



# 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 mask
3. Practise good hygiene
4. Keep records and act quickly if workers become unwell
5. Enclosed spaces and ventilation
6. 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 wherever possible and applicable.

## 2. COVID-19 Vaccinations

From 15 October 2021, in order to work onsite at a work premises, you must be able to provide evidence to WPI that you have:

- received at least your first dose of the COVID-19 vaccine, or
- have a booking to receive your first dose by 22 October 2021, or
- have a medical exemption evidenced by an authorised medical practitioner

This means that from 22 October 2021 onwards, you need to have received at least your first dose of the COVID-19 vaccine (unless you have a medical exemption) to attend work.

From 26 November 2021, you will also be required to provide evidence to your employer that you have received your second dose (unless you have a medical exemption) to attend work.

A work premises is anywhere you are required to be for your work outside the home (for example, a real estate work premises would include a home inspection, not just head office).



If you are working at or in any of the industries or facilities below, these requirements apply to you - including if you are:

- an employee
- a contractor (engaged by the employer or a third party)
- a volunteer
- a student on placement.

All WPI staff and volunteers are required to be vaccinated and provide evidence of their COVID-19 vaccination to their line manager as per the above Victorian State Government guidance.

### 2.1 Visitors to WPI office

All visitors to WPI office must be vaccinated as per Victorian State Government public health advice detailed below:

- This means that from 22 October 2021 onwards, you need to have received at least your first dose of the COVID-19 vaccine (unless you have a medical exemption) before attending the WPI office.
- From 26 November 2021, you will also be required to provide evidence to WPI that you have received your second dose (unless you have a medical exemption) before attending the WPI office.

### 2.2 Privacy and Storage of vaccination information

WPI will ensure that privacy obligations are complied with by ensuring that all vaccination information is stored securely and only used and disclosed on a need to know basis in line with obligations under the [Australian Privacy Principles](#).

### 3. COVIDSafe Plan – general operations



#### 3.1 Physical Distancing

Requirements/Recommendations	What WPI will do	Who is responsible
<p>You must apply the relevant density quotient to arrange shared work areas and publicly accessible spaces. How will you do this?</p> <ul style="list-style-type: none"> <li>• <u>Density quotients</u> can change. One person per four square metre or one person per two square metres may apply to your workplaces or venue.</li> <li>• You must <u>display signage</u> showing the maximum number of people allowed in the space.</li> <li>• Shared work areas are only accessible to workers and should only include workers in the density limit.</li> <li>• Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis.</li> </ul> <p>For more information about restrictions for your workplace, density quotients and signage visit: <a href="https://coronavirus.vic.gov.au/business">coronavirus.vic.gov.au/business</a></p>	<p>WPI workers work from home until restrictions ease.</p>	CEO/Operations Manager
	<ul style="list-style-type: none"> <li>• Rearrange, remove or cordon off furniture in common areas to practise physical distancing, stagger desks/seating so workers are not facing one another.</li> <li>• Comply with relevant density quotient and signage requirements in the Workplace Directions.</li> </ul> <p>Identify areas that require floor marking:</p> <ul style="list-style-type: none"> <li>• Allocate different doors for entry and exit.</li> <li>• Use floor markings to provide minimum physical distancing guides at entrances and exits.</li> <li>• Establish contactless delivery or invoicing wherever possible.</li> <li>• Display signage for delivery drivers.</li> <li>• Designated drop-off area is Reception.</li> <li>• Outlining the maximum occupancy of areas that are open to the general public, and information about signage.</li> </ul>	Operations Manager
<p>You may need to reduce the number of workers or the number of members of the public at your work premises in accordance with current directions. How will you do this?</p>	<ul style="list-style-type: none"> <li>• Staff roster implemented.</li> </ul>	CEO/Operations Manager
<p>Where possible aim for workers and visitors to maintain physical distancing of</p>	<ul style="list-style-type: none"> <li>• Identify areas that require floor marking, such as lifts, kitchen areas, printer collection areas. Have multiple tea and coffee spaces to reduce</li> </ul>	Operations Manager/Office

1.5 metres in the workplace. How will you do this?	congregation of workers.	Assistant
You should give training to workers on physical distancing while working and socialising. How will you do this?	<ul style="list-style-type: none"> <li>• Develop and educate workers on strategies and work practice changes to maintain physical distancing.</li> <li>• Reinforce messaging to workers that physical distancing needs to be maintained during work and during social interactions.</li> <li>• Educating workers on hand and cough hygiene, including how to wash and sanitise their hands correctly.</li> <li>• Reinforcing the importance of not attending work if unwell.</li> <li>• Ensuring appropriate information on the use of face coverings and PPE.</li> <li>• Adapt working arrangements to enable working from home.</li> <li>• Regularly assess workers in attendance at the workplace to determine whether they are required to be there.</li> <li>• Inform workers to follow public health directions when carpooling.</li> </ul>	Operations Manager



### 3.2 Face Masks

Requirements/Recommendations	What WPI will do	Who is responsible
You must ensure all workers adhere to current face mask requirements. How will you do this?  For more information visit: <a href="https://coronavirus.vic.gov.au/face-masks">coronavirus.vic.gov.au/face-masks</a>	<ul style="list-style-type: none"> <li>• Monitoring use of face coverings for workers, unless a lawful exception applies.</li> </ul>	Operations Manager
You should give training and information on how to correctly fit, use and dispose of PPE. How will you do this?	<ul style="list-style-type: none"> <li>• Identifying face mask and PPE required for the workplace and describe when and how they need to be worn.</li> <li>• Masks must be worn as per public health</li> </ul>	Operations Manager

requirements.

