PC business being conducted at the 3PC Offices, strict physical distancing, health declarations, cleaning and record keeping requirements are in place.

There are no other occasions that crew members or members of the public have genuine need to enter 3PC offices.

**Review**

This document will be reviewed in line with changes made by federal or state government authorities.

**Contact**

For further detail or information, please contact MIKE DAMINO, VIC State Manager, on 0427 962 955.