

# Campari House COVID Safe Plan

Campari House

Business name: \_\_\_\_\_

Sharon Evans

Plan completed by: \_\_\_\_\_

11.05.21

Date reviewed: \_\_\_\_\_



# 1. Ensure physical distancing

## Requirements



**You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:**

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

**You may also consider:**

- Minimizing the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers



**You 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 metres of enclosed workspace
- There is no more than one member of the public per four square meters of publicly available space indoors

**You should provide training to workers on physical distancing expectations while working and socializing. This should include:**

- Informing workers to follow current public health directions when carpooling. This can be found at [vic.gov.au](http://vic.gov.au)

## Action

Signs printed and situated at the front of the venue and on each level

Patron limits are noted at the front of the venue and on each level

Workers have to complete an online health survey prior to commencement of their shift.

Floor markings have been placed throughout the venue

Delivery drivers have been advised to maintain distance and use contactless

25 pax Soda Bar, 55 pax Rooftop

45 pax Lounge, 45 pax function room

60 pax restaurant - indoors/outdoors

Function coordinator to work from home whilst practical

Updates are posted to the news feed via Deputy (rostering)

Staff advised of social distancing and confirmed understanding



# 2. Wear a face covering

## Requirements



**You must ensure all workers and visitors entering the worksite 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

You should install screens or barriers in the workspace for additional protection where relevant.

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

## Action

All staff provided with disposable face coverings and instructed on how to use. Face-masks available at the host desk and at the sign in /staff areas.

Screens purchased for use at cashier points in the venue

30-minute training held on the correct use of face masks. Hand hygiene before and after putting on, washing cloth masks daily and changing disposables every 4 hours



### 3. Practice good hygiene

#### Requirements

#### Action



You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.

**You should:**

- 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
- Clean between shifts

ALL front of house areas to ONLY use Vira clean with disposable paper towel or chux. Bi-Hourly cleaning of the stairwell handrail. Bathroom doors and stall handles  
Light switches benches and pos terminals



You should display a cleaning log in shared spaces.

A cleaning log is placed on the back of the bathroom facility door for staff to complete  
Kitchen cleaning log

You should make soap and hand sanitizer available for all workers and customers throughout the worksite and encourage regular handwashing.

Hand washing sinks designated in each worker area. Hand sanitizer is available to all staff and guests throughout the building, on entry to each level



#### Keep records and act quickly if workers become unwell

#### Requirements

#### Action



You must support workers to get tested and stay home even if they only have mild symptoms.

Staff complete health check prior to commencing each shift. If they say yes to any indicators they cannot start.  
All staff are kept up to date on

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**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
- 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
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

Follow the protocol outlined by Rest& Catering.

Advise all staff that have been in contact  
Contact DHHS and provide the contact tracing register and reservations list for the day /time

Contact Work safe Vic

If instructed to close for deep cleaning/Quarantine -

Contact cleaners for deep clean

Divert all phone to mobile

Close down the venue - as per standard procedures

Place signage at front door

Continue to liaise with DHHS

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You must keep records of all people who enter the workplace for contact tracing.

Victorian Government QR Code is registered and used if people will be onsite for more than 15 minutes

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You should implement a screening system that involves temperature checking upon entry into a workplace.

Should Government mandate temperature checks this will be conducted



## 4. Avoid interactions in enclosed spaces

### Requirements

You should reduce the amount of time workers are spending in enclosed spaces. This could include:

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimizing fresh air flow in air conditioning systems

### Action

Main areas of the venue that are used:

Rooftop - open air

Restaurant - outdoor area and well ventilated

Function room - Open all windows and weekly clean of Air conditioning filters.



## 5. Create workforce bubbles

### Requirements

You should keep groups of workers rostered

### Action

All staff interactions are logged and tracked via our r

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.

Listed on our rostering system - Deputy

### If your industry is restricted or heavily restricted, you must also:



Limit or cease the number of workers working across multiple work sites.



Maintain records of all workers who have disclosed that they are working for different employers across more than one work premises.