- Daily washing of reusable face masks.
- Disposable masks are available at Reception.
- Masks must be worn to cover the nose and mouth.
- Separate bin in the kitchen for disposal of reusable face masks.



### 3.3 Hygiene

Requirements/recommendations	What will WPI do	Who is responsible
<p>You <b>must</b> clean and disinfect shared spaces at least twice a day. This includes high-touch communal items, e.g. doorknobs, telephones, toilets and handrails. How will you do this?</p> <p>For more information visit: <a href="https://coronavirus.vic.gov.au/cleaning">coronavirus.vic.gov.au/cleaning</a></p>	<p>Provide information about workplace cleaning schedule and how to use cleaning products, provision of previously communal items for each worker.</p> <ul style="list-style-type: none"> <li>• Identify high touch surfaces (lift buttons, door and cupboard handles, kitchen counters, touch screens, shared work equipment).</li> <li>• Provide information about workplace cleaning schedule and how to use cleaning products.</li> <li>• Identify which products are required for thorough cleaning.</li> <li>• Monitor supplies of cleaning products and regularly restock.</li> <li>• Swapping shared coffee and condiments for single serve sachets.</li> <li>• Installing no touch amenities such as contactless taps, rubbish bins and soap dispensers.</li> <li>• Avoid sharing of equipment such as phones, desks, headsets, offices, tools or other equipment.</li> <li>• Provide workers with their own personal equipment, labelled with their name.</li> </ul>	<p>Operations Manager/Office Asst.</p>

<p>You should display a cleaning log in shared spaces. How will you do this?</p>	<ul style="list-style-type: none"> <li>• WPI displays a cleaning log in the kitchen.</li> <li>• Cleaners instructed to complete the log at the end of each cleaning shift.</li> </ul>	<p>Operations Manager/Office Asst.</p>
<p>You should put soap and hand sanitiser throughout the workplace and encourage regular handwashing. How will do you this?</p>	<p>WPI will make soap and hand sanitiser available for all workers and visitors to the office and encourage regular handwashing.</p> <ul style="list-style-type: none"> <li>• Location of hand sanitiser stations throughout the workplace.</li> <li>• Ensuring rubbish bins are available to dispose of paper towels.</li> <li>• Ensuring adequate supplies of soap and sanitiser.</li> <li>• Ensuring workers have information on how to wash and sanitise their hands correctly.</li> </ul>	<p>Operations Manager/Office Asst.</p>



### 3.4 Record Keeping

Requirements/recommendations	What WPI will do	Who is responsible
<p>Every Victorian business (with some limited exceptions) <b>must</b> use the Victorian Government QR Code Service to check-in their workers, customers and visitors. How will you do this?</p> <p><b>For more information visit:</b>  <a href="https://coronavirus.vic.gov.au/about-victorian-government-qr-code-service">coronavirus.vic.gov.au/about-victorian-government-qr-code-service</a></p>	<ul style="list-style-type: none"> <li>• Use the free Victorian Government QR Code Service for electronic record keeping. Ensure staff have downloaded the app, and train staff to facilitate use of the app by clients and visitors and workers.</li> </ul>	<p>Operations Manager/Office Asst.</p>
<p>You must encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact. How will you do this?</p> <p><b>For more information visit:</b>  <a href="https://coronavirus.vic.gov.au/vaccine">coronavirus.vic.gov.au/vaccine</a></p>	<ul style="list-style-type: none"> <li>• Communicate to workers the financial support available to them if they cannot work while waiting for test result or are confirmed as a positive case.</li> </ul>	<p>Finance Manager</p>
<p>You must develop a business contingency</p>	<ul style="list-style-type: none"> <li>• Establish a process for notifying workers and</li> </ul>	<p>CEO/Operations</p>

