City of
STONNINGTON

Coronavirus Guidance for Community Groups

Updated on 07.12.2020

Contents

Introduction and purpose of this guidelines

The purpose of the Guidelines is to help community groups to re-open safely for a COVIDSafe Summer.

Since 16 March 2020, restrictions have been in place in Victoria to help slow the spread of coronavirus and keep Victorians safe. This resulted in some community groups temporarily ceasing whilst others changed how they met. For example, moving to online platforms (Zoom) and telephone conference calls.

While the overall rate of infections in Australia is considered low compared to some other countries, the risk of outbreaks and increased community transmission rates remains, as is the case currently.

These guidelines aim to prepare community groups for the gradual restoration of face-to-face service delivery. Community groups will need to, actively manage the coronavirus transmission risk for staff, volunteers, clients and community members. Groups need to understand how the Coronavirus pandemic may impact their service and community members and determine the actions required to minimise transmission.

For up to date information restrictions, please visit the Department of Health and Human Services' Website. **(https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19)**

Instructions for developing your COVIDSafe plan

Six COVIDSafe principles for all community organisation/community groups are:
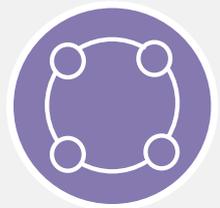
Ensure Physical Distancing

Wear a Mask

Practice Good Hygiene

Act Quickly if Staff Become Unwell

Avoid Interactions in Enclosed Spaces

Create Workforce Bubbles

- Ensure physical distancing (1.5 metres).
- Fitted face masks are strongly recommended indoors and outdoors when unable to keep 1.5 meters distance from other people.
- Practice good hygiene.

- Keep good records and act quickly if staff or volunteer become unwell.
- Avoid interactions in close spaces.
- Create a workforce bubble.

All community organisations/community groups must develop a site /program specific COVIDSafe plan to guide safe practice and outbreak management. The following principles should be considered as you create your plan. A template COVIDSafe Plan template is included in page 4 of this document.

CORONAVIRUS GUIDANCE FOR COMMUNITY GROUPS

1 Understand your responsibilities

Information on **public health** directions is available at creating a COVID-safe work place on the Business Victoria Website. **(https://www.coronavirus.vic.gov.au/creating -a-covidsafe-workplace).**

Obligation that apply for Community Groups are:

- Have a COVIDSafe Plan in place that is regularly updated.

- Collect records of all workers, volunteers and group members attending any group activities.

- There is no longer a person cap in place. If you are using electronic record keeping, you can have as many people as the density quotient of 1 per 2sqm allows. If not using electronic record keeping, a density quotient of 1 per 4sqm applies.

- Where possible ensure that workers and volunteers do not work across multiple sites.

- If volunteers, staff or group members are 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 the Department of Health and Human Services (DHHS), WorkSafe, Health and Safety Representatives, and notify your contact within Council.

- Conduct a touch point cleaning of high use surfaces including door handles, benches, chairs etc. This must occur at the commencement and completion of each new group activity.

- If you are using a privately owned facility please speak to your landlord to understand any cleaning requirements or assistance that will be provided.

- If you are using Council owned facilities please speak with your relevant contact person:

  Grattan Gardens Community Centre;
  Chris Gahan Community Centre **– Julie Fry**

  Orrong Romanis, Phoenix Park,
  Malvern Town Hall **– Ninetta Innocca**

  Sports pavilions / facilities **– Jonathan Coyne**

2 Prepare your plan

Your COVID-Safe Plan must set out, at a minimum:

- Please see manual contact tracing on page 19, or visit The State Government Website **(https://www.coronavirus.vic.gov.au/ victorian-government-qr-code-service)** to create a free QR Code.

- Your actions to mitigate the introduction of COVID-19 in your workplace or community group.

- The level of face-covering or personal protective equipment (PPE) required for your workforce, volunteers or members.

- How you will prepare for, and respond to, a suspected or comfirmed case of COVID-19 in your workplace or community group.

3   Keep your plan up to date and ready

- Your COVID-Safe Plan should be reviewed and updated routinely, and when restrictions or public health advice changes. Community organisations/community groups operating at multiple premises will need to complete a COVID safe plan for each of those.

