107 Projects Inc.
COVID19 Safe Venue Reopening Plan

June 2020
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Executive Summary

Reopening of 107's workplaces and venues in a COVID Safe manner is possible, only with specific health and safety measures in place, and preemptive planning for the possibility of confirmed cases of COVID19 in the workplace/venue.

In compliance with State and Federal legislations, directives, and NSW Health advice, a list of general measures that will reduce the likelihood of COVID19 transmission, facilitate the ability to contact trace infections, and reduce severity of associated risks to workplace health and safety has been outlined and will be implemented before venue activity recommences in full. Additional measures will need to be developed and implemented for individual bookings and by residents; specific to their activities, people, and workspaces.

A protocol for the event that a person who tests positive for COVID19 has accessed the workplace, including; closure, cleaning, and notification, has also been outlined. Actions to ensure the least amount of exposure risk to staff, residents, and other people onsite such as physical distancing, staggered arrival and departure times, separated work groups, and remote working will need to be in place to reduce the flow-on impacts to capacity and operation.

Associated financial and other non health and safety risks will need to be assessed in addition to this COVID Safe reopening plan.

Purpose

To reopen 107's venues in a safe way during the COVID19 pandemic.
To manage the risks associated with reopening the venues.
To maintain current and correct knowledge of WHS risk factors.

Scope

This planning document is limited to the workplace health and safety of the everyday operations and activities of the venues located at 107 Redfern St and 3a Joynton Avenue, and does not extend to financial or other non health and safety risks.

Outcomes

- Managed, acceptable level of risk to health and safety in 107's workplaces
- An informed workforce
- 107's purpose, values and principles upheld
- Venues and workspaces able to be utilised in a safe manner

Considerations

Relevant Legislation

NSW State Government Legislation
Work Health and Safety Act 2011 ([External Link](#))
Biosecurity Act 2015 ([External Link](#))
Civil Liability Act 2002 ([External Link](#))
Public Health Act 2010 ([External Link](#))
Workers Compensation Act 1987 ([External Link](#))

Australian Federal Government Legislation
Privacy Act 1988 https://www.legislation.gov.au/Details/C2020C00168
Racial Discrimination Act 1975 https://www.legislation.gov.au/Details/C2016C00089
Age Discrimination Act 2004 https://www.legislation.gov.au/Details/C2019C00132
Diability Discrimination Act 1992 https://www.legislation.gov.au/Details/C2018C00125

About COVID19

Symptoms[1]
"Symptoms of COVID-19 include:

- fever (37.5 ° or higher)
- cough
- sore throat
- shortness of breath (difficulty breathing)
- loss of taste
- loss of smell

Other reported symptoms of COVID-19 include fatigue, runny nose, muscle pain, joint pain, diarrhoea, nausea/vomiting and loss of appetite.

In more severe cases, infection can cause pneumonia with severe acute respiratory distress.

The time between when a person is exposed to the virus and when symptoms first appear is typically 5 to 6 days, although may range from 2 to 14 days. For this reason, people who might have been in contact with a confirmed case are being asked to self-isolate for 14 days." - NSW Health

Transmission[2]

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[1] "What are the symptoms of COVID-19?" in COVID-19 - Frequently asked questions, NSW Health, June 2020
[2] "How is the virus spread?" in COVID-19 - Frequently asked questions, NSW Health, June 2020

"The virus can spread from person to person through:
- close contact with an infectious person (including in the 48 hours before they had symptoms)
- contact with droplets from an infected person's cough or sneeze
- touching objects or surfaces (like doorknobs or tables) that have droplets from an infected person, and then touching your mouth or face

COVID-19 is a new disease, so there is no existing immunity in our community. This means that COVID-19 could spread widely and quickly.

Most COVID-19 cases appear to be spread from people who have symptoms. A small number of people may have been infectious before their symptoms developed." - NSW Health

Workplace Health and Safety (WHS)

NSW WHS laws require all persons conducting a business or undertaking (PCBU) to ensure the health and safety of workers under their direction.

This includes:
- providing and maintaining a work environment that is without risk to health and safety
- providing adequate and accessible facilities for the welfare of workers to carry out their work, and
- monitoring the health of workers and the conditions of the workplace for the purpose of preventing illness or injury.[3]

Workers are entitled to:
- elect a health and safety representative (HSR) if they wish to be represented by one
- request the formation of a health and safety committee
- cease unsafe work in certain circumstances
- have health and safety issues at the workplace resolved in accordance with an agreed issue resolution procedure
- not be discriminated against for raising health and safety issues.[4]

Civil Liability

Activities that involve persons not included under PCBU also attract a duty of care under the NSW Civil Liability Act 2002.[5]

Division 2 Duty of care
    5B   General principles

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[3] Duties under WHS Laws, Safework Australia
[4] Worker's Rights, Safework Australia
[5] Civil Liability Act 2002, NSW State Government

(1) A person is not negligent in failing to take precautions against a risk of harm unless—

    (a) the risk was foreseeable (that is, it is a risk of which the person knew or ought to have known), and

    (b) the risk was not insignificant, and

    (c) in the circumstances, a reasonable person in the person's position would have taken those precautions.

