

# COVIDSafe Plan for Love Your Place volunteers:

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## Why is it important to have a COVIDSafe Plan?

COVID-19 will be with us for some time, so it's important that Council has a plan - and continues to plan to keep our community volunteers healthy, safe and virus-free.

The COVIDSafe Plan will focus on 3 parts.

1



### Keeping people safe

- Risk Assessment
- Implementation of measures to ensure the safety of members and the community.
- How to respond to a COVID-19 infection

2



### Adapting my community group operations

- Operations open and operations shut
- How the service has adapted to COVID-19

3



### Accessing Support and assistance

- Access Government and industry support
- Important contacts

# 1 Keeping people safe (you, other volunteers and the public)

## 1.1 Risk Assessment

A risk assessment has been undertaken for the Love Your Place community clean up and is attached at Appendix 4. The below checklist must be completed prior to easing the restrictions of community clean ups:

- Review the risk assessment regularly to make sure you identify any new risks that may emerge at your clean up site or as public health advice changes (for information on how to undertake a risk assessment, visit [Safe Work Australia's website](#)).
- As a guide to keeping your group members safe, you can read [how to keep workers safe and limit the spread of COVID-19](#).

## 1.2 Implementation of measures to ensure the safety of volunteers and the public

### 1.2.1 Maintain good hygiene and cleaning

The table below outlines the specific cleaning regime implemented for community clean ups. In summary, volunteers are required to implement procedures that ensures all shared and frequently touched surfaces are cleaned and sanitized, and ensure the cleaning regime complies with Safe Work Australia Covid-19 standards.

The below checklist will need to be completed by each community clean up group:

- Complete the Safe Work Australia [cleaning check list](#). (Appendix 2)
- Complete the Safe Work Australia [health, hygiene and facilities check list](#) (Appendix 3)
- Communicate to your volunteers about how to maintain good hygiene and cleaning

### 1.2.2 Staying physically distant

The table below shows the measures implemented to ensure physical distancing is adhered to at all times within the clean up site. In summary the physical distancing measures placed includes communicating to all volunteers about how to stay physically distant and safe.

The below checklist will need to be completed by each community clean up group:

- Review the Safe Work Australia advice on [physical distancing](#)
- Complete the [physical distancing check list](#) (Appendix 4)
- Communicate to your members about how to stay physically distant and safe.

### 1.2.3 Changes to the Love Your Place community clean up to ensure we are COVID safe

The table below outlines the changes to the community clean up operation to ensure members and the public are safe.

- Review Safe Work Australia [industry specific information](#)
- Review the [what can I do to keep my workers safe at the workplace and limit the spread of COVID-19 checklist](#)
- Review the mandatory [public health directions](#) that apply to your clean up (these will change as time goes on)
- Communicate to your members about changes specific to your site.

What do you need to do?	How will you do this	When will it happen	Supplies required	Comments
<b>Cleaning &amp; hygiene</b>				
Regular hand washing and/or sanitizing	Communicate to all volunteers via email/text and in person	The day before clean up day, remind at sign-in before clean up starts and at the end of the clean up	Hand sanitiser and/or hand wash stations	
Cleaning and/or sanitising frequently touched are shared items such as litter pickers, pens, etc.	Supplies to be available for all volunteers to sanitise and wipe down frequently touched surfaces.  Where possible, members to bring and use their own gloves, litter pickers (if using), bags, etc.	Before and after using shared items.	Alcohol wipes  Sanitiser  Extra resources – litter pickers, gloves, etc.	
<b>Staying physically distant</b>				
Social distancing – maintain physical distancing of 1.5m space for each person onsite. Does not apply for volunteers who are from the same household.	All volunteers to adhere to NSW Government current physical distancing regulations.	Onsite, during clean up	Signs	Signs are installed in public parks and foreshore.

### 1.3 Responding to a COVID-19 infection: Do you know what to do in the event of an infection?



First, you should consult [Safe Work Australia's website](#) on what to do if you are concerned about a volunteer in relation to COVID-19. It's important that you follow the guidance provided by Safe Work Australia and your state and territory public health authority.

The Actions to be undertaken by all Love Your Place volunteers in the case of a COVID-19 outbreak should include the following:

- outline what needs to change to ensure you can follow guidance swiftly
- outline what your first action will be if notified of a possible COVID-19 infection
- state how you will clearly communicate with volunteers and meet [privacy obligations](#)
- think about how you will clean all the shared items after an infection
- outline how your community clean up will continue to operate

The below table outlines measures to be implemented, should a case of COVID-19 occur.