- You do not need to lodge your COVID plan with the Victorian Government. However, groups may be required to provide a copy of their COVID-Safe plan to their landlord, funding body, contact person within or venue officers.

- Groups may also be required to provide a COVID-Safe Plan to the Department of Health and Human Services or WorkSafe upon request or in the event of a comfirmed positive at your community group.

4   Finalise and share your plan

- Once you have completed the plan, share it with your Committee, staff, volunteers and members.

- The pandemic is constantly changing, so it is vital that you continue to review and refresh your coronavirus (COVID-19) planning as restrictions or organisational circustances change. Organisations should also ensure they communicate their coronavirus (COVID-19) planning clearly within the organisation and that it is easily accessible to all staff and volunteers.

Template for COVID-Safe Plan

Our COVID-Safe Plan
Name of Organisation:
Contact Person:
Separate Space to be used by the Hirer:
Description of Activity, Program or Service:
Equipment to be used:
Total Number of Participants: Date Completed:

Communication

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide name of nominated person responsible as the key communication point for COVID-19 information for your group. Describe how they will stay informed about the latest advice on restrictions and how to stay safe.	
Describe how you will communicate you COVID-Safe Plan to all members and volunteers.	
How will you co-ordinate and communicate any future changes to restrictions in your COVID-Safe plan to all your members and volunteers	
How will you communicate to members Council's requirements and changes to the centre's conditions of entry?	
Please list the signage you intend to install if it is needed in addition to any already provided by Council.	
What methods will you apply to collect participant registration and attendance and where will these be kept for the 28 days? I.e. Registration, cards to collect information.	
What are your strategies to ensure your members and volunteers are following your club's COVID-Safe plan? What action will you take if members / volunteers do not follow this? Who will be responsible to implement non-compliance measures?	

City of STONNINGTON

Hygiene

Guidance	Action to mitigate the introduction and spread of COVID-19
What measures will you introduce to ensure group members are maintaining good personal hygiene? Ie. Hand sanitiser (Minimum 60% alcohol) stations for use on entering building and other locations, adequate supplies of hand soap and paper towels are available for group members, volunteers and staff.	
Where possible: What measures will be implemented to enhance airflow? Ie. Opening windows and adjusting air conditioning.	
What measures will be implemented to encourage participants and staff to wear a fitted face mask indoors or when unable to maintain 1.5 meters social distance from others.	
What training will be provide training to staff/volunteers on the correct use and disposal of face masks, use of PPE and on good hygiene practices?	
Outline how you will replace high-touch communal items and what alternatives can be used. Ie. Encouraging members to bring their own water bottle, leaving doors open to avoid touching door handles.	
If intending to serve tea and coffee, how will this be managed? Ie. Disposable cups, single serve sugar	

Cleaning

Guidance	Action to mitigate the introduction and spread of COVID-19
Please outline the measures you will implement to increase environmental cleaning and ensure high touch surfaces are cleaned and disinfected regularly. Ie. Disinfecting door handles, light switches.	
What measure will you implement to ensure that the used space and equipment are cleaned and disinfected after being used by the group	

Physical distancing and limiting attendance

Guidance	Action to mitigate the introduction and spread of COVID-19
Outline how you will limit the number of attendees permitted in the space to maintain social distancing. Ie. Taking bookings	
What measures will you implement for managing physical distancing between people? (1.5 metres) ie. Separating chairs, floor signage.	
What considerations has been given to determine how people will enter and exit the centre and access toilets and kitchenette? Ie. Allocating a different entry and exit point for each group.	
What measures will be implemented to ensure that group members don't stay longer than necessary?	
What measures will be implemented to limit participants' movements around the centre? Ie. Where possible allocating different toilets for each group.	
Please outline what modifications will be implemented to the activities, programs and services to comply with COVID-19 Restrictions.	
What considerations has been given to conduct activities, programs and services outdoors.	

↓

Record keeping and response to a suspected or confirmed case of COVID-19

Guidance	Action to mitigate the introduction and spread of COVID-19
How will you record the name and phone number of those in attendance?	
What steps would be followed to notify attendees in the event of an outbreak?	
What have you put in place to ensure group member are free of COVID-19 symptoms before attending?	

