

COVID-19 Safety Plan

APPLICATION

This Policy applies to employees of Roses in the Ocean. 'Employees' are defined as:

- any Roses in the Ocean employee whether permanent, temporary, full-time, part-time or casual
- any contractor, consultant, volunteer, intern, or anyone who works in any other capacity for Roses in the Ocean.

The Policy applies at all times when we are performing official duties including when we are representing Roses in the Ocean at workshops, speaking engagements, conferences, training events, and attending work-related social events.

Roses in the Ocean may change or replace this Policy at any time.

INTRODUCTION AND PURPOSE

At Roses in the Ocean, the foundations of our Policies are established through our:

1. Values;
2. Professional Standards of Behaviour; and
3. Code of Conduct.

As a not for profit organisation all employees must observe and maintain the highest ethical standards, treating all persons with fairness, dignity, and respect when fulfilling our responsibilities.

We should:

- Be committed to honest, fair and respectful engagement with the community,
- Ensure high standards of governance, transparency and accountability,
- Be respectful of and acknowledge the contributions of all others in the workplace,
- Have no tolerance in the workplace of unacceptable behaviour including bullying, discrimination and sexual harassment.

POLICY STATEMENT

This COVID-19 Safety Plan (Plan) provides an outline of how Roses in the Ocean is assessing, implementing, and managing plans and processes in order to best respond to COVID-19. As the situation around COVID-19 is constantly changing Roses in the Ocean and its employees will regularly review government regulations and travel alerts prior to arranging any work-related activities.

Roses in the Ocean expects all employees to:

- Comply with all health directions from government and public health authorities.
- Understand and act in accordance with this Plan.
- Act with honesty and integrity in regard to monitoring their health and identification of potential symptoms; and
- If COVID-19 is suspected or confirmed, take appropriate action in regard to testing, self-isolation, and communication with Roses in the Ocean.

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This Plan has been developed with reference to Safe Work Australia's National COVID-19 Safe Workplace Principles.

KEY PRINCIPLES

Roses in the Ocean has developed this Plan with the following key principles:

- The health and safety of our staff, facilitators, volunteers, participants and the broader community is our number one priority.
- All staff, facilitators, volunteers, and participants will be briefed on Roses in the Ocean's Plan prior to any work-related activities taking place.
- Roses in the Ocean will assess all venues, offices, facilities and locations prior to commencing work-related activities and, if necessary, will develop site-specific plans to accommodate hygiene protocols, physical distancing and other safety measures.
- Roses in the Ocean will remain prepared for an outbreak at our offices, venues, or in the local community.

GOVERNMENT DIRECTIONS

In line with expert health advice about what the community must do to prevent the spread of COVID-19, the Australian government has issued enforceable directions which set out requirements and restrictions for businesses in each state and territory.

These public health directions include matters such as limits on public gatherings, physical distancing and density requirements, restrictions on operations, hygiene and cleaning, risk management and safety plans, the keeping of records contact for tracing, and penalties for non-compliance.

Roses in the Ocean will comply with public health directions applicable to the location and nature of activities.

Not all public health directions will be the same in each state and territory. Even if these public health directions do not apply to Roses in the Ocean, we will do all that we reasonably can to meet our work health and safety duties in order to limit the spread of COVID-19.

ROSES IN THE OCEAN'S COVID-19 SAFETY PLAN (PLAN)

Roses in the Ocean's COVID-19 Safety Plan is based on the following five key parts:

1. Maintaining good health and hygiene.
2. Staying physically distant and adhering to density requirements.
3. Assessing work-related travel requirements, identifying risks, and putting appropriate COVID-19 safety measures in place.
4. Assessing offices, venues, facilities and locations, identifying risks, and putting appropriate COVID-19 safety measures in place.
5. Following the advice of government officials, public health authorities, and government signage.

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Good health and hygiene

Wash and Dry Hands

All employees must practice good hygiene. Wash hands regularly with soap and water for at least 20 seconds and dry them completely, preferable with a clean single-use paper towel or hand-dryer.

Everyone must wash and dry their hands:

- Before and after eating
- After coughing and sneezing
- After going to the toilet
- After touching potentially contaminated surfaces

Use hand sanitiser

An alcohol based hand sanitiser with at least 60% ethanol or 70% isopropanol as the active ingredient must be used as per the manufacturer instructions when handwashing is not possible.

Other important hygiene practices

- Coughing and/or sneezing into your elbow or into a clean tissue
- Refraining from spitting
- Avoid touching your face, eyes, nose and mouth
- Dispose tissues and cigarette butts hygienically, e.g. into closed bins
- Wash and dry their hands completely before and after smoking a cigarette
- Clean and disinfect shared equipment after use
- Wash body, hair and clothes thoroughly every day, and
- Have no intentional physical contact, for example, shaking hands and patting backs.