#### My plan to respond to a COVID-19 infection:



Restrictions and risks change constantly, you should review and think about ongoing health and safety regularly and update your plan appropriately.

What do I need to think about?	What needs to happen?	Supplies required
How will I notify other volunteers?	Site supervisor will need to advise all volunteers via email, phone or text message	
What if I need to evacuate all volunteers?	Site supervisor to direct all members to go directly home, and to await further contact from Health NSW and Council.	
How will we notify relevant authorities?	Site supervisor will need to contact NSW Health to enact the COVID-19 action plan.  Site supervisor to notify Council in writing.	COVID-19 action plan
What do I do with the shared items and tools?	Organise a deep clean of shared materials and tools and restrict use of the materials for 4 days.	COVID-19 deep clean regime
How will we identify who has had contact with the infected person?	Use of Love Your Place sign-in sheet at every clean up to provide to NSW Health to assist with contact tracing.  Work with Health NSW and Council to resume community clean ups on providing contact logs to enable contact mapping to be done efficiently.	Volunteer sign-in sheet

## 2 Adapting now and in the future COVID-19

### 2.1 Management Plan

To enable community clean ups to operate, a management plan will need to be adopted to ensure you are compliant with government controls, and to ensure the safety of volunteers and the public at all times. The below table outlines the management plan for continuing with the Love Your Place community clean ups:

**Management plan for Love Your Place community clean ups to ensure volunteers and the public are COVID-19 safe:**

What do you need to do?	How will you do this?	Supplies required	Comments
Sign-in/out sheet made available to collect details of all volunteers	Volunteers to sign in and out when volunteering at clean up, and ask key questions	Key question checklist, sign-in sheet and pens	
Exclude volunteers who are unwell even if they have mild symptoms	<p>Site supervisor to communicate and advise all volunteers to stay home if they have any symptoms.</p> <p>Site supervisor to ask volunteers if they have any symptoms, including mild symptoms, as details are gathered. Exclude if they answer yes – advise to go home and location of testing stations.</p>	<p>URL of NSW Health website listing locations of testing stations:</p> <p>SEE EMERGENCY CONTACT LIST BELOW</p>	
Sanitise shared items and frequent contact surfaces such as litter pickers, pens, etc.	<p>Where possible, encourage volunteers to bring along their gloves, litter pickers and other tools to avoid sharing.</p> <p>Sanitise all shared items before and after clean up work.</p> <p>Provide handwashing and/or hand sanitizing supplies onsite.</p> <p>Conduct regular cleaning of shared items and tools.</p>	<p>Sanitiser</p> <p>Clean up resources</p>	

### 3 Accessing support and assistance

This section of the plan looks at providing comprehensive details for volunteers and the public to ensure an efficient transition back to normal operations.

#### 3.1 Assistance Programs

If at any time any volunteers feel overwhelmed or would like extra support, they are reminded to contact their GP or Beyond Blue (<https://www.beyondblue.org.au/>). Beyond Blue is a free service which can be contacted on 1300 224 636.

#### 3.2 Emergency Contact List

Emergency Contact List	
Who?	Contact Details
<b>COVID-19</b>	
Health NSW Helpline	Call the National Coronavirus Helpline 1800 020 080 (24-hour help line)
Health NSW-testing clinics	Testing clinic locations change frequently. For up to date information on locations near you, please visit: <a href="https://www.health.nsw.gov.au/Infectious/covid-19/Pages/clinics.aspx">https://www.health.nsw.gov.au/Infectious/covid-19/Pages/clinics.aspx</a>
Site supervisors	
Council contacts	Name Ju'eta Amir (Sustainability Projects Officer) Phone 9911 6411 Email <a href="mailto:ju'eta.amir@canadabay.nsw.gov.au">ju'eta.amir@canadabay.nsw.gov.au</a>  Name Belinda Koytz Phone 9911 6421 Email <a href="mailto:belinda.koytz@canadabay.nsw.gov.au">belinda.koytz@canadabay.nsw.gov.au</a>
<b>Security Issue</b>	
Police	Emergency: 000 Non Emergency: 131444
Council Rangers	9911 6555

**Appendix 1: SAFE WORK METHOD STATEMENT**

# SAFE WORK METHOD STATEMENT



**NOTE:** Work must be performed in accordance with this SWMS.

This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept.