Date Submitted:	
Reviewed by:	
Comments/Further information required:	

Tools and Support

Appendix one: Coronavirus Transmission Risk Assessment

When conducting a transmission risk assessment, community groups should consider the following factors and risk associated with them in the workplace and/or as part of service delivery:

- Number of people present

- Duration of the activity

- Available space in which the activity is conducted

- Contact between people, and ability to maintain physical distancing

- How staff and volunteers can encourage participants to wear fitted face masks indoors or when unable to keep 1.5 meters social distance.

- The impact of face masks on the participant's psychological wellbeing

- Whether 'at-risk' groups are present (aged 70 years and over, people 65 and older with chronic medical conditions, Aboriginal and Torres Strait Ilander people 50 years and older with one or more chronic medical conditions, and peopl with comprimised immune systems)

- If people are likely to touch surfaces or objects

- If people are likely to expel bodly fluids by coughing, sneezing, spitting or vomiting.

Organisations are encouraged to stay up to date with current restrictions and to review coronavirus (COVID-19) planning as restrictions change. **(https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19)**

Table 1: Common considerations and actions relevant to all organisations

Common Considerations	Strategies and actions

Hygiene	• Wearing a face mask is strongly recommended indoors (this includes for staff, volunteers and participants), if you choose not to wear one, you should carry a mask on you at all times in case there are instances where 1.5 meters social distancing is not possible.
	• Staff and volunteers should exercise good hygiene practices before, during and after contact with group members, in particular:
	  - Frequent hand washing with soap and water for at least 20 seconds, especially after coughing or sneezing, before and after eating and after going to the toilet, and between visits and engagement with clients. If soap water is not available use alcohol-based hand sanitiser that contains at least 60% alcohol.
	  - Practice good cough etiquette, by coughing into your elbow or a tissue.
	  - Avoid touching eyes, nose or mouth.
	  - Exercising physical distancing measures and staying at least 1.5 metres apart from others.
	• Staff and volunteers should support clients with good hygiene practices – contact provides an important opportunity to reinforce public health messaging.
	• Provide and promote hand sanitisers that contain at least 60% alcohol for use on entering buildings.
	• Provide adequate supplies for good hygiene, including easy access to clean and functional hand washing facilities including soap, paper towels and alcohol-based sanitiser containing at least 60% alcohol.
	• Display signage outlining hygiene requirements, including hand washing and coughing etiquette. Ensure this information is easily accessible and available in a variety of languages. This could include using simplified English and pictures available from the **promotional material webpage. (https://www.dhhs.vic.gov.au/promotional-material-coronavirus-disease-covid-19)**
	• Implement a more frequent cleaning schedule and routinely clean and disinfect all frequently touched surfaces and objects, such as doorknobs, bannisters, countertops, taps, keyboards, phones, desks and change room surfaces.
	• In a change room, do not share items like towel and soap bars and wash your hands after changing.
	• Open windows, enhance airflow, and adjust air conditioning to use fresh air where possible.
	• Ensure the highest level of hygiene practices among food handlers and canteen workers.
	• Minimise the number of building access routes where possible (e.g. have a separate entry and exit points.

Common Considerations	Strategies and actions
Physical distancing and limiting workplace attendance	• Wearing a face mask is strongly recommended indoors (this includes for staff, volunteers and participants), if you choose not to wear one, you should carry a mask on you at all times in case there are instances where 1.5 meters social distancing is not possible. • Plan ways to enable physical distancing of at least 1.5 metres to reduce in-person contact between workers, volunteers and group members. • When using indoor areas, seek spaces with high ceilings, and good ventilation. • Plan for how to ensure physical distancing at mealtimes and in communal areas, including lifts and waiting rooms. • Staff, volunteers and clients to avoid physical greeting such as handshaking, hugs and kisses. • Reduce/modify any activities where the required physical distancing cannot be maintained, for example face-to-face meetings. • Display signs at each entry to indoor areas which detail the maximum number of people that are allowed to be present in the indoor area. • Ensure information and signage on physical distancing requirements is easily accessible and available in a variety of formats and community language. This could include using simplified English and pictures to illustrate important information and placing clear markers in reception and relevant areas to mark 1.5 metres distancing for queuing. • Provide adequate personal protective equipment (PPE) and hygiene products for all staff and volunteers at the workplace. More information on workforce PPE requirement is available at the **DHHS Website. (https://www.dhhs.vic.gov.au/community-services-all-sector-coronavirus-covid-19)** • Establish a system that ensures staff members and volunteers are not working across multiple settings/work sites. • Configure communal work areas so that employees are spaced at least 1.5 meters apart. • Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create congregation of staff. • Modify the alignment of workstations so that employees do not face one another. • Minimise the build-up of employees waiting to enter and exit the workplace.

