



HENDRY

COVID Safe Plan

Our COVID Safe Plan

Business name:	Hendry Group Pty Ltd
Site location:	Level 18, 567 Collins St Melbourne, Vic 3000 and out of home work in Victoria Suite 3, Level 19, 127 Creek St Brisbane Qld 4000 and out of home work in Queensland
Contact person:	Bevan Nicholson
Contact person phone:	0455 410 220
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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<ul style="list-style-type: none"> Hand sanitiser shall be placed visibly at the front entrance to each office Staff will apply sanitiser on arrival and departure Staff shall use hand sanitiser prior to entering a client site and on leaving the site. Staff shall make arrangements to have a personal supply of sanitiser whenever outside of their home on work duties The kitchenette has a sink and soap dispenser and hands should be washed whenever required including after making inadvertent contact with any face covering
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none"> Air conditioning systems adjustments will only be requested through management Building management have sought specific professional advice on this point with regards to mechanical ventilation
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><i>Victoria</i></p> <ul style="list-style-type: none"> All staff shall wear appropriate face coverings at all times when in public and when in the office even if working alone When on a client site face coverings as directed or supplied by the client shall be worn Staff members may elect to wear a disposable mask, reusable mask or some combination. Staff members should make arrangements to purchase masks and cost will be reimbursed Any staff member that believes they have a lawful excuse to not wear a mask will discuss with their manager and a written note of this discussion will be made <p><i>Queensland</i></p> <ul style="list-style-type: none"> Staff may opt to wear masks when in public and when in the office even if working alone

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	<ul style="list-style-type: none"> • <i>When on a client site face coverings as directed or supplied by the client shall be worn</i> • <i>If a staff member is working in a residential aged care or disability accommodation facility, then they will wear a disposable surgical mask for the duration of their attendance at that facility</i> • <i>Any staff member that believes they have a lawful excuse to not wear a mask will discuss with their manager and a written note of this discussion will be made. If the staff member does not have to wear mask they will not be permitted to work at a residential aged care or disability accommodation facility</i>
<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>	<ul style="list-style-type: none"> • <i>All staff will follow government published guidance on masks while working</i> • <i>https://www.dhhs.vic.gov.au/face-coverings-covid-19#can-i-wear-a-disposable-mask</i> • <i>Video conferencing Microsoft Teams meeting has been provided to instruct on the appropriate use of Personal Protective Equipment, particularly Masks, and other hygiene practices</i> • <i>Where staff are required to wear gloves, it is advised that staff use only Disposable Gloves to reduce risk of cross contaminant</i>
<p>Replace high-touch communal items with alternatives.</p>	<ul style="list-style-type: none"> • <i>The kitchenette resources (plates, cups, utensils etc) shall not be used. Staff attending work will bring any required utensils, beverages to work and take them home</i>

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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"> • <i>Common areas are cleaned by building management. Building management have confirmed they will have a high focus on cleaning common areas including specific plans for high touch surfaces</i> • <i>Staff shall wipe down their own workstation</i> • <i>Staff working at client sites should attend with as little equipment and consumables as possible and must wipe down all equipment with sanitising wipes prior to getting back into their vehicle. Staff shall make arrangements to have a personal supply of sanitising wipes for use whenever outside of their home on work duties</i>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<ul style="list-style-type: none"> • <i>Adequate supplies of sanitising wipes shall be available in each office</i> • <i>Adequate supplies of paper towel will be available in each office</i> • <i>A spray and wipe disinfectant shall be available in each office</i> • <i>Each kitchenette will have soap dispenser</i> • <i>In each case there will be at a minimum the container/roll that is currently in use and another full container/roll</i>

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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"> • <i>All staff have been provided with or confirmed they have the resources to utilise a home office</i> • <i>Staff required to work at a client site must do so only to the extent and only for the duration required</i>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<ul style="list-style-type: none"> • <i>Each employee will confirm to management that they are not working any additional jobs</i> • <i>Where a staff member is attending multiple settings/work sites they will enter and exit each work site using sanitisers and follow site specific protocols</i>
<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"> • <i>Staff are not permitted to work at Hendry offices or client sites if they have any symptoms of COVID-19</i> • <i>Staff are permitted to refuse to attend or continue to attend a client site if they believe others are symptomatic. Staff should remain courteous in communicating this with clients</i> • <i>Staff are not permitted to attend Hendry offices or client sites if they have planned, booked or had a COVID-19 test unless they have received written confirmation of a negative result</i> • <i>Staff are not permitted to attend Hendry offices or client sites if they have tested positive for COVID-19 until they have received clearance from health authorities</i>
<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"> • <i>Only one person may work in the office at one time</i> • <i>Attendance at the office will be a bookable resource through the calendar in Outlook with the name and mobile number of the person attending in the booking. A staff member may be in the office only during the booked time. Time can be extended if there is no competing booking. If in doubt call the person with the booking to confirm that they have left</i>
<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"> • <i>Only one person may work in the office at one time</i> • <i>Floor markings will be implemented in return to office preparations</i>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> • <i>The selection of work stations for use in return to office preparations shall consider configuration</i>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • <i>The building guidelines for return to work shall apply to entry into the building. Hendry staff will comply with the guidelines</i> • <i>Entry into the Hendry office will be arranged using the main door for entry and the additional alternative door for exit</i>