# 1. Ensure physical distancing

## Requirements

## Action



**You must ensure workers and visitors are 1.5 metres apart as much as possible. This can be done by:**

- Displaying signs to show patron limits at the entrance of enclosed areas where limits apply
- Informing workers to work from home wherever possible

**You may also consider:**

- Minimizing the build-up of people waiting to enter and exit the workplace
- Using floor markings to provide minimum physical distancing guides
- Reviewing delivery protocols to limit contact between delivery drivers and workers

- 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 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



**You 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
- 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

**You should provide training to workers on physical distancing expectations while working and socializing. This should include:**

- Informing workers to follow current public health directions when carpooling. This can be found at [vic.gov.au](http://vic.gov.au)

- 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 sanitize their hands correctly
- Reinforcing the importance of not attending work if unwell
- Ensuring appropriate information on the use of face coverings and PPE
- Ensure compliance with restrictions if in Metropolitan Melbourne about industry closure and Permitted Worker Permits
- Identify the roles that are required to be performed from home or can be adapted to be performed from home
- 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



## 1. Ensure physical distancing (continued)

If your industry is restricted or heavily restricted, you must also:



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Reduce workers levels in accordance with industry directions.

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Limit number of patrons in accordance with industry directions.

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Have no carpooling.

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**Heavily Restricted Industries Only**

Have workers only attend work if permitted.  
Workers in permitted work premises must work from home, if they can.

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## 2. Wear a face covering

### Requirements



**You must ensure all workers and visitors entering the worksite 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
- A face covering includes a fitted face mask, of at least two plies, that covers the nose and mouth to provide the wearer protection against infection. Face shields on their own do not meet these requirements

### Action

- 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

You should install screens or barriers in the workspace for additional protection where relevant.

Screens are situated at the cash desk in the restaurant and on the rooftop to protect workers

You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.

You should inform workers that cloth masks should be washed each day after use. However, if during the day the mask is visibly dirty or wet, the mask needs to be washed immediately.

As part of the induction process all staff are instructed in the correct use of PPE. They are instructed on the use of disposable gloves, masks and correct chemical use.



### 3. Practice good hygiene

#### Requirements



**You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones.**

**You should:**

- 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
- Clean between shifts

#### Action

- 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 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

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You should display a cleaning log in shared spaces.

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You should make soap and hand sanitizer available for all workers and customers throughout the worksite and encourage regular handwashing.

- Location of hand sanitizer stations throughout the worksite
  - Ensuring rubbish bins are available to dispose of paper towels
  - Ensuring adequate supplies of soap and sanitizer
  - Ensuring workers have information on how to wash and sanitize their hands correctly
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## 4. Keep records and act quickly if workers become unwell

### Requirements

### Action



You must 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
- 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
- Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work

- 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 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 Work Safe that the site is reopening



You must keep records of all people who enter the workplace for contact tracing.

- Consider implementing temperature checking
- Ask workers to complete a health questionnaire before starting their shift
- Establish a process to collect records from workers attendance (including labour hire, external contractors, cleaners, delivery drivers), including areas of the workplace accessed during each shift or visit. Where possible, consider implementing a contactless system
- Review processes to maintain up-to-date contact details for all workers
- Provide information on protocols for collecting and storing information



## 4. Keep records and act quickly if workers become unwell (continued)

If your industry is restricted or heavily restricted, you must also:



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### **Restricted Industries**

Ask workers to declare verbally before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.



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### **Heavily Restricted Industries**

Ask staff to declare in writing or electronically before each shift that they are free of symptoms, have not been in contact with a confirmed case and have not been directed to isolate.

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## 5. Avoid interactions in enclosed spaces

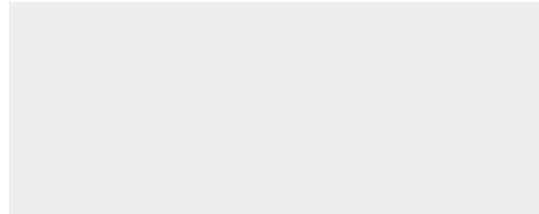
### Requirements

**You should reduce the amount of time workers are spending in enclosed spaces. This could include:**

- Enabling working in outdoor environments
- Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunch breaks and locker rooms
- Enhancing airflow by opening windows and doors
- Optimizing fresh air flow in air conditioning systems

### Action

Making sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift





## 6. Create workforce bubbles

### Requirements

You should keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap of workers during shift changes.

### Action

- Communicate to workers so they understand they cannot work across multiple sites
- Adjust rosters and develop procedures to ensure workers do not work across multiple sites
- Stagger start and finish times, shifts and break times, to reduce use of common areas at the same time
- Encourage workers to minimize 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.

Timesheets and any interaction on shift by workers is retained in our Deputy rostering system