Common Considerations	Strategies and actions
Physical distancing and limiting workplace attendance	• Provide training to staff on physical distancing expectations while working and socialising. • Review delivery protocols to limit contact between delivery drivers and staff. • Review and update rosters and timetables where possible to ensure temporal as well as physical distancing. • 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. • Encourage flexible working arrangements, including off-peak travel if it is necessary to be physically present at work. • Ensure staff and volunteers adhere to **up-to-date public health advice regarding staying at home if unwell. (https://www.dhhs.vic.gov.au/how-stay-safe-and-well-covid-19)** • Actively encourage sick workers to stay at home and to get tested if displaying symptoms of coronavirus (COVID-19), even if symptoms are mild. • Cancel all travel not related to essential activities or service delivery. • Plan for what to do if workers arrive sick at work (e. g. direct staff to go home, seek medical attention and be tested for the coronavirus) • Consider establishing fixed work teams to minimise interactions between workers. • Ensure all staff and volunteers are familiar with requirements to immediately support / facilitate isolating a person who shows symptoms of coronavirus (COVID-19)

Common Considerations	Strategies and actions
Record Keeping	• Establish a process to record the attendance of customers, clients, visitors, community members, workplace inspector, and delivery drivers. This information will assist employers to identify close contacts. • Provide guidance to staff on the effective use of the workplace OHS reporting system. • Record information on clients with a confirmed coronavirus (COVID-19) diagnosis, including the service response to the client.

Common Considerations	Strategies and actions
Service Delivery	• Encourage staff and volunteers to communicate key messages on hygiene and physical distancing verbally with service users who may not be able to access written information. • Screen group members in relation to their current health status (including whether anyone in their household has a confirmed case of coronavirus or is unwell) before allowing them to join group activities. • Prepare or update a continuity place to consider the impacts of an outbreak and potential closure. • Prepare for how you will manage a suspected or confirmed case in an employee or volunteer during working hours. • Prepare to notify the group, employees, volunteers and group members of a confirmed or suspected case. • Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace. • Limit the size of meetings/group sessions in an indoor or outdoor area to not more than are permitted under the current restrictions, plus the minimum number of people require to safely facilitate the meeting or provide the support service. • Seek to reduce person-to-person contact where possible, keeping such contact to a minimum. This includes during visits to client's homes. • Modify any planned face-to-face activities wherever possible to reduce the transmission risk – develop a plan/procedure incorporating the control measures and ensure staff/volunteers fully understand and implement this. • Consider specific ways to modify service delivery to 'at-risk' group members to minimise transmission risks. This includes people 70 years and older, people 65 years and older with chronic medical conditions, and people with compromised immune systems. • Consider how staff, volunteers and group members will travel to and from services and programs, for example can people maintain physical distancing on public transport or while waiting or queuing. • Plan contingency arrangements in case of an unexpected event occurring, for example a coughing attack, spitting or behaviours of concern. • Inform clients / participants prior to planned engagement about how their health will protected and what they will need to do.

Common Considerations	Strategies and actions
Unexpected Events	• Use your common sense to manage unexpected event and breaches of these procedures. Think about how you can protect yourself and the group members/colleagues through use of hand hygiene, cleaning and disinfecting surfaces etc. • If you, a group member or a colleague happen to sneeze, cough, vomit, or spit accidentally there could be a high risk of infection transmission. Do not touch contaminated surfaces. Keep others away. Ensure the areas are cleaned and disinfected before it is used again. • Be firm and clear when instructing others; this is in the interest of everyone's health.

Table 2: Actions relevant to specific service delivery modes.

