

# 107 Projects Inc.

## COVID19 Safe Venue + Event Plan

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# Executive Summary

Reopening of 107's workplaces and venues in a COVID Safe manner when possible, ensure 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, and then during all activities undertaken onsite. Additional risk assessment and 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.

To ensure the safety of staff, visitors, and the community inline with NSW Health advice.

To reduce the risk of spreading COVID19 and protect our community.

## Scope

This planning document is limited to the workplace health and safety of the everyday operations and activities of the 107 staff and venues including onsite at 107 Redfern St and 3a Joynton Avenue and while conducting any essential work offsite. It 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
- Managed, acceptable level of risk to health and safety conducting 107's activities offsite
- Compliance with associated, mandated government restrictions.

# 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>

Disability Discrimination Act 1992 <https://www.legislation.gov.au/Details/C2018C00125>

## About COVID19

### **Symptoms<sup>1</sup>**

“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.

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<sup>1</sup> “What are the symptoms of COVID-19?” in COVID-19 - Frequently asked questions, NSW Health, June 2020

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<sup>2</sup>**

“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 can 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.<sup>3</sup>

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

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<sup>2</sup> “How is the virus spread?” in COVID-19 - Frequently asked questions, NSW Health, June 2020

<sup>3</sup> [Duties under WHS Laws](#), Safework Australia

- not be discriminated against for raising health and safety issues.<sup>4</sup>

## Civil Liability

Activities that involve persons not included under PCBU also attract a duty of care under the NSW Civil Liability Act 2002.<sup>5</sup>

### Division 2 Duty of care

#### 5B General principles

(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<sup>6</sup>

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.

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<sup>4</sup> [Worker's Rights](#), Safework Australia

<sup>5</sup> [Civil Liability Act 2002](#), NSW State Government

<sup>6</sup> [Considerations for public health and social measures in the workplace in the context of COVID-19](#), WHO, May 2020

- The risk of work-related exposure to COVID-19 depends on the probability of coming into 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 are not known or suspected of having COVID-19
  - *Medium exposure risk* – jobs or work tasks with close, frequent contact with other people who are not known or suspected of having COVID-19
  - *High exposure risk* – jobs or work tasks with high potential for close contact with people who are known or suspected of having COVID-19
- Measures for all workplaces
  - Hand Hygiene
    - 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
    - Reduce density to 1 person per 2m square
      - 107 will follow NSW Health direction of 1 person per 2m<sup>2</sup>
  - Reduce and Manage work related travel
    - Avoid non essential travel
    - Provide PPE to those required to travel
  - 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.
- 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.

## NSW Government COVID19 Controls<sup>7</sup>

As new, more contagious, variants of COVID19 are identified and detected within the community the NSW Government may implement new temporary public health orders to help control the spread of infection. These measures will vary in response to the advice from NSW Health and may include:

- Restrictions of movement
- Mandatory Wearing of Masks
- Vaccination Requirements
- Current case locations
- COVID19 Testing Requirements
- Interstate Travel and Border Controls

107 will monitor the updates from the NSW Government and implement any necessary changes in accordance with the requirements issued.

### **Current Restrictions (Greater Sydney) as of November 8, 2021:**

<https://www.nsw.gov.au/covid-19/rules/greater-sydney>

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<sup>7</sup> [NSW Government COVID19 Response](#), NSW Government, November 8 2021

## Return to Business Roadmap<sup>8</sup>

From November 8, when close to 90% of the population has received two doses of the COVID19 vaccination, 107 has re-commenced all private and public activities, excluding coworking, to align with the easing of restrictions by the NSW Government.

Each activities must meet the following requirement to be able to proceed:

- Ensure compliance with all relevant government restrictions including attendees being fully vaccinated.
- Be safe and suitable to be held at 107's workplace and venues, as reviewed and approved by 107 staff.
- Events must be covered by a current risk assessment with proven application of the recommended risk management actions including identification of COVID specific hazards and implementation of suitable control measures.

## 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 and Deliveries
- 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

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<sup>8</sup> [NSW Government's End of Restrictions Roadmap](#), NSW Government, September 2021

- Ensure all people entering our sites complete contract tracing registration via government supplied QI codes and provide vaccination evidence
- All staff and guests to 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 2m<sup>2</sup> 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 Home Workspaces

- Educate staff on ergonomic workstation setup
- Assess and modify workstation setups
- Provide access to workstation equipment
- Provide flexible work options
- 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 to restrict onsite access to essential activities only
- Communicate 107’s COVID Safe Plan and actions
- Additional cleaning and disinfecting of common areas and shared utilities where essential work has been required onsite

## Events

- Ensure activities are compliant with all relevant government restrictions
- 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

- Ensure activities are compliant with all relevant government restrictions
- 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

- Ensure activities are compliant with all relevant government restrictions
- Provide copy of exemption permits where applicable
- 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 and Deliveries

- Ensure activities are compliant with all relevant government restrictions
- Provide copy of exemption permits where applicable
- All staff to work from home where possible
- Utilise video calls as alternative to meeting in person
- Provide PPE;
  - Wear facemasks at all times and gloves when delivering packages
  - Regularly use hand sanitiser between each delivery

- Disinfectant packages before delivery
- Arrange contactless delivery
- Ensure social distancing is followed when delivering packages

## Public Space (Coworking & Exhibitions) - Currently Closed.

- Ensure activities are compliant with all relevant government restrictions
- Provide copy of exemption permits where applicable
- Additional cleaning and sanitising of surfaces
- Additional seating and tables
  - To reduce mingling and the likelihood of COVID19 transmission

# Protocol for Potential or Confirmed COVID19 in the Workplace

In the event that a person in the venue/workplace presents COVID19 symptoms while onsite, the advice 107 will follow from Safework Australia is to;

- maintain privacy and confidentiality
- maintain a calm and compassionate approach
- physically isolate that person as best as possible within the workplace
- If person presents serious symptoms i.e. difficulty breathing call 000 for urgent medical assistance
- Provide and use appropriate PPE to the person with symptoms and anyone in contact including face masks, hand sanitiser and tissues if available
- Address your concerns about potential exposure to COVID19 with the person and gather their contact details and their movements/contact points across the area
- contact the COVID Hotline (1800 020 080) for current advice
- arrange a private mode of transport for the person to either their home, to then self isolate, or a medical facility if required
- Clean and disinfect areas that person has accessed as per the cleaning procedures detailed in this COVID Safe Plan
- Refer people identified to have come into close contact with the person to the COVID Hotline (1800 020 080) for advice on testing and self isolation
- Review risk management controls to assess and decide whether changes or additional control measures are required.

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<sup>9</sup> 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
- Review risk management controls to assess and decide whether changes or additional control measures are required.

## 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
  - Changes to legislation
- Completion rates for
  - Screening survey
  - Workplace access register
  - Event registration
  - Scheduled cleaning

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<sup>9</sup> [‘Cleaning’ in COVID19 Information for Workplaces](#), Safe Work Australia

- 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,  
<https://www.legislation.nsw.gov.au/#/view/act/2002/22/part1a>

*COVID19 Information for Workplaces*, Safe Work Australia,  
<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning>

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