

COVID SAFE PLAN

Business name:	BLUECHIIP LIMITED	
Site location:	1 DALMORE DRIVE, SCORESBY, VIC	
Contact person:	Scott Turner (Eng Manager)	Andrew McLellan (MD)
Contact person phone:	0403 07 4215	0457 823 470
Date prepared:	5 th August 2020 updated 30 th September 2020	

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</p>	<ul style="list-style-type: none"> • <i>Hand sanitiser and face masks are available upon entry to the office.</i> • <i>Kitchen area has hand soap and paper towels, along with rubbish bins</i> • <i>Shared bathrooms managed by landlord have hand sanitiser, soap, paper towels, and rubbish bins</i> • <i>Signage is provided to promote the correct usage</i>
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning.</p>	<ul style="list-style-type: none"> • <i>Windows are sealed closed.</i> • <i>Air conditioning is controlled separately – out of our control, but checked for operation</i> • <i>Laboratory extraction fan will be run at all times when occupied</i>
<p>In areas or workplaces 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 staff that do not have their own.</p>	<ul style="list-style-type: none"> • <i>All staff are required to wear face masks at all times in the office.</i> • <i>Facemasks are made available upon entry to office.</i> • <i>Other regular PPE for work activities have been made available for each individual and not to be shared</i> • <i>Adequate supplies of facemasks monitored and recorded electronically</i>
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<ul style="list-style-type: none"> • <i>Educated staff on hand and cough hygiene, including how to wash and sanitise their hands correctly</i> • <i>Reinforced the importance of not attending work if unwell</i> • <i>Ensured appropriate information on the use of face coverings and PPE</i> • <i>Signage and information has been provided</i> • <i>Staff are required to acknowledge this plan</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Replace high-touch communal items with alternatives.</p>	<p><i>Office</i></p> <ul style="list-style-type: none"> • Desks, phones, computers not to be shared • Individuals are provided with their own desks and IT equipment <p><i>Kitchen</i></p> <ul style="list-style-type: none"> • Sanitiser provided, to be used before/after using taps, appliances, etc... • Staff to use their own cups and utensils, and/or wash thoroughly between use • Dirty dishes not to be left in sink <p><i>Laboratories</i></p> <ul style="list-style-type: none"> • Laboratory PPE is not to be shared, Individual PPE has been provided. • Test equipment & tools not be shared during a shift • Test equipment & tools – IPA/Surface spray cleaned, and hand sanitiser used before and after shift • Where possible individual tools/equipment are provided

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>Laboratories</i></p> <ul style="list-style-type: none"> • Single operator per shift (no sharing) • Test equipment & tools – IPA/Surface spray cleaned, and hand sanitiser used before and after shift <p><i>Kitchen</i></p> <ul style="list-style-type: none"> • Sanitiser provided, and to be used before/after using taps, appliances, etc... • High touch areas – bench, table, chairs, taps, Fridge, coffee machine, microwave, dishwasher, door handles <p><i>Office – other high touch areas</i></p> <ul style="list-style-type: none"> • Front door handle (both sides), exit button • Rear door handle (both sides) • Printer <p><i>Cleaning</i></p> <ul style="list-style-type: none"> • All high touch surfaces cleaned (spray & wipe) <u>twice per day</u> • To be done with provided spray and paper towels • Paper towels then disposed of immediately in bins provided • Cleaning roster to be signed off electronically
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Available</i></p> <ul style="list-style-type: none"> • IPA spray • Hand sanitiser • Kitchen surface cleaner • Kitchen dish detergent • Hand soap • Paper towels <p><i>Supplies are checked during cleaning roster, recorded electronically</i></p>


Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<ul style="list-style-type: none"> • <i>All roles have been reviewed to assess working from home</i> <ul style="list-style-type: none"> ○ <i>More than 80% of staff are primarily working from home</i> ○ <i>Some may intermittently require visit to the office but in all cases total attendance will not exceed numbers set out elsewhere in this guidance. Roster will be modified accordingly if others need to attend, overlap of office visits will be avoided.</i> • <i>All required equipment and infrastructure to work from home is available.</i>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>Not applicable. Only one work site</i></p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<ul style="list-style-type: none"> • <i>Signage and procedure confirms not to enter if unwell, symptomatic, awaiting test result, or a close contact of somebody infected or isolating.</i> • <i>Bluechiip will not require temperature testing, due to low numbers of office staff and very low interaction with members of the public.</i> • <i>Bluechiip does not require employees to work when unwell</i> • <i>Employees must not attend their workplace if they are being tested for coronavirus and must notify employer if they are a positive case.</i> • <i>Employees who test positive must not work.</i> <p><i>Upon entering the office, staff acknowledge they are presently healthy and to the best of their knowledge are not impacted by any of the above.</i></p>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> • <i>Separate areas have been configured for those attending work</i> <ul style="list-style-type: none"> ○ <i>lab : 2 staff maximum</i> ○ <i>per cubicle : 2 staff maximum</i> ○ <i>meeting room : 4 staff maximum</i> ○ <i>kitchen : 1 staff only at any one time</i> • <i>Staff will not sit beside or opposite each other</i> • <i>These guidelines have been confirmed to comply with 4m² and 1.5m rule</i> <p><i>Signage on areas provided</i></p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<ul style="list-style-type: none"> • <i>Signage on areas provided per previous guidance</i> • <i>Floor marking not required due to low number of staff</i>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<ul style="list-style-type: none"> • <i>Staff will not sit beside or opposite each other</i> • <i>These guidelines have been confirmed to comply with 4m² and 1.5m rule</i>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<ul style="list-style-type: none"> • <i>Single entry and exit door</i> • <i>Considered low risk due to maximum number of staff in the office.</i> • <i>Staff acknowledge need to avoid congregation and build up</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<ul style="list-style-type: none"> • Signage and messaging provided to staff that physical distancing needs to be maintained during work and during social interactions • Staff to read and acknowledge this plan
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<ul style="list-style-type: none"> • Door is normally locked, must be activated by staff to enter • Courier delivery/pickup drivers not to enter beyond front door area, preferably the exchange will be conducted outside front door. • All invoicing and payment is contactless (electronic)
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<ul style="list-style-type: none"> • Workplace register implemented, Will maintain :- <ul style="list-style-type: none"> ○ From 5th Aug : 2 regular staff, maximum 3 staff at any one time ○ From 30th Sept : maximum 6 staff at any one time • If other staff required to visit, the roster will be altered to maintain maximum without overlapping shifts. • Lunch breaks to be taken at different times, or without congregating (taken in separate areas, to maintain distance)
<p>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.</p>	<ul style="list-style-type: none"> • Not applicable to the office, no public access • Shared bathroom and mail facilities are the responsibility of landlord, however our staff are advised to maintain distancing and cleaning protocols at all times in building, and when entering/exiting the office area

Guidance	Action to ensure effective record keeping
Record keeping	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<ul style="list-style-type: none"> • Online workplace register has been established for staff • Other visitors attending for more than 15 minutes will be required to have details entered into paper register at front of office (to be filled in by staff member... contact free). <p>Couriers spending less than 15 minutes not required to register</p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<ul style="list-style-type: none"> • COVID related OHS incidents to be reported to line manager as soon as practical by phone and email. • Line manager will establish required information and decide actions as necessary, complying with DHHS and WorkPlace reporting requirements.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<ul style="list-style-type: none"> • Majority of staff are able to continue working from home • Communications with customers will be maintained • Bluechiip are in communication and monitoring all critical suppliers • No perishable stock is retained at Bluechiip • In case of the office being shutdown and production staff isolated, we have backup staff currently at home able to maintain operations.
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<ul style="list-style-type: none"> • Workplace register and employee records are maintained electronically and may be accessed remotely and provided to DHHS at short notice • Visitor register is paper based and will be regularly scanned electronically as backup. If a shutdown is necessary, a copy will be immediately scanned electronically and made available. • Key contact staff will be <ul style="list-style-type: none"> ○ Andrew McLellan – MD ○ Scott Turner, Eng Mgr. Maintain workplace and visitor register ○ Irvin Teoh, Finance Mgr. Employee records
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<ul style="list-style-type: none"> • Office would be closed for deep clean by 3rd party professional service provider adhering to DHHS guidelines. • Entire office will be closed and cleaned
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<ul style="list-style-type: none"> • Maintain PPE and distancing • Immediately isolate the staff member • Advise to leave work for immediate testing (and/or ensure a support person can assist travel and testing) • Staff member to self-isolate whilst waiting result per recommendations.
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<ul style="list-style-type: none"> • All staff will be contacted electronically and verbally (phone or online meeting) • All visitors in prior 48 hours from register will be contacted • All people with close contact in previous 48 hours to get tested, self isolate per recommendations. • Nobody to attend office until deep clean for DHHS guidelines
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<ul style="list-style-type: none"> • Bluechiip representatives to contact Worksafe, providing required contact information in writing. • Responsible staff : <ol style="list-style-type: none"> 1. Andrew McLellan 2. Scott Turner 3. Irvin Teoh
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>Requirements to re-open :-</p> <ul style="list-style-type: none"> • Deep clean per DHHS guidelines as outlined • Affected staff cleared (tests negative, completed isolation period). (where applicable, clearance provided in writing) • DHHS and WorkSafe notified in writing <p>Responsible staff :</p> <ol style="list-style-type: none"> 1. Andrew McLellan 2. Scott Turner 3. Irvin Teoh

I acknowledgement I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed 

Name Andrew McLellan

Date 30 Sep 2020