Service Delivery Modes	Strategies and actions
Drop in centres	• Wearing a face mask is strongly recommended indoors (this includes for staff, volunteers and participants), if you choose not to wear one, you should carry a mask on you at all times in case there are instances where 1.5 meters social distancing is not possible. • Configure seating arrangements to maintain 1.5 meters between people. • Consider serving food in takeaway containers where possible.
Outreach – in community, including street – based outreach	• Wearing a face mask is strongly recommended indoors (this includes for staff, volunteers and participants), if you choose not to wear one, you should carry a mask on you at all times in case there are instances where 1.5 meters social distancing is not possible. • Increase frequency of outreach contacts with people who may be at greater risk if they contract coronavirus (people aged 70 years and over, people 65 years and older with chronic medical conditions, Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions, and people with compromised immune systems). All contact should be conducted in ways that minimise transmission risks, including remotely if possible. • Monitor the safety and wellbeing of clients and modify the frequency of visits accordingly. • Facilitate access to groceries and toiletries in situations where a client is not able to source these independently. Information about emergency relief available to people in quarantine or self-isolation is available from department's website. (https://www.dhhs.vic.gov.au/self-quarantine-coronavirus-covid-19) • If possible, where clients are known to services, contact clients by phone or other remote methods. • Continue to focus on moving all rough sleepers into emergency accommodation options where possible. • Keep a register of those moved into emergency accommodation with support plans and essential items (for example, medication, food and toiletries) • Ensure clients have phones, using brokerage to purchase if required. • Provide clients with hand sanitiser with a minimum 60% alcohol and information on nearby hand washing facilities or bathroom.

Outreach in home	• Wearing a face mask is strongly recommended indoors (this includes for staff, volunteers and participants), if you choose not to wear one, you should carry a mask on you at all times in case there are instances where 1.5 meters social distancing is not possible. • If required, visits should be as brief as possible to satisfy the purpose of the visit and maintain physical distancing wherever possible. • Monitor the health and wellbeing risk of all clients and modify the frequency of visits if the risk has been assessed as increasing, including consideration of the physical and mental health context, extend of isolation and family circumstances. • Consider using additional monitoring for clients, for example telephone or video call contact. • Facilitate access to groceries and toiletries in situations where a client is not able to source these independently. Information about emergency relief available to people in quarantine or self-isolation is available from the department's website. • Monitor the health, safety and wellbeing of clients who are unwell or are required to self-isolate through telephone or video call contact. (https://www.dhhs.vic.gov.au/self-quarantine-coronavirus-covid-19). • Identify close contacts of clients in self-isolation during the pre-visit contact call. • On arrival, check that the household members present match the pre-visit check responses. If additional people are present, enquire about the health of those people. • Ensure that total number of additional people / visitors in a home is limited in line with current directions issued by the Chief Health Officer. • When working with families, support workers should ensure that the families are linked in with schools and are aware of the latest education advice.
Co-location of workers / in-posting / out-posting	• Wearing a face mask is strongly recommended indoors (this includes for staff, volunteers and participants), if you choose not to wear one, you should carry a mask on you at all times in case there are instances where 1.5 meters social distancing is not possible. • Ensure the host agency/service has coronavirus planning in place. • Ensure staff/volunteers are aware of any special requirements of the host service. • Consider and mitigate any additional risk of transmission that staff/volunteers are exposed to when travelling to/operating from multiple locations. • Ensure the employing agency has detailed its obligation to out-posted staff/volunteers in its coronavirus operating practices and business continuity plans. • Where services are co-located, undertake a joint risk assessment specific to that location, and ensure operating procedures are agreed to.

City of
STONNINGTON

Group support sessions – in community centres, meeting rooms and office	• Wearing a face mask is strongly recommended indoors (this includes for staff, volunteers and participants), if you choose not to wear one, you should carry a mask on you at all times in case there are instances where 1.5 meters social distancing is not possible.
	• Community-based support group services may be provided in indoor or outdoor areas according to the restrictions currently in place.
	• The maximum number of people allowed is established by restrictions currently in place, including density requirements (one person per for square metres), plus the minimum number of people required to safely facilitate the meeting or provide support service.
	• Consider staggering start and end times to maintain physical distancing in entry and waiting areas.
	• Simultaneous support group sessions may occur in the same building if they are held in different enclosed rooms and physical distancing requirements are met.
	• Participants should be encouraged to bring their own drinks or refreshments.
	• Consider which room provides the best environment to support physical distancing and hygiene recommendations (e.g. by opening windows, and/or adjusting air conditioning to enhance airflow).
	• Keep records of all participants at the group session
	• Group sessions in outdoor settings should be well separated from each other so that each group of participants does not mix with other groups.
	• Playgroups may be held but it will depend on the ability of the community service organisation or facility to provide a safe environment to minimise the risk of transmission. For more information see advice from the Department of Education and Training on physical distancing and transmission reduction in Early Childhood Education and Care Settings. (https://education.vic.gov.au/childhood/Pages/coronavirus-advice-early-childhood.aspx)
Office-based phone/ online service delivery	• Wearing a face mask is strongly recommended indoors (this includes for staff, volunteers and participants), if you choose not to wear one, you should carry a mask on you at all times in case there are instances where 1.5 meters social distancing is not possible.
	• Use screens or barriers to separate people from each other.
	• Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.
	• Implement floor markers and signs to assist separation.
	• Reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)
	• Avoid use of share hot desks and spaces and joint handling of equipment and machines.
	• At the end of a shift, for example, in call centres or training facilities, clean workstations between different occupants including shared equipment.

