



**OLEOLOGY**  
ENGINEERING OIL-FREE WATER

# *COVID Safety Plan*



This COVID Safety Plan is to help comply with current requirements for businesses operating during the COVID-19 pandemic. It is best as a guide and should be adapted to suit individual procedures and workflows.

This plan covers:

- workplace access
- physical distancing
- policy and education
- use of personal protective equipment (PPE)
- environmental cleaning and management
- record-keeping
- team management and limiting interactions in closed spaces
- responding to a positive case, or close contact, in the practice team.

# OLEOLOGY COVID Safety Plan

Current as of 13 April 2021 (if printed this document is uncontrolled)

## Introduction

This plan provides staff and contractors of OLEOLOGY (the 'company'), operating in a COVID-safe way, and helps identify and mitigate risks during the ongoing pandemic.

## Purpose and objectives

The company is dedicated to the health, safety and wellbeing of all team members, contractors and visitors. In this pandemic environment, we acknowledge additional precautions are required and that these are outlined in this COVID Safety Plan.

### 1. Workplace Access

To control the flow of people into and through the workplace, we will:

- encourage video conferences (where appropriate)
- limit entry to the entrance located at front reception door
- define foot traffic through the workplace and distancing as identified by state regulations (currently 1.5m)
- display information at the entrance and ensure clear messaging on the website and by email to identify ahead of time if there are any symptoms suggestive of COVID-19
- display information at the entrance outlining the requirements of entry. Requirements include: ie have an appointment, be free from symptoms consistent with COVID-19, wearing a mask (if required), use hand sanitiser when entering office, use of the Safe WA App.
- Wearing a face mask will only be enforced by state regulations and the State health advisor [If required; individuals are asked to bring their own, but will be supplied with one if they present without a mask]
- provide access to hand-hygiene products upon entry and exit (and at appropriate locations throughout the practice), such as an alcohol-based hand sanitiser or hand-washing facilities.

### 2. Physical distancing

While acknowledging the nature of manufacturing and office tasks maintaining a physical distance of 1.5 m is not always possible, our practice will put in place physical distancing measure by:

- providing training to all members of the team
- Spacing of the floor plan to include 1.5 m from all people's chair/desk as a physical indicator.
- Meetings in the *Boardroom* will be spaced with every second chair to be used as a physical distancing indicator.

### 3. Policy and Education

All staff of the company and contractors, will undertake education which includes;

- Sign the company's COVID-19 Policy (Document P204)
- ensure team members are aware of their role when hosting a visitor or contractor presenting with – or exhibiting symptoms suggestive of – COVID-19.

## 4. Use of personal protective equipment

Appropriate use of personal protective equipment (PPE) is critical in limiting the spread of COVID-19. All members of the practice team will:

- ensure standard precautions, including hand hygiene, cough etiquette and appropriate waste-management techniques, are maintained
- be trained in donning and doffing PPE (when required as outlined by state regulations)
- dispose of all used PPE in accordance with standard precautions.

## 5. Environmental management and cleaning

Our workplace will be regularly clean and disinfect shared spaces, surfaces and communal items. Our practice will:

- enhance air flow by opening windows and doors in shared spaces (where and when appropriate) and optimising fresh air flow in air conditioning systems (by maximising the intake of outside air and reducing or avoiding recirculation of air)
- minimise the volume of equipment/furniture in areas to reduce the cleaning burden and risk of transmission
- minimise the sharing of administrative equipment between team members
- schedule various break and lunch times to separate staff from congregating in one area
- adhere to strict environmental cleaning as per the most current advice from the Department of Health's [Coronavirus \(COVID-19\) Environmental cleaning and disinfection principles for health and residential care facilities](#)
- clean and disinfect frequently touched surfaces with detergent and disinfectant wipe/solution
- provide training to all staff members on environmental cleaning requirements (this training will be provided 1-on-1 and further documentation has been supplied as provided by state health dept.)

## 6. Record-Keeping

To aid contact tracing in the event a team member, contractor or any visitor to the practice tests positive for COVID-19, our practice will:

- maintain a record of all visitors/contractors as per the sign in register, including entry and exit times
- maintain these records for a minimum of 28 days.

## 7. Team Management and Limiting Interactions in Closed Spaces

To reduce the risk of COVID-19 transmission between team members, we will:

- regularly communicate with all team members regarding the requirement to not attend the office if they have any symptoms consistent with COVID-19, regardless of how mild, and will encourage testing in line with local public health advice
- [Only under state lockdown] require a verbal/written/electronic attestation from each team member at the commencement of each shift confirming they do not have any symptoms consistent with COVID-19, have not been in contact with a confirmed case, and have not been directed to isolate
- support any team member who tests positive for COVID-19, or is identified as a close contact or is required to self-isolate – including by making them aware of their leave entitlements
- where a team member typically works across a number of sites within the business, minimise movement between sites by scheduling shifts at one location (where possible)
- encourage physical distancing in common areas (ie tea room), through organisation of furniture, floor markings and signage
- encourage tea breaks/lunchbreaks to be taken outside
- stagger breaks to limit the number of people in common areas
- encourage all team members to provide their own drinking vessels

- require all team members to thoroughly clean communal items (eg cutlery) immediately after use by placing them in the dishwasher to be washed on the hottest possible setting
- ban the sharing of food on site (eg cake and dips).

## 8. Responding to a positive case, or close contact, in the practice team

If a member of the practice team tests positive to COVID-19, the company will:

- contact the local public health unit and follow their advice
- follow the direction of the local public health unit regarding cleaning of the practice
- ensure the team member does not return to the practice until they meet the criteria for release from isolation, and as instructed by the local public health unit
- assist the local public health unit in contact tracing by providing records of all team members and visitors who have attended the workplace during the period in which the team member was potentially infectious (as defined by the local public health unit).

## Plan review

This plan will be reviewed regularly to ensure it reflects the current processes and procedures of OLEOLOGY as well as current legislation requirements and public health directives.

## Public health unit contacts

State/territory	Public health unit contact
Western Australia	08 6373 2222
Australian Capital Territory	02 5124 9213 (business hours) 02 9962 4155 (after hours)
New South Wales	1300 066 055
Northern Territory	08 8922 8044 1800 008 002
Queensland	<a href="#">Find your nearest unit</a>
South Australia	1300 232 272
Tasmania	1800 671 738
Victoria	1300 651 160

## Further Resources

### Federal Department of Health

- [COVID-19 infection control training](#)
- [CDNA national guidelines for public health units](#)
- [Coronavirus \(COVID-19\) environmental cleaning and disinfection principles for health and residential care facilities](#)
- [Coronavirus \(COVID-19\) guidance on use of personal protective equipment \(PPE\) in non-inpatient health care settings, during the COVID-19 outbreak](#)

### Safe Work Australia

- [COVID-19 Information for workplaces](#)

#### Disclaimer

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