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<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> <i>The return to work plans will provide specific guidance on physical distancing.</i> <i>Adherence to physical distancing whilst in the company of people at Hendry offices or client sites is considered to be the correct behaviour in a professional environment.</i> <i>This expectation applies even in a social context e.g as an example during a client coffee catch-up or in personal interactions.</i>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> <i>Courier and other deliveries will be made in a contactless manner with delivery to a marked location in the office</i>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> <i>Return to work plans will consider the possibility of changes to work times.</i> <i>Hendry are committed to flexible work arrangements so if you have an idea for a change that works for you and enhances your ability to physically distance it will be given due consideration by your manager</i>
<p>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.</p>	<ul style="list-style-type: none"> <i>Visitors will only be permitted by appointment</i> <i>In accepting an appointment the staff member will ensure that the maximum occupancy is not breached</i>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>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.</p>	<ul style="list-style-type: none"> <i>An attendance register must be completed</i> <i>A QR code will be displayed at the entrance. Scanning the QR code will take you to a web form for attendance details. Visits of less than 15 minutes do not require recording but people are not discouraged from doing so</i>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> <i>Hendry encourages you to report any incidents or issues to management. This could be in the form of a query. Hendry will take the issue seriously and confidentially and will discuss any possible resolution with you</i>

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"> • <i>Should an outbreak occur or a potential closure be required communication with stakeholders will be considered a high priority and will be managed by the board and CEO</i> • <i>No staff are authorised to respond to media questions or calls for comment</i> • <i>All communication from staff to one another or clients should be professional and respectful</i>
<p>Prepare to assist the government with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • <i>If required by the government (in Vic DHHS and in Qld Department of Health) resources will be assigned the task of assisting with contact tracing</i>
<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"> • <i>Where a case is confirmed to have been in the workplace, cleaning must be undertaken in accordance with government guidance (Vic DHHS, Qld Department of Health). Hendry will undertake a risk assessment to determine whether the worksite (or part of the worksite) should be closed</i> • <i>Where a suspected case is present at the workplace in the 48 hours prior to the onset of symptoms or while symptomatic, Hendry will take all practicable steps to manage the risks posed by the suspected case, including cleaning the affected workspace, areas where they attended and high-touch surfaces</i>
<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"> • <i>A staff member suspected to have COVID-19 is to be supported to travel home immediately OR to isolate at work if unable to travel home immediately. If isolating at work, they must wear a mask and be physically distancing from all other staff. Hendry will request that they undergo a COVID-19 test and self-isolate</i> • <i>If a staff member has symptoms or close contact with a suspected case they are encouraged to obtain medical advice and if they are to be tested this is considered to be valid reason for personal leave to be taken</i> • <i>Any staff member who has been tested for COVID-19 or has been in close contact with anyone who is subsequently awaiting a test result must self-isolate until COVID-19 test results have been confirmed</i>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • <i>For a confirmed case, Hendry will inform staff, customers, clients, visitors and workplace inspectors who are close contacts and direct them to stay in self-isolation</i> • <i>For a suspected case, Hendry will inform all staff at the workplace to be vigilant about the onset of COVID-19 symptoms, and to self-isolate at symptom onset and be tested as soon as reasonably practicable</i> • <i>For a confirmed case, Hendry will inform the operator or responsible person of any client site that the Hendry staff member has attended for the preceding 72hr period to ensure their workforce notifications can be met</i>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 or WorkSafe Queensland if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • <i>Hendry will immediately notify WorkSafe of a confirmed case: Immediately calling the mandatory incident notification hotline, and providing formal written notification within 48 hours</i>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<ul style="list-style-type: none"> • <i>Hendry may reopen the worksite once they have assessed that all required measures within the directions have been completed (unless in a high-risk workplace setting)</i> • <i>In Victoria DHHS and WorkSafe must be notified that the workplace is reopening</i> • <i>In Queensland Department of Health must be notified that a workplace is reopening</i>

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed 

Name: Bevan Nicholson

Position: Interim CEO

Date 27th August 2020