

	REV A to suit current Gov CovidSafe Plan template on 26/10/2020	
	TRAIL BUS COVID SAFE PLAN	
	REQUIREMENT	TRAIL BUS COVIDSAFE ACTION
1. ENSURE PHYSICAL DISTANCING	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	All operations are outdoors in public space. Communicate requirement to customers in tour documentation and at tour briefing. Guides to monitor during tour.
	• Informing workers to work from home wherever possible	N/A. Tour operations are field based. Minimum number of guides to be used.
	• Using floor markings to provide minimum physical distancing guides	N/A
	• Reviewing delivery protocols to limit contact between delivery drivers and workers	N/A
	• Minimising the build-up of people waiting to enter and exit the workplace	N/A
	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	N/A
	• 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 socialising. This should include: • Informing workers to follow current public health directions when carpooling. This can be found at vic.gov.au	N/A Tour Operate to complete COVID-19 Training module inclusive of Aus Gov Infection Control Training.
2. Wear a face covering	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	Communicate requirement to customers in tour documentation and at tour briefing. Guides to monitor during tour
	You should install screens or barriers in the workspace for additional protection where relevant.	N/A
	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	N/A
3. Practise Good Hygiene	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	All hire equipment to be cleaned and disinfected prior to hiring
	• Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so	Individual use Food and drink packets are allocated to runners.
	• Clean between shifts	N/A
	You should display a cleaning log in shared spaces.	N/A
	You should make soap and hand sanitiser available for all workers and customers throughout the worksite and encourage regular handwashing.	Guides to carry sanitiser Hand washing facilities in support vehicle
	Managers to schedule audits of cleaning schedules.	Tour Operator to verify radios/hire equipment cleaning
	You must support workers to get tested and stay home even if they only have mild symptoms.	Communicate requirement in tour documentation and briefing
	4. Keep records and act quickly if workers become unwell 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	1. Isolate the person If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help. Otherwise, you must take steps to prevent the person from potentially spreading the virus by isolating them from others. You must also provide appropriate personal protective equipment (PPE) to the affected person, such as disposable surgical mask, and hand sanitiser and tissues, if available. Also provide protection to anyone assisting the person. 2. Seek advice and assess the risks Next, to determine if it is reasonable to suspect the person may have COVID-19, talk to the person about your concerns and see what they say. Seek government health advice by calling your state or territory helpline. Follow the advice of your state and territory public health unit. You can also contact the National Coronavirus Helpline on 1800 020 080, which operates 24 hours a day, seven days a week. The National Helpline can provide advice on when and how to seek medical help or about how to get tested for COVID-19. Ensure that you have current contact details for the person and make a note about the areas they have been in the workplace, who they have been in close contact with in the workplace and for how long. This will inform you about risks to others and areas to clean and disinfect. This information may also assist your state and territory public health unit if they need to follow up with you at a later time. 3. Transport Ensure the person has transport home, to a location they can isolate, or to a medical facility if necessary. Wherever possible, if a person is unwell or travelling to a location for mandatory isolation, they should use a personal mode of transport to minimise exposure to others. They should not use public transport unless there is no other option. If the person needs to use a taxi or ride share service (or public transport) then the person should avoid contact with others including the driver to the extent possible. This includes: wearing a surgical mask, if available avoiding direct contact with the driver, including sitting in the back seat to achieve as much separation as is reasonably possible practising good hand hygiene and cough/sneeze hygiene, and paying by card. 4. Clean and disinfect Any equipment they have come into contact with. 5. Identify and tell close contacts The state or territory public health unit will identify close contacts of a confirmed COVID-19 case and provide them with instructions, for example, in relation to quarantine requirements. In the meantime, for the purposes of undertaking a workplace risk assessment and to assist your state and territory public health unit, consider who the affected person may have had recent close contact with. If instructed by health officials, tell close contacts that they may have been exposed to COVID-19 and the requirements for quarantine. You must maintain the privacy of all individuals involved. Seek information about the areas that close contacts have been in the workplace, who they have been in close contact with in the workplace and for how long. This will inform you about possible risks to others, and additional areas that may also need to be cleaned and disinfected. 6. Review risk management controls Review COVID-19 risk management controls within risk register, in consultation with your workers/volunteers, and assess and decide whether any changes or additional control measures are required.
4. Keep records and act quickly if workers become unwell	• Having a plan to identify and notify close contacts in the event of a positive case attending the workplace during their infectious period	Contact details obtained during purchasing Tour Operator to call and leave messages with follow up calls immediately
	• Having a plan in place to clean the worksite (or part) in the event of a positive case	N/A
	• 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	Tour Operator to complete
	• 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	Tour Operator to complete
	• Having a plan in the event that you have been instructed to close by DHHS	Tour operator to immediately contact booked customers and inform of shut down. Give customers details and refund /rescheduling options.
	• Having a plan to re-open your workplace once agreed by DHHS and notify workers they can return to work	N/A
	You must keep records of all people who enter the workplace for contact tracing.	Tour operator sources records through online store purchasing website
	You should implement a screening system that involves temperature checking upon entry into a workplace.	Tour operator to temp check all tour attendees
	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.	Tour Operator to verify
	You should reduce the amount of time workers are spending in enclosed spaces. This could include: • Enabling working in outdoor environments	All operations are conducted outdoors
5. Avoid interactions in enclosed spaces	• Moving as much activity outside as possible, including serving customers, meetings, teamrooms, lunchbreaks and locker rooms	All operations are conducted outdoors
	• Enhancing airflow by opening windows and doors	N/A
	• Optimising fresh air flow in air conditioning systems	N/A
6. Create Workforce bubbles	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.	N/A (only 1 work group)
	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.	N/A
	Limit or cease the number of workers working across multiple work sites.	N/A