<p>plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> <li>to respond to a worker being notified they are a positive case or a close contact while at work</li> <li>to clean the worksite (or part) in the event of a positive case</li> <li>to contact the Department of Health on 1800 675 398 and notify the actions taken, provide a copy of the risk assessment conducted and contact details of any close contacts</li> <li>to immediately notify WorkSafe Victoria on 13 23 60 if you have identified a person with COVID-19 at your workplace</li> <li>if you have been instructed to close by the Department of Health</li> <li>to re-open your workplace when cleared by the Department of Health and notify workers to return to work.</li> </ul> <p>For additional resources: <a href="https://business.vic.gov.au/emergency-planning">business.vic.gov.au/emergency-planning</a></p>	<p>close contacts about a positive case in the workplace.</p> <ul style="list-style-type: none"> <li>Establish a cleaning process in the event of a positive case.</li> <li>Establish a process and responsibility for notifying DHHS, WorkSafe and our health and safety representative.</li> <li>Establish a process for confirming a worker (with a suspected or confirmed case) does not have coronavirus (COVID-19) before returning to physical worksite.</li> <li>Establish a process for notifying Worksafe that the office is reopening.</li> </ul>	<p>Manager</p>
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### 3.5 Enclosed spaces and ventilation

Requirements/recommendations	What WPI will do	Who is responsible
<p>You should reduce the time workers spend in enclosed spaces. How will you do this?</p>	<ul style="list-style-type: none"> <li>Making sure that windows and air conditioning are set for optimum air flow at the start of each workday.</li> </ul>	<p>Operations Manager/Office Asst.</p>



### 3.6 Workforce Bubbles

Requirements/recommendations	What will WPI do	Who is responsible
You are strongly recommended to consider rostering groups of workers on the same shifts at a single worksite. Try to avoid overlapping of workers during shift changes where practical. How will you do this?	<ul style="list-style-type: none"> <li>Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time.</li> </ul>	CEO/Operations Manager

## 4. 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	
ACTIVITY	RESTRICTION
On-site property inspections and viewings	<ul style="list-style-type: none"> <li>Not permitted during current lockdown<sup>1</sup></li> </ul>

<sup>1</sup> As at 8pm Thursday 5 August 2021 (Melbourne)





Property management	<ul style="list-style-type: none"><li>• 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.</li><li>• Non-urgent repairs and routine maintenance of properties are not permitted during lockdown.</li></ul>
Signing of Residential Rental Agreements	<ul style="list-style-type: none"><li>• Contracts must be signed remotely via electronic means.</li></ul>
Vacate inspections	<ul style="list-style-type: none"><li>• 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.</li></ul>

## 5. Version Control

Completed by	Colette McInerney, Operations Manager
Version	0.3
Date	19 October 2021
Approved by CEO	19 October 2021



## ANNEX 1 Return to Office Roster

WPI Staff Name	Mon	Tue	Wed	Thur	Fri	Notes / Comments
Jeanette Large	7.30am – 6pm	7.30am – 6pm	7.30am – 6pm	7.30am – 6pm	7.30am – 6pm	<i>May work at home 1 or 2 days some weeks depending on meetings, etc.</i>
Sally Martin	<b>WFH</b> 5 hours	9.30am – 4 pm	<b>WFH</b> 5 hours	9.30 - 4.30pm	<b>NWD</b>	<i>Works 22.8 hrs. pw flex. Can be in office Monday or Tuesday 9.30am – 4pm depending on meetings, etc.</i>
Tanya Gardiner	9am – 5pm	9am – 5pm	<b>WFH</b> 9am – 5pm	9am – 5pm	<b>NWD</b>	<i>Flexible around attending office/WFH days</i>
Natasha Liddell	9am – 5pm	9am – 5pm	<b>WFH</b> 9am – 5pm	9am – 5pm	<b>NWD</b>	
Joy Villalino	<b>WFH / Flexible</b> 9.30am- 5.30pm	9.30am – 4.30pm	<b>WFH</b> 2.8 hours	9.30am – 4.30pm	<b>NWD</b>	<i>Works 22.8 hrs pw. WFH days can be flexible depending on meetings/etc.</i>
Colette McInerney	<b>WFH</b> 9am-5pm	9am – 5pm	9am – 5pm	9am – 5pm	<b>WFH</b> 9am – 5pm	<i>Flexible with WFH days depending on meetings, etc.</i>
Karina Carroll	<b>WFH</b> 9am – 5pm	9am – 5pm	9am – 5pm	<b>CHIA Vic</b> 9am – 5pm	<b>WFH</b> 9am – 5pm	<i>In office once a month on a Friday or more reg. as required. Karina undertaking a three week secondment to CHIA Vic (one day per week – Thursday) from Thursday 7 October 2021.</i>



Lara Wickenton	9am – 5pm	9am – 5pm	9am – 5pm	WFH 9am – 5pm	WFH 9am – 5pm	<i>Flexible with WFH days depending on meetings, etc.</i>
Lyn Bastin	NWD	9am – 5pm	WFH 9am – 5pm	WFH 3 hours	NWD	<i>Moved to Tues WFH due to wages day-can change to Wed. when computer set up in Exhibition Str. office</i>
Mandi Hardcastle	9am-5pm	9am – 2pm	9am – 3pm	9am – 5pm	NWD	<i>New hours from week commencing Monday 4 October 2021 to cover for Karina's secondment trial to CHIA Vic.</i>
Sue Mann	8.30am – 4.30pm	8.30am – 4.30pm	NWD	8.30am – 4.30pm	NWD	