

# COVIDSafe Plan

## Our COVIDSafe Plan

Business name: Open Gardens Canberra Inc  
 Site location: Various gardens  
 Contact person: Chris Lord (President)  
 Contact person phone: 0411 055 938  
 Date prepared: 23 September 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>Provide and promote hand sanitiser stations for use on entering building and other locations in the garden and ensure adequate supplies of hand soap and paper towels are available for staff.</b></p>	<p><i>Provide a hand sanitiser station for use before entering each garden. Provide supplies of hand sanitiser sufficient for each opening, with supplies to be checked at the start of each day by the Garden coordinator.</i></p>
<p><b>In areas or gardens where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to volunteers that do not have their own.</b></p>	<p><i>Provide face masks and gloves for the use of volunteers at the gardens. Supplies to be checked at the start of each day by the Garden coordinator.</i></p>
<p><b>Provide advice to volunteers on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>	<p><i>Provide volunteers with written information about the use and disposal of face masks and gloves by email prior to attendance at gardens.</i></p> <p><i>Bins will be available for used items.</i></p> <p><i>Include a copy of this information in the volunteer kit.</i></p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p><i>Move to using an online booking system (Eventbrite) for garden openings to replace cash handling at garden entrances.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of volunteers), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p><i>Volunteers will be requested to clean any surfaces such as tables and seats prior to and at the end of their shifts.</i></p> <p><i>To limit the need for cleaning, there will be no refreshments available at the garden openings.</i></p>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p><i>Disposable wipes will be available for cleaning.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Configure communal garden areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>• <b>workers are spaced at least 1.5m apart</b></li> <li>• <b>there is no more than one member of the public per four square meters of publicly available space.</b></li> </ul>	<p><i>If tables are needed at garden entrances, ensure there is 1.5 metres of space between volunteers, or seek volunteers from the same household.</i></p> <p><i>Limit the total number of visitors to each garden, and adopt a single circulation route where appropriate.</i></p> <p><i>To limit the likelihood of crowding, additional activities will not be provided in conjunction with the open gardens.</i></p>
<p><b>Use floor markings to provide minimum physical distancing guides to areas that are likely to create a congregation of visitors.</b></p>	<p><i>Use markings at the entrance of gardens.</i></p>


Guidance	Action to ensure effective record keeping
<b>Record keeping</b>	



<p><b>Establish a process to record the attendance of volunteers, and visitors. This information will assist to identify close contacts.</b></p>	<p><i>Use the volunteer roster to record attendance of volunteers.</i></p> <p><i>Use the online booking system to record the contact details of visitors in hourly lots.</i></p> <p><i>Use the membership list to record the time of entry for any other visitors.</i></p>
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Guidance	Action to prepare for your response
<p><b>Preparing your response to a suspected or confirmed COVID-19 case</b></p>	
<p><b>Prepare to identify close contacts and providing volunteer and visitor records to support contact tracing.</b></p>	<p><i>Use the reports provided by the online booking system to support contact tracing.</i></p>
<p><b>Prepare for how you will manage a suspected or confirmed case in a volunteer during attending hours.</b></p>	<p><i>Volunteers will be encouraged not to attend if they are, or suspect they are, ill.</i></p>
<p><b>Prepare to immediately notify WorkSafe ACT if you have a confirmed COVID-19 case at the garden.</b></p>	<p><i>If OGC Committee members or volunteers become aware of a confirmed case they will notify the OGC President who will contact WorkSafe ACT.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.

Signed 

Name CHRIS LORD

Date 23-9-20