

Higher Spaces COVIDSafe Plan

Business name: [Higher Spaces Pty Ltd](#)

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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:

We ensure members are 1.5m apart by:

- having floor stickers and posters visible across all areas of our space showing “Let’s all keep 1.5m apart”
- displaying limits in kitchen and lounge area of up to 2 persons at any time
- instructions to members to spread out across the space, avoid clustering in close proximity, maintain a physical distance of at least 1.5m from other persons

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:

- Limit to max. 6 people in shared space including meeting rooms at any time
- Guests will not be allowed in the space, members only at desks (except for meeting room bookings)
- Limit number of new members joining us

- Continue our operating hours from 7am to 11pm to allow members the flexibility to choose working hours and encourage distancing

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](https://www.vic.gov.au)) vic.gov.au
- Informing workers to work from home wherever possible

Action:

- Communicate and update our Health and Safety measures to members on a regular basis via our members weekly newsletter and members Slack channel

If your industry is restricted or heavily restricted, you must also:

- Reduce workers levels in accordance with industry directions.
- Limit number of patrons in accordance with industry directions.
- Have no carpooling.

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:

- All members and clients to wear face masks at all times when interacting with co-members or at common shared areas at Higher Spaces premise. Masks must cover nose and mouth

Requirements:

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

Action:

- All work desks have eco-panels as dividers between desks. Members can request for protective screens to be installed where necessary

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:

- Regular communications to members on the correct wearing of masks

There are no additional requirements for restricted or heavily restricted industries.

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:

- Regular cleaning by contract cleaner occurs three days a week after office hours. Further cleaning will increase by end of the year
- Members are instructed to wipe down their desks with anti-bacterial wipes provided by Higher Spaces, each time before they use their desk

You should display a cleaning log in shared spaces.

Action:

- A cleaning register is updated with every clean and is available for members to view at the space

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

Action:

- Hand sanitisers and anti-bacterial wipes are available at entrances, meeting rooms and kitchen area in the premise.
- Soap, paper towels and cleaning accessories are provided in all bathrooms and kitchen area
- Members are instructed to:
 - o wash their hands immediately after entering our space and use hand sanitiser after touching any surfaces
 - o perform hand hygiene frequently, using an alcohol-based hand rub if hands are not visibly dirty or soap and water when hands are visibly dirty
 - o wipe down surfaces of work desk and meeting room table with disinfectant before and after use each time

If your industry is restricted or heavily restricted, you should also:

- Conduct an audit of cleaning schedules.

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 members are instructed to stay home if they are unwell and get tested immediately

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

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:

- If a member or client tests positive they have committed to inform Higher Spaces Directors as soon as possible
- They will be instructed to remain home
- People who have been in close contact, regardless of symptoms or not will be asked to stay home, get tested and isolate
- All members use TTLOCK digital door system and Proximity system to enter and leave the building. Close contacts will be advised to stay home and get tested, regardless of symptoms
- The premise affected will be closed immediately and all members and clients will be notified immediately
- Higher Spaces will conduct a deep clean of the space immediately once all members and clients have vacated the premise

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

Action:

- Higher Spaces uses TTLOCK digital door system and Proximity system that provides a record of all people entering and exiting the premise

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

Action:

- A large A-frame signage is placed at the entrance of Higher Spaces to remind all members and clients before they enter the space if they are unwell to stay at home
- Members are instructed to that they are not allowed to enter the premise until they have confirmation that they are Covid-19 free in the case where they are tested positive

If your industry is restricted or heavily restricted, you must also:

- **Restricted Industries**
Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate
- **Heavily Restricted Industries**
Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

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:

- Higher Spaces encourages members to have their lunch at their own desk or outside the premise
- Higher Spaces encourages members to use our outdoor courtyard areas where possible for meetings or team breaks
- Air-condition systems maintenance are conducted every 2-3 months to ensure fresh air flow

There are no additional requirements for restricted or heavily restricted industries

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:

- Higher Spaces is made up of 3 staff including the Directors. We have a roster that ensures only one of our team members is at the premise at any time and minimise the number of days at the premise unless necessary

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:

- No workers reside with other workers

If your industry is restricted or heavily restricted, you must also:

- Limit or cease the number of workers working across multiple work sites.
- Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.

For the latest information on restrictions in Victoria, visit (hyperlink) [vic.gov.au](https://www.vic.gov.au)