

# OUR COVID-19 SAFETY PLAN



Scouts WA is committed to providing a COVID-19 free work environment using the following measures that follow the current guidelines of the WA Government's COVID-19 Roadmap:

## HYGIENE

- All staff members and volunteers have been strongly encouraged to get vaccinated for Covid-19
- Sick staff members and volunteers are asked not to attend the office
- All staff have been given a complimentary flu vaccine
- Volunteers and suppliers are asked to undertake safe hygiene practices when visiting our office i.e. physical distancing and hand sanitiser usage
- Staff have been provided with hand sanitiser at their individual workstations
- Handwashing instructions are displayed in all bathrooms
- Seats and tables are to be disinfected after each use by staff/volunteers
- Extra duties have been given to the office cleaners re disinfecting including door handles and workstations
- Office cleaners wear necessary PPE during cleaning

## PHYSICAL AND SOCIAL DISTANCING

- Workstations allow minimum 2m<sup>2</sup> per person
- Staff are only in the building during working hours except to attend online meetings (if not possible from home)
- Staff agree to engage in responsible behaviour outside of working hours in order to protect their colleagues and their work environment
- Physical distancing is encouraged in all areas, however at present there are no capacity limits. These will be reintroduced if necessary:

### First Floor

Meeting Area	(N/A)
Toilets	(N/A)
Kitchenette	(N/A)

### Second floor

Commercial Kitchen	(N/A)
Program Room	(N/A)
Meeting Room	(N/A)
Kitchenette	(N/A)
Board Room	(N/A)
Toilets	(N/A)

### Basement

Scout Store	(N/A)
Toilets	(N/A)
Kitchenette	(N/A)

- Tape marks on the floor to ensure 1.5 metre physical distancing at Reception and in the Scout Store will be reintroduced if needed
- Reception is monitored during working hours to ensure it does not become crowded
- The Scout Store is monitored during working hours to ensure it does not become crowded
- A laser light ruler can be used to measure safe distances between staff in communal areas

## TRAINING AND EDUCATION

It is the responsibility of all staff to keep themselves and their colleagues safe.

- All staff are aware of and put into practice the contents of this plan
- Volunteers have been made aware of the plan in Scouts@Info
- A copy is given to any volunteer seeking to book a meeting room
- All staff have been given a copy of the Scouts WA COVID-19 Statement
- All staff have completed the Government's Infection Control online module
- Staff and volunteers receive regular COVID-19 Update Bulletins via their email

## COMPLIANCE

Staff understand that it is a condition of their employment and volunteers understand that it is a condition for the use of the Administration Building that they comply with the measures contained in this plan and any legal obligations including Worksafe legislation.

- All visitors including volunteers must sign in using the SafeWA app, or the sign-in book at Reception
- Staff have been encouraged to download the Government's COVIDSafe app

## RESPONSE PLANNING

Should an exposure or suspected exposure to COVID-19 occur the following steps will be taken:

- The CSM will contact the COVID-19 Hotline to report the case or suspected case
- All staff will be sent home to work (workstations have already been set up and scrutinised for safety)
- The building will be closed and volunteers notified
- All swipe card access will be cancelled except for the Executive Manager, CSM and the cleaner
- The building will receive a deep clean