Transport	• Wearing a face mask is strongly recommended indoors (this includes for staff, volunteers and participants), if you choose not to wear one, you should carry a mask on you at all times in case there are instances where 1.5 meters social distancing is not possible.
	• Consider the necessity of transporting clients and avoid where possible. Arranging a taxi for clients may be a suitable alternative.
	• If a client requires emergency medical treatment, an ambulance should be called.
	• Wherever possible, ensure only two people are in a 5 seater vehicle and the single passenger sits behind the front passenger seat to maximise distance between the two.
	• If staff/volunteer are collecting children, resulting in greater than two occupants in a vehicle, larger vehicles should be used to maintain physical distancing. If there are no vehicles to this specification available, then consider arranging another worker to attend the trip in a second vehicle.
	• For workers required to travel together for work purposes and the trip is longer than 15 minutes, air conditioning should be set to external airflow rather than to recirculation, and windows can be opened where appropriate.
	• Vehicles should be cleaned more frequently, no matter the length of the trip, but at least following each use by workers.
	• Provide hand sanitiser with a minimum of 60% alcohol in all vehicles.
	• Following general use of a car wipe down frequently touched points with disinfectant wipes.
	• If a suspected or confirmed case of coronavirus case has been transported in a car, a more detailed clean/disinfection is required. Organisation should also consider implementing a regular cleaning schedule for fleet or company vehicles.

Tools and Support

Appendix two: Responding to a suspected or confirmed case of COVID-19 in the community group

Suspected case of COVID-19:

- Ensure unwell members, staff and volunteers with even the mildest symptoms of COVID-19 do not attend events or activities.

- Encourage members, staff or volunteers who are unwell to seek further advice by calling the 24-hour coronavirus hotline 1800 675 389 or contacting their doctor.

- Encourage members, staff and volunteers with symptoms of COVID-19 to get tested. For testing locations, click here. (https://www.dhhs.vic.gov.au/where-get-tested-covid-19)

- Exclude anyone who has been in contact with a confirmed case of COVID-19 in the last 14 days.

Confirmed case of COVID-19

- Report any positive cases of COVID-19 to the Department of Health and Human Services on 1300 651 160 (open 24 hours).

- Contact WorkSafe Victoria on 1800 675 398

- Notify your contact person within council and venue officers.

Further information

If you have any concerns about a known confirmed case of coronavirus (COVID-19) or a close contact of a confirmed case of coronavirus (COVID-19), please contact the department's public health unit on **1300 651 160.**

City of
STONNINGTON

Tools and Support

Appendix three: Useful resources and links

Victorian coronavirus hotline: **1800 675 398**
Translating or interpreting services: **131 450**
National Coronavirus helpline: **1800 020 080**
Relief assistance packages
(Vic Emergency Hotline): **1800 226 226**
Victoria Police Assistance Line: **131 444**

Chief Health Officer

Follow the Chief Health Officer on Twitter
(https://twitter.com/VictorianCHO)
Subscribe to the daily Chief Health Officer updates
(https://www2.health.vic.gov.au/newsletters)

Victorian Websites

DHHS Coronavirus website
(www.dhhs.vic.gov.au/coronavirus)

For information in other languages,
scan the QR code or visit coronavirus (COVID-19)
translated resources
**(https://www.dhhs.vic.gov.au/translated-
resources-coronavirus-disease-covid-19)**

