

Phillip Island Wildlife Park, Cowes, Vic-3922

Summary of COVIDSafe Plan

National Coronavirus Helpline 1800 020 080

Contents

1. Foreword.....	2
2. Safe Workplace.....	3
3. Physical distancing.....	4
4. Wear a face covering.....	5
5. Hygiene.....	6
6. Record keeping.....	7
7. Enclosed spaces.....	8
8. Information sources.....	9

Foreword

The purpose of this document is to provide employees, contractors and visitors with clear guidelines and expectations while attending the wildlife park. The processes and procedures contained within this document are in line with current Government guidelines. This is a working document which will be updated as Government advice and restrictions change over time. This document will guide and assist staff to maintain a safe environment for our re-opening. It will allow us to modify and adapt day to day operations to allow for physical distancing requirements to be met. It outlines clear procedures to follow for a suspected or confirmed case of coronavirus (COVID-19) in the workplace.

Safe Workplace

Phillip Island Wildlife Park has completed the "Re-Opening Checklist" provided in the Victorian State Government "Industry Restart Guidelines: Outdoor Entertainment, Attractions and Experiences November 2020". This includes undertaking of infection control training.

The Hierarchy of controls has been used to allow us to find covid safe ways to complete everyday tasks. A combination of elimination, substitution, administration and personal protective equipment (PPE) has been utilised.

We will continue to monitor for the most up to date advice from sources such as the Department Health & Human Services (DHHS), Safe Work Australia and Work Safe Victoria.

Physical distancing

Guidance	Action
Ensure workers and visitors are 1.5 metres apart.	<p>Visible signage has been placed to remind visitors of the need to maintain a social distance of 1.5 metres. At the entrance to any indoor area signage indicates maximum occupancy of the space, as determined by the "four square metre" per person rule.</p> <p>Acrylic screens have been installed at the ticketing and retail area, to provide a further level of protection for guests and staff.</p>
<p>Apply density quotient to configure shared work areas and publicly accessible spaces to ensure that:</p> <ul style="list-style-type: none"> * 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. 	<p>The wildlife park is primarily an outdoor attraction, as such time spent indoors is very minimal. The ticketing entrance has been configured to provide a direct throughway to the outdoor area. Where practical doors will be pinned open to allow touch free entry and exit.</p> <p>Bathroom facilities have been measured to determine density quotient and signage indicates maximum occupancy.</p> <p>Indoor picnic tables have been removed to allow for 1.5 metre spacing between family groups.</p> <p>The majority of staff spend their work day outside. Communal areas such as lunch rooms have been reconfigured, so that workers do not face each other and can remain at least 1.5 metres apart. Breaks are encouraged to be taken outdoors when possible.</p>
Have no carpooling.	All team members have their own vehicle to travel to and from work. Carpooling is discouraged, unless there is no other alternative. If this was the case, masks should be worn while travelling together.
Limit number of patrons in accordance with industry directions.	We will continue to monitor for updates to the Victorian State Government "Industry Restart Guidelines: Outdoor Entertainment, Attractions and Experiences" that details patron limits. Current limits include operation with 25% capacity with a maximum of 300 people per space, whichever is lesser. All complying with the density quotient of one person per four square metres.

Wear a face covering

Guidance	Action
Where it is required (indoors and outdoors), ensure all staff wear a face covering, unless a lawful exception applies.	<p>At this time a face covering is required to be worn indoors, and outdoors by anyone aged 12 years or over except if an exception applies. Disposable masks are available for workers if required. Cloth masks should be washed daily after use. If a mask becomes visibly dirty or wet during the day it should be replaced immediately.</p> <p>Acrylic screens have been installed at the ticketing and retail area, to provide a further level of protection for guests and staff.</p>

Hygiene

Guidance	Action
You must frequently and regularly clean and disinfect shared spaces, including high-touch communal items such as door knobs and telephones (at least twice daily).	Comprehensive pre-opening cleaning is performed daily, in addition staff members will be required to clean and sanitise their work areas, high touch points throughout and bathrooms at least twice daily. A wildlife park COVID-19 Cleaning Guideline document outlines expectations and must be referenced for all cleaning tasks (OHS-001).
Provide hand sanitiser for use at entrance and exit points. Ensure adequate supplies of hand soap and paper towels are available for staff.	Hand sanitiser is available at key locations for staff and visitors e.g ticket counter. Extra supplies of sanitiser, hand soap and paper towel are held in store.
Replace high-touch communal items with alternatives.	All high-touch communal items have been removed.
Complete accredited workplace infection control training.	All recommended accredited training has been completed prior to re-opening.
Reduce high-touch points where possible.	Where possible doors will be pinned open to provide touch free entry and exit.

Record keeping

Guidance	Action
Keep records of all people who enter the workplace for contact tracing.	Prior to entering the premises a Victorian Government QR code is displayed outside to allow all persons entering to scan in and record their details. Upon entering ticketing staff will verbally and visually confirm if check in has been completed. In the case of those without a smart phone who are unable to sign in electronically, a manual sign in will be completed with the help of ticketing staff.
Prepare your response to a suspected or confirmed COVID-19 case. This includes: * Having a plan to respond to a worker being notified they are a positive case while at work. * 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 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.	Full details are available in a wildlife park procedure document OHS-002 Guidance for managing a suspected or confirmed COVID-19 case.

Enclosed spaces

Guidance	Action
Where possible enhance airflow indoors.	Where practical doors will be pinned open to allow touch free entry and exit. Windows will also be opened when weather conditions allow. Air conditioning will be set to fresh air mode, not to recirculate.

Information sources

Source	Website
Department of Health and Human Services	https://www.dhhs.vic.gov.au/coronavirus
WorkSafe Victoria	https://www.worksafe.vic.gov.au/coronavirus-covid-19
Safe Work Australia	https://www.safeworkaustralia.gov.au/covid-19-information-workplaces
CHO Health Alerts	https://www2.health.vic.gov.au/newsletters
Australian Department of Health	https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-current-situation-and-casenumbers - Health alerts, situations and case numbers
Department of Premier and Cabinet Victoria	https://www.premier.vic.gov.au/
Business Victoria	https://www.business.vic.gov.au/coronavirus-business-information