<b>Work activity:</b>	Covid-19 precautions		
<b>Location:</b>	All		
<b>SWMS no:</b>			
<b>Department and team:</b>	All where applicable		
<b>Developed by:</b>	Sarah O'Brien	<b>Position:</b>	WHS coordinator
<b>Approved by:</b>		<b>Position:</b>	
<b>Person(s) responsible for ensuring compliance with the SWMS</b>			
<b>Name:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Date:</b>	

What are the tasks involved?	What are the hazards and risks	What are the control measures
Step by step sequence involved in doing the work ↓	Identify the hazards and risks that may cause harm to workers or others	Safety Controls that will be in place to minimise these hazards/risks ↓
Normal duties of employment	<p>Attending work while sick. Contravening Government orders</p> <p>Not following a reasonable request of Council</p> <p>Injuries/illness</p>	<p>Refer to next paragraph for fitness for work Remain up to date with current government requirements via the <a href="#">Australian Department of Health</a> or <a href="#">NSW Health</a></p> <p>Council is and will continue to provide information and make changes to workplace situations as the situation requires. Staff should follow the requests of Council to ensure their health and safety is protected.</p> <p>Staff should remain vigilant in relation to carrying out their duties in accordance with Councils WHS requirements. If staff believe any changes to their workplace are presenting a risk to their health and safety they should contact their supervisor immediately.</p> <p>The changes occurring as a result of the Covid 19 pandemic can induce feelings of anxiety and other mental health concerns. Staff should utilise Councils EAP system if they are feeling concerned or distressed.</p>
Self-assess fitness for work	Attend work while sick OR asymptomatic, infect colleagues or public	<p>DO NOT attend work if returned from overseas in previous 14 days</p> <p>DO NOT attend work if in contact with anyone returned from overseas in previous 14 days</p> <p>DO NOT attend work if experiencing any symptoms including fever, coughing, sore throat, fatigue, and shortness of breath or other as described by <a href="#">Australian Department of Health</a></p> <p>DO NOT attend work if in contact with any person confirmed to have COVID-19 in the 14</p>



		<p>days before onset of symptoms</p> <p>DO NOT attend work for 14 days following attendance at any events contravening current Australian Government advice on social distancing</p>
<p>Travel to work and during work</p>	<p>Become infected during travel</p> <p>Infect colleagues while sick OR asymptomatic</p>	<p>Make your way to work in your own vehicle if possible. If you must use public transport, practice social distancing and wash your hands often.</p> <p>Wash hands thoroughly after travel – don't touch your face while travelling.</p> <p>Clean company vehicles high contact areas before driving at start of work and after every meal break: steering wheel, door handles, handbrake, shifter.</p> <p>Max 2 staff members in company vehicles, keep windows down. Where possible, have one person in the front and one in the rear. If this is not possible, ensure air conditioning is off, windows are down and your hands are washed often. Masks are available if you require them.</p> <p>Wash hands thoroughly after travelling, before eating, drinking or smoking at all times.</p>
<p>Work safely observing social distancing</p>	<p>Become infected from contact with public infrastructure</p> <p>Become infected from member of public</p> <p>Infect or become infected from colleague</p>	<p>Maintain 1.5m spacing between persons at all times. Adhere to requirements as set out by the Australian Government or Council. You can remain up to date by visiting the <a href="#">Australian Department of Health</a> or <a href="#">NSW Health</a></p> <p>Wash hands regularly, and especially before breaks, eating food, drinking or smoking and before and after travelling.</p>

		<p>Practice good hygiene, including:</p> <ul style="list-style-type: none"> <li>-avoid touching face</li> <li>-covering your coughs and sneezes with your elbow or a tissue</li> <li>-disposing of tissues properly</li> <li>-washing your hands often with soap and water, including before and after eating and after going to the toilet</li> <li>-using alcohol-based hand sanitisers</li> <li>-cleaning and disinfecting surfaces</li> <li>-avoiding contact with others and staying more than 1.5 metres away from people</li> <li>-cleaning and sanitising frequently used objects such as mobiles, keys and wallets</li> </ul> <p>If a member of the public comes close to you, ask them politely to observe the social distancing requirements. If they refuse, remove yourself immediately from the situation and practice your hygiene.</p>
<p>Maintain safe work practice</p>	<p>Complacency relating to the Covid 19 situation</p>	<p>Regularly check advice from the Australian government by visiting the <a href="#">Australian Department of Health</a> or <a href="#">NSW Health</a>.</p> <p>Council will also provide regular updates through email, skype meetings, yard meetings or other means as required.</p> <p>Educate staff in relation to Covid-19 and required health practices.</p> <p>Remind staff to wash hands often, especially before breaks and in use of company vehicles.</p> <p>Ensure staff follow cleaning procedure for vehicles and other workplaces.</p> <p>Use designated PPE equipment as directed to</p>

give additional protection from coming in contact with the virus, eg wearing disposable gloves, eye or face protection.