Here is a link to helpful information around good hygiene practices in the workplace:

https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/hygiene?tab=tab-toc-small_business

Physical distancing and density

COVID-19 is most likely transmitted by breathing in micro-droplets from another person who has sneezed, coughed, or exhaled.

By ensuring there is 4 square metres of space per person and maintaining a physical distance of at least 1.5 metres from others where possible, we reduce the likelihood of transmission.

To achieve the 4 square metre 'rule':

- Calculate the area of the room (e.g. length of room in metres x width of room in metres = area of room in square metres), and,
- Divide the area of the room by 4.

Roses in the Ocean will make adjustments to the layout of the workplace and venues in order to help workers, volunteers and participants stay at least 1.5 metres apart. For example, this could be achieved by, spreading out furniture to increase distancing, and using floor markings and signage to identify 1.5

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metres distancing.

Roses in the Ocean will review tasks and processes that usually require close interaction of persons and identify ways to modify these to increase physical distancing where it is practical and safe to do so.

Assessing travel

Restrictions

Some states and territories have rules for interstate travel across borders requiring people arriving from interstate to self-quarantine for a specified number of days. There are some exemptions, but these may vary from state to state, and from time to time. Roses in the Ocean will stay up to date on the latest Government travel restrictions and requirements.

Roses in the Ocean's coordinators are encouraged to use the Health Direct COVID-19 Restriction Checker prior to arranging any travel, accommodation or events: <https://www.healthdirect.gov.au/covid19-restriction-checker>

Commuting to Work

Where possible, Roses in the Ocean recommends that persons drive their own vehicle for all work-related activities.

If driving with a colleague, only two people should be in the car (the driver and passenger seated diagonally and opposite each other). Keep the windows down to allow fresh air flow.

If catching public transport, where possible, avoid peak times and ensure 1.5m social distancing where possible.

Where practical or required by Government mandate, wear masks and disposable gloves when catching public transport. Continue to observe other good health and hygiene practices.

Assessing locations

Roses in the Ocean is responsible for the COVID-19 Safety Plan of its own offices. During the formation of this Plan, Roses in the Ocean's office is located at: *Suite 106, Level 1, 33 Longland St, Newstead, Brisbane, QLD 4006.*

Staff working at the Customs House Hub in NSW must follow the COVID-19 Safety Plan and all building signage set out by Customs House Hub, and can request copies of these materials from Level 3 reception.

Roses in the Ocean is not responsible for providing, or assisting with the development of, COVID-19 Safety Plans for other businesses, stakeholders, or individuals.

However, Roses in the Ocean will work closely with other businesses and venues to:

- Assess the overall hygiene and safety standards of the venue
- Assess and implement safe distancing and square meterage
- Take note of venue cleaning supplies and arrange more/alternative products if necessary
- Assess the level of fresh air flow
- Ensure the provision of hygienically prepared catering with single-use cutlery
- Keep a record of the contact details of all venue attendees for the purpose of contact tracing
- Where ever possible arrange for meetings, workshops, and events to take place online through videoconferencing platforms such as Microsoft Teams and Zoom.

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Venue limits are changing and depend on the state. Roses in the Ocean will visit the relevant state government websites for the latest directions on venue numbers before making venue arrangements.

Following advice

Roses in the Ocean and its employees will follow the advice from all the relevant government and public health authorities at all times.

IF AN EMPLOYEE IS FEELING UNWELL

All employees have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.

COVID-19 symptoms present differently for each person, so any person who is feeling even slightly unwell, must not come into the office, and must not travel or attend a workshop or event.

If presenting with any of the COVID-19 symptoms, the person should seek medical clearance, which may include getting tested for COVID-19, before returning to the workplace.

IF AN EMPLOYEE TESTS POSITIVE TO COVID-19

The employees must call and inform their manager as soon as possible. If the employee is uncomfortable with making the call, they can request medical professionals or authorities to make this call. The employee must follow the instructions of relevant authorities.

Roses in the Ocean management must immediately inform all persons who were in proximity to the affected person. Management must not release the name of the person with COVID-19 without their permission. If permission is not given, management should inform staff that there has been a positive case and to get tested for COVID-19. All employees should work from home and self-isolate until results return.

SUPPORTING DOCUMENTS

This Plan should be read in conjunction with Roses in the Ocean's:

- Code of Conduct
- WH&S Policy and Duty of Care Statement

POLICY DETAILS

Policy Title:	COVID-19 Safety Plan
Policy Owner:	Operations
Approved By:	NOC
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