Factsheet for Victorian Volunteers
(https://www.volunteer.vic.gov.au/covid19)

Volunteering Victoria
**(https://www.volunteeringvictoria.org.au/
covid19response)**

Coronavirus advice and information in different
languages **(https://www.multiculturalcommission.
vic.gov.au/coronavirus-language-advice-and-
information)**

Translated Coronavirus Resources
**(https://www.dhhs.vic.gov.au/translated-
resources-coronavirus-disease-covid-19)**

Promotional material for coronavirus
**(https://www.dhhs.vic.gov.au/promotional-
material-coronavirus-covid-19)**

Signs, posters and templates for your community
group **(https://www.coronavirus.vic.gov.au/
signs-posters-and-templates)**

Exempt from wearing a face mask wallet card.
**(https://www.dhhs.vic.gov.au/sites/default/files/
documents/202009/I-am-exempt-face-covering-
Wallet-Cards-A4-PRINT-covid-19-pdf.pdf)**

National Websites

Smart Traveller website
(http://www.smartraveller.gov.au)

Australian health sector emergency response plan
for coronavirus (COVID-19)
**(https://www.health.gov.au/resources/
publications/australian-health-sector-
emergency-response-plan-for-novel-
coronavirus-covid-19)**

Australian Government Coronavirus
(COVID-19) resources
**(https://www.health.gov.au/resources/
collections/novel-coronavirus-2019-ncov-
resources)**

Education

Department of Education and Training,
coronavirus advice
**(https://education.vic.gov.au/about/department/
Pages/coronavirus.aspx)**

Employers

WorkSafe Victoria, Preparing for a pandemic:
a guide for employers
**(https://www.worksafe.vic.gov.au/resources/
preparing-pandemic-guide-employers)**

Commonwealth of Australia, Emergency
management for business
**(https://www.business.gov.au/Risk-
management/Emergency-management)**

WorkSafe Victoria alert, risks associated with
potential exposure to coronavirus in workplaces
**(https://www.worksafe.vic.gov.au/safety-alerts/
exposure-coronavirus-workplaces)**

Australian Fair Work Ombudsman,
Coronavirus and Australian workplace laws
**(https://www.fairwork.gov.au/about-us/
news-and-media-releases/website-news/
coronavirus-and-australian-workplace-laws)**

City of
STONNINGTON

Tools and Support

Appendix two: COVID-Safe Checklist

Before reopening

◯ Develop a COVIDSafe plan.

◯ Ensure your members, staff and volunteers have been sent a copy of your COVID-Safe plan.

◯ Check the latest restrictions to ensure activity is permitted to proceed.

◯ Set up a system for recording members, staff and volunteers contact details (name and a contact number and arrival time) to support contract tracing, and where those will be stored.

◯ Encourage members, staff and volunteers who are unwell not to attend activities and be tested for

◯ COVID-19. Members, staff and volunteers must remain in isolation at home until they get the result and it is negative for COVID-19.

◯ Ensure members, staff and volunteers know who to speak to should they become unwell or notice another member with symptoms of COVID-19.

When reopen

◯ Ensure venue is set up to support social distancing and that the density quotient of 1 per 2sqm allows (If not using electronic record keeping, a density quotient of 1 per 4sqm applies).

◯ Place hand sanitiser (minimum 60% alcohol-based) at entry and exit points so that member, staff and volunteers can use when arriving and leaving.

◯ Ensure appropriate detergents and disinfecting products are available to all members, staff and volunteers to effectively clean and sanitise all surfaces.

◯ Wipe down all frequently touched surfaces and objects 2 hourly, eg counters, tables, door, equipment, handles, keyboards, taps, chairs, tables, handrails, switches and lift buttons, tills, phones, vending machines, terminals.

◯ Sanitise any shared equipment between each use. Equipment that cannot be effectively sanitised should not be used.

◯ Consider what additional accessibility requirements should be implemented to ensure people of all abilities can access your venue and events safely and that physical distancing measures recognise the needs of all people and abilities.

◯ Organise staffing of entrances to ensure appropriate patron numbers are not exceeded.

↓ COVID-19 Contact Tracing Register

VENUE:	
COMMUNITY GROUP:	

Date	Name	Phone Number	Time of Arrival