Enforce restrictions set in place by the Australian government including social distancing, occupation rates of enclosed areas and limitation of gathered numbers amongst other measures.

**Site specific information**

Risk assessments should be conducted for tasks to ensure that the measures that are being introduced in relation to Covid-19 can be adhered to.

**Work Method Statement - Part 2****Training/Licence required****Relevant Codes of Practice, Legislation**

WHS Act 2011, WHS Regulation 2017,

**Personal Protective Equipment**

CCB uniform, sanitiser, cleaning products, masks

**Council Details**

3.2.1.1.1.1 Address:

3.2.1.1.1.2 City of Canada Bay Civic Centre  
3.2.1.1.1.3 1A Marlborough Street, Drummoyne NSW  
2047  
3.2.1.1.1.4 Locked Bag 1470, Drummoyne NSW 1470

3.2.1.1.1.5 Website:  
Email:  
Telephone:

3.2.1.1.1.6 [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)  
[council@canadabay.nsw.gov.au](mailto:council@canadabay.nsw.gov.au)  
9911 6555

## Appendix 2: VOLUNTEERS CLEANING SHARED ITEMS AND TOOLS

Members can help maintain a clean clean up session by doing the following:

- *What do I need?*
  - Alcohol based wipes/sanitiser
  
- *When should I clean?*
  - Clean shared items and tools before and after your clean up.  
**Focus on:** *Frequently touched surfaces such as litter pickers, pens, etc.*
  
  - Clean items that are visibly soiled or after any spillage as soon as possible.
  
- *How to Safely Clean:*
  - Read the product label for the cleaning product(s) before using and make sure you follow all instructions, including all personal protective equipment (PPE), if using.
  
  - If possible, use disposable gloves when cleaning and discard after each use. Otherwise, only use reusable gloves for routine cleaning and do not share gloves between volunteers.
  
- *After Cleaning:*
  - Dispose of any disposable cloths in a rubbish bag.

## Appendix 3: PERSONAL HYGIENE

*Everyone – even when you’re feeling well – can help slow the spread of COVID-19.*

This means:

- Wash your hands often with soap and water. This includes before and after eating and after going to the toilet.
- Use alcohol-based hand sanitisers when you can’t use soap and water.
- Avoid touching your eyes, nose and mouth.
- Clean and disinfect surfaces you use often such as pens, litter pickers, etc.
- Clean and disinfect objects you use often such as mobile phones, keys, wallets, etc.
- Cover coughs and sneezes with an elbow or a tissue.
- Avoid touching the face, eyes, nose and mouth.
- Dispose of tissues hygienically.
- Wash hands before and after smoking a cigarette.
- Wash body, hair (including facial hair) and clothes thoroughly every day.
- Don’t shake hands and avoid any other close physical contact where possible.
- No spitting.
- Put cigarette butts in the bin.



## APPENDIX 4: PHYSICAL DISTANCING

*To achieve physical distancing, follow the guidelines below:*

- Stay at least 1.5m away from other persons where possible.
- Only occupy your designated workspace and use your own tools.
- Avoid meetings where possible.
- Don't shake hands, hug or kiss any person.



**APPENDIX 5: LOVE YOUR PLACE RISK ASSESSMENT**

**RISK ASSESSMENT FORM**



**Activity / Assessment Details**

Task/Activity:	Resuming Love your Place community clean ups	Date of Assessment:	1 June 2020	Reference No:	
Department:	All community clean up volunteers, Council's Cleansing Team	Undertaken By:	Ju'eta Amir	Issue No:	
Section:				Review Date:	

**Equipment / Plant Required**

Describe all equipment/plant to be used

- First-aid kit
- Sanitiser and sanitizing wipes
- Clean-up bags
- Trash picker & poop scooper (if requested)
- Gloves
- Sharps container (if requested)
- Hi-vis vest for site Coordinator
- Incident forms, risk warning poster.