Official Direction, Advice, and Information Sources

In order to maintain current and correct actions and to prevent misinformation, 107 will take directions, advice and information from the following sources;

- World Health Organisation (W.H.O.)
- NSW Department of Health
- Other NSW State Government Departments
- Australian Government Department of Health
- Other Australian Government Departments
- SafeWork Australia

World Health Organisation (W.H.O.) Guidance[6]

W.H.O. published the following considerations for public health and social measures in the workplace in May 2020;

- COVID-19 is transmitted primarily through respiratory droplets or contact with contaminated surfaces.
- Work-related exposure can occur anytime at the workplace, during work-related travel to an area with local community transmission, as well as on the way to and from the workplace.
- The risk of work-related exposure to COVID-19 depends on the probability of coming into close (less than 1 metre) or frequent contact with people who may be infected with COVID-19 and through contact with contaminated surfaces and objects.
  - *Low exposure risk* – jobs or work tasks without frequent, close contact with other people who <u>are not</u> known or suspected of having COVID-19
  - *Medium exposure risk* – jobs or work tasks with close, frequent contact with other people who <u>are not</u> known or suspected of having COVID-19
  - *High exposure risk* – jobs or work tasks with high potential for close contact with people who <u>are</u> known or suspected of having COVID-19
- Measures for all workplaces
  - Hand Hygiene

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[6] Considerations for public health and social measures in the workplace in the context of COVID-19, WHO, May 2020

- - ■ Regular and thorough hand washing with soap and water or alcohol based hand rub
    - ■ Hand hygiene stations available in prominent positions
  - ○ Respiratory Hygiene
    - ■ Ensure medical masks and paper tissues are available
    - ■ Bins with lids available for proper disposal
    - ■ Have a workplace policy on facemask use in line with government health guidelines
  - ○ Physical Distancing
    - ■ Introduce measures to maintain at least 1m distancing
    - ■ Reduce density to 1 person per 10m square[7]
    - ■ Minimise physical meeting requirements
    - ■ Stagger work hours and access times to avoid crowding
  - ○ Reduce and Manage work related travel
    - ■ Avoid non essential travel
    - ■ Provide PPE to those required to travel
    - ■ Workers returning from COVID19 affected areas to self monitor for 14 days upon return
  - ○ Regular environmental cleaning and disinfection
    - ■ Cleaning, using soap or a neutral detergent, water, and mechanical action (brushing, scrubbing) removes dirt, debris, and other materials from surfaces. After the cleaning process is completed, disinfection is used to inactivate (i.e. kill) pathogens and other microorganisms on surfaces
    - ■ High-touch surfaces should be identified for priority disinfection
  - ○ Risk communication, training, and education
    - ■ Provide posters, videos, and electronic message boards to increase awareness of COVID-19
    - ■ Provide regular information about the risk of COVID-19 using official sources
    - ■ Reach out to and engage vulnerable and marginalized groups of workers
  - ○ Management of people with COVID19 and their contacts
    - ■ Workers who are unwell or who develop symptoms consistent with COVID-19 should be urged to stay at home, self- isolate, and contact a medical professional or the local COVID-19 information line for advice on testing and referral.
    - ■ All workers should be urged to self-monitor their health, possibly with the use of questionnaires, and take their body temperature regularly
    - ■ Thermal screening at the workplace should be considered only in the context of a combination of measures for prevention and control of COVID-19 at the workplace and along with risk communication.

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[7] NSW Health direction is currently 4m2 per person for indoor gatherings, 107 will follow the NSW Health direction in this case

- Standard operating procedures should be prepared to manage a person who becomes sick at the workplace and is suspected of having COVID-19, including placing the person in an isolation room, limiting the number of people in contact, using personal protective equipment, and performing follow-up cleaning and disinfection.
- It is important to contact the local health authorities and to keep attendance and meeting records in order to facilitate or undertake contact-tracing.
- People who were in close contact at the workplace with persons with laboratory-confirmed COVID-19 should be quarantined for 14 days from the last time of the contact in accordance with WHO recommendations.

Risk Assessment

A risk assessment has been carried out for each of 107's workplaces and activities, and maintained as needed. The workplaces and activities that have been assessed are;
- Employee workspaces
- Resident workspaces
- Events
- Bar Service
- Catering
- Work related travel
- Public Accessible Space (Coworking & Exhibitions)

Risk Management Actions

The following actions have been identified and will be put in place in order to reduce the likelihood and/or breadth of COVID19 transmission, reduce the likelihood of associated injury to physical or mental health, and/or decrease the severity of those injuries.

General Actions

For all workplaces and activities the following risk management actions will be maintained;

- Provide COVID safe plan information and actions as part of venue welcome procedure
- Maintain a Workplace Access Register
    - Names, email, and phone numbers recorded and stored securely
- Conduct Screening Surveys
- Provide handwashing and hand sanitising facilities
- Display correct handwashing signage
- Scheduling daily cleaning and disinfection of high use areas and touch points
- Providing PPE such as gloves and facemasks

- Maintaining Safe Chemical Storage & Hazardous Goods Register
- Maintain Chemical Labelling
- Ensure Physical Distancing
  - Adhering to the current allowance of 4m2 per person for indoor spaces
  - Floor markers at service points/queueing areas
- Provide a dedicated "chill out space"
  - To reduce the severity of any occurrences of harassment, bullying, anxiety or other mental health risks
- Communicate a zero tolerance policy to bullying and harassment
  - To reduce the likelihood of bullying or harassment
  - To increase the likelihood of bullying or harassment being reported
- Promote available mental health services
  - To reduce the severity of stress and/or anxiety

In addition to the General Actions, the following risk management actions will be taken for each of the assessed workplaces or activities;

Employee Workspaces

- Educate staff on ergonomic workstation setup
- Assess and modify workstation setups
- Provide access to workstation equipment
- Provide flexible work options
- Stagger work arrival and departure hours
  - To reduce the likelihood coming into contact with peak hour crowds
  - To reduce the likelihood of crowding in workplace access points
- Actively manage workloads and alter expectations of productivity
  - To reduce the likelihood of work requirements creating stress or anxiety
- Actively "check in" with staff
  - To reduce the likelihood of isolation
  - To increase engagement and fulfillment

Resident Workspaces

- Encourage residents to undertake risk assessments relevant to their work activities
- Communicate 107's COVID Safe Plan and actions
- Additional cleaning and disinfecting of common areas and shared utilities

Events

- Attendance by Registration
  - Names, email, and phone numbers recorded and stored securely
- Event specific hazards individually assessed for risk

- Programming
    - Scheduling to reduce the risk of crowding in access ways during arrivals/departures
    - Scheduling to reduce the likelihood of vulnerable audiences coming into contact with COVID19

Bar Service

- Additional cleaning and sanitising of serviceware
- Additional cleaning and sanitising of surfaces
- Packaging food in individual servings
- Use of food covers/sneeze guards
- No reusing of glassware
- Limited cash handling with preference for card transactions
- Additional seating and tables
    - To reduce mingling and the likelihood of COVID19 transmission

Catering Service

- Additional cleaning and sanitising of serviceware
- Additional cleaning and sanitising of surfaces
- Packaging food in individual servings
- Use of food covers/sneeze guards
- Use of "Tuck Shop" style service in place of buffet style
- Arrange for contactless delivery and avoid access to shopping centres where possible

Work Related Travel

- Provide option to work from home where possible
- Promote video calls as alternative to meeting in person
- Provide PPE; facemasks
- Provide hand sanitiser
- Stagger work start and finish times
    - To avoid peak hour crowds

Public Space (Coworking & Exhibitions)

- Attendance by Registration
    - Names, email, and phone numbers recorded and stored securely
    - To allow for contact tracing in the event of a positive case of COVID19 in the venue
- Additional cleaning and sanitising of shared equipment, furniture etc.

Protocol for confirmed COVID19 in the workplace

In the event that a person with a confirmed case of COVID19 is reasonably assumed to have been in the workplace during the infectious period, the following actions will be taken;

- Privacy will be maintained at all times
- An employee of 107 will be designated as the point of contact
- All persons who accessed the workplace on the same date, or after, will be notified in writing of the time(s) and location(s) that were accessed by the person with COVID19
- All persons who accessed the workplace at the same date, or after, will be encouraged to self isolate and contact the COVID19 Hotline to obtain professional health advice and testing where appropriate
- The workplace will be closed until such time as cleaning and disinfecting can be completed in accordance with Safe Work Australia[8] guidance
- Persons reasonably assumed to have come into close contact with the person with COVID19 will not be permitted to return to the workplace until 14 days have passed and they return a negative test for COVID19

Implementation

Stages
1. Prepare a COVID Safe Plan
2. Prepare employees
    a. Communicate the COVID Safe plan
    b. Provide training for risk management actions
3. Prepare venues/workplaces
    a. Commence cleaning schedules
    b. All risk management actions in place
4. Prepare audiences/residents/hirers and other stakeholders
    a. Communicate the COVID Safe plan
    b. Communicate risk management actions relevant to each group
5. Open workplaces for staff and residents
6. Open for bookings

Monitoring and Reporting
To be completed at all stages of implementation
- NSW Government announcements relevant to;
    - Venue capacities
    - Event activities

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[8] '[Cleaning' in COVID19 Information for Workplaces](), Safe Work Australia

- ○ Changes to legislation
- ● Completion rates for
    - ○ Screening survey
    - ○ Workplace access register
    - ○ Event registration
    - ○ Scheduled cleaning
- ● Equipment in working order
- ● Chemicals and PPE stock levels
- ● Injury and incident reporting frequency and severity

Further Actions Required

- ● Assessment of financial risk
- ● Scheduled review of completed risk assessments

References

Civil Liability Act 2002, NSW State Government,
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Worker's Rights, Safework Australia,
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