COVIDSafe Plan

1. Introduction

Women's Property Initiatives (WPI) is committed to the safety of all its workers. While all staff remain working from home, staff must ensure they follow the COVID-19 guidelines. The COVIDSafe Plan is grouped into six COVIDSafe principles. These include:

1. Ensure physical distancing.
2. Wear a face covering.
3. Practise good hygiene.
4. Keep records and act quickly if workers become unwell.
5. Avoid interactions in enclosed spaces.
6. Create workforce bubbles.

This plan details how WPI will implement this COVIDSafe Plan once all staff return to the office. However, staff are requested to follow the guidelines as detailed below wherever possible and applicable.

2. COVIDSafe Plan – general operations

2.1 Ensure physical distancing

Requirements	ACTIONS
Workers and visitors must maintain physical distance of 1.5m apart as much as possible: - Displaying signs to show patron limits at the entrance of enclosed areas where limits apply. - Informing workers to work from home wherever possible. **WPI** may also consider: - Minimising the build-up of people waiting to enter and exit the workplace.	WPI workers work from home.
	Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas: - Allocate different doors for entry and exit - Use an entry and exit system to the site that is as contactless as possible and quick to enter and exit - Use floor markings to provide minimum

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• Using floor markings to provide minimum physical distancing guides. • Reviewing delivery protocols to limit contact between delivery drivers and workers.	physical distancing guides at entrances and exits • Establish contactless delivery or invoicing. • Display signage for delivery drivers. • Identify designated drop off areas. • Outlining the maximum occupancy of areas that are open to the general public, and information about signage.
WPI 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; and, • There is no more than one member of the public per four square meters of publicly available space indoors.	• Rearrange, remove or cordon off furniture in common areas to ensure physical distancing, stagger seating so workers are not facing one another on break. • Comply with relevant density quotient and signage requirements in the Workplace Directions.
WPI will provide training to workers on physical distancing expectations while working and socialising: • Informing workers to follow current public health directions when carpooling. This can be found at www.vic.gov.au; and, • Informing workers to work from home wherever possible.	• Develop and educate workers on strategies and work practice changes to maintain physical distancing. • Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions. • Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly. • Reinforcing the importance of not attending work if unwell. • Ensuring appropriate information on the use of face coverings and PPE. • Adapt working arrangements to enable working from home. • Regularly assess workers in attendance at the workplace to determine whether they are required to be there.

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2.2 Wear a face covering

Requirements	ACTIONS
All workers and visitors entering the workplace 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.	• Identifying face coverings and PPE required for the workplace and describe when and how they need to be worn. • Monitoring use of face coverings in all workers, unless a lawful exception applies.
WPI provides training, instruction and guidance on how to correctly fit, use and dispose of PPE	• Workers that wear cloth masks should wash these each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

2.3 Practise good hygiene

Requirements	ACTIONS
WPI must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as doorknobs and telephones. • 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.	• Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment). • Provide information about workplace cleaning schedule and how to use cleaning products. • Identify which products are required for thorough cleaning. • Monitor supplies of cleaning products and regularly restock. • Swapping shared coffee and condiments for single serve sachets. • Installing no touch amenities such

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	• as contactless taps, rubbish bins and soap dispensers.
	• Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment.
	• Provide workers with their own personal equipment, labelled with their name.
WPI displays a cleaning log in the kitchen.	• Cleaners instructed to complete the log at the end of each cleaning shift.
WPI will make soap and hand sanitiser available for all workers and visitors to the office and encourage regular handwashing.	• Location of hand sanitiser stations throughout the workplace.
	• Ensuring rubbish bins are available to dispose of paper towels.
	• Ensuring adequate supplies of soap and sanitiser.
	• Ensuring workers have information on how to wash and sanitise their hands correctly.

2.4 Keep records and act quickly if workers become unwell

Requirements	ACTIONS
WPI will support workers to get tested and stay home even if they only have mild symptoms.	• Communicate to workers the financial support available to them if they cannot work while they are waiting for test result or are confirmed as a positive case.
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;	• Establish a process for notifying workers and close contacts about a positive case in the workplace. • Establish a cleaning process in the event of a positive case. • Establish a process and responsibility for notifying DHHS, WorkSafe and your health and

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• 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; and, • Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work.	safety representative. • Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite. • Establish a process for notifying Worksafe that the site is reopening.
WPI will keep records of all people who enter the workplace for contact tracing.	• QR Code check-in to be completed at the start and end of each workday for all WPI staff, Board and committee members, and volunteers. • QR Code check-in to be completed by all visitors to the office (including external contractors, cleaners, delivery drivers, meeting guests, etc.). • Manual form to be completed where QR Code check-in is difficult. • Review processes to maintain up-to-date contact details for all workers. • Provide information on protocols for collecting and storing information.

2.5 Avoid interactions in enclosed spaces

Requirements	ACTIONS
WPI will reduce the amount of time workers are spending in enclosed spaces. This could include: • Enhancing airflow by opening windows and doors • Optimising fresh air flow in air conditioning systems	• Making sure that windows and air conditioning are set for optimum air flow at the start of each workday.

2.6 Create workforce bubbles

Requirements	ACTIONS
You should keep groups of workers rostered on the same shifts at the workplace and ensure there is no overlap of workers during shift changes.	• Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time. • Encourage workers to minimise time in shared facilities when taking breaks. • Ensure groups of workers do not mix across different shifts.
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.	• N/A to WPI operations.

3. COVIDSafe Plan – tenancy and property management

Under directions issued under the *Public Health and Wellbeing Act*, operators in the real estate industry **must** abide by the following restrictions in both metropolitan Melbourne and regional Victoria respectively.

The Victorian State Government has extended the current Declaration of State of Emergency through to **11.59pm on 23 September 2021**.

These restrictions apply to all real estate businesses, including property sales and marketing and property management businesses. It applies to activities such as: property marketing, sales and rental offices, auctions and on-site property properties, e.g. viewings, repairs and maintenance.

Metropolitan Melbourne	
	RESTRICTION
On-site property inspections and viewings	• Not permitted during current lockdown[1].
Property management	• Urgent repairs and maintenance of properties are permitted. Ensure you keep at least 1.5 metres between you and anyone else on site. You should keep your time at the property to a minimum and wear a face mask. • Non-urgent repairs and routine maintenance of properties are not permitted during lockdown.
Signing of Residential Rental Agreements	• Contracts must be signed remotely via electronic means.
Vacate inspections	• Allowed. Mask wearing is compulsory as is hand hygiene. Property must be vacant and only one worker in attendance to take photos of the property.

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[1] As at 8pm Thursday 5 August 2021 (Melbourne)

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4. Version Control

Completed by	Colette McInerney, Operations Manager
Version	0.2
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