**PPE:**

- Wide brimmed hat
- Long sleeve shirt and trousers
- Sunscreen
- Gloves (supplied by Council)
- Sturdy enclosed foot-wear
- Water bottle

**Qualifications / Certificates**

Qualifications/Certificates of Competency/ Training Experience Required to Carry out/ Complete Task or Activity

Clean up program induction for volunteers

Basic clean up training for volunteers included in the information kit

**Legislation**

Relevant Legislation/Codes of Practice/Standards

- WH & S policy, WH&S regulation 2017
- NSW Threatened Species Conservation Act 1995
- NSW Occupational Health & Safety Act 2000
- NSW Protection of the Environment Operations Act 1997
- NSW Fisheries Management Act 1994
- Commonwealth Environmental Protection & Biodiversity Conservation Act 1999



Eye protection (supplied by Council)

## Risk Assessment

Please refer to the OH&S Risk Calculator located on the back page to ascertain the Risk Rating. The Risk Ratings are to be agreed to in consultation with relevant staff from the area concerned.

Identified Hazards (List all known hazards)	Identified Risks	Risk Rating	Risk Control Measures (List all control measures)	Risk Rating
Spread of COVID-19 (Coronavirus)	COVID-19 positive public members and/or volunteers	2	<p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</p> <p>Frequently touched items and tools including litter pickers and pens are regularly cleaned.</p> <p>Volunteers to bring their own tools if possible and are requested to only touch items that they wish to use/ take.</p> <p>Physical distancing – site supervisor to advise and remind all volunteers to keep at least 1.5m apart from each other.</p> <p>Alcohol based hand sanitiser is provided to site supervisors for use at clean up sites (out of reach of children).</p>	2
	COVID-19 positive volunteer of staff member	2	<p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</p> <p>Frequently touched items and tools including litter pickers and pens are regularly cleaned.</p> <p>Physical distancing – site supervisor to advise and remind all volunteers to keep at least 1.5m apart from each other.</p> <p>Alcohol based hand sanitiser is provided to site supervisors for use at clean up sites (out of reach of children).</p>	2

	Volunteer or public aggression	3	<p>Volunteers to advise site supervisors of any aggression from other volunteers or the public.</p> <p>Site supervisors to call 000 if aggression continues.</p> <p>Volunteers have access to psychological support through an EAP?????? – do they have access to this too?</p>	5
	Lack of personal hygiene	4	<p>Volunteers are encouraged to wash/sanitise their hands with soap and water for 20 seconds where possible.</p> <p>Alcohol based hand sanitiser/ dispenser is provided to all site supervisors.</p>	5
	Mental Health/ Wellbeing concerns	2	<p>EAP access available for volunteers.</p> <p>Site supervisors have been given emergency contact information on who to call if assistance is required.</p> <p>Regular catch ups with people within the organisation (either organisation based such as monthly birthday morning tea, or team based catch ups.)</p>	3

OH&S Risk Calculator					Risk priority	
	How likely - Likelihood - How likely is it to happen and how often?				Code	Risk Priority
How severe - Consequences or seriousness - How bad is it likely to be?	Very Likely - Could happen at any time (VL)	Likely - Could happen sometimes (L)	Unlikely - Could happen, but very rarely (U)	Very Unlikely - Could happen, but probably never will (VU)		
<b>Extreme</b> - Kill or cause permanent disability or ill health (K)	1	1	2	3	1.	Activities must be suspended immediately until hazard can be eliminated or controlled or reduced to a lower level
<b>Major</b> - Cause serious injury/illness or long term illness (S)	1	2	3	4	2.	Activities must be suspended immediately until hazard can be eliminated or controlled or reduced to a lower level
<b>Moderate</b> - Medical attention and several days off work (M)	2	3	4	5	3.	Hazards are unacceptable and must be eliminated or controlled in accordance with the Hierarchy of Hazard Control
<b>Minor</b> - First aid needed (F)	3	4	5	6	4.	Hazards are unacceptable and must be eliminated or controlled in accordance with the Hierarchy of Hazard Control
					5.	No real or significant hazard exists. Controls required to increase the comfort level of the public
					6.	No real or significant hazard exists. Controls are not required but may increase the comfort level of the public

### Risk Identification Authorisation

To be completed by the Manager of the Unit and sent to the OH&S Co-ordinator

I,  the Manager for  have reviewed this Risk Identification and Risk Control Worksheet and:

- Concur with the assessment and controls and approve this Risk Assessment:  Yes  No
- Confirm that a Safe Work Method Statement (SWMS) has been developed:  Yes  No

Ref no:

Additional Comments:

Manager Signature:  Date: