



COVIDSafe Plan

AVPartners (AVP) recognises the responsibility to provide a healthy and safe work environment for employees, clients and suppliers. This plan reinforces AVP's commitment and precautionary approach to the prevention of workplace illness in relation to the Novel Coronavirus (COVID-19) outbreak.

AVP will continue to monitor and be guided by the information released by the WHO and relevant authorities in relation to COVID-19. AVP will ensure all employees are informed of updates to this policy.

Background

On 11th March 2020, the World Health Organisation (WHO) categorised COVID-19 as a pandemic.

COVID-19 is a respiratory illness and symptoms range from a mild cough to pneumonia. Similar to the flu or common cold, COVID-19 spreads through:

- Close contact with an infectious person.
- Contact with droplets from an infected person's cough or sneeze.
- Touching objects or surfaces (like doorknobs or tables) that have a cough or sneeze droplets from an infected person, and then touching your mouth or face.

AVP's goal is to prevent the risk of workplace exposure to COVID-19 by implementing reasonable precautions.

Overview

Management's Role

- Adhere to the [National COVID-19 safe workplace principles](#)
- Ensure workplaces are clean and hygienic.
- Promote good hygiene practices, ensuring adequate resources are available.
- Promote physical distancing.
- Ensure the workplace complies with Commonwealth and State [Public Health Directions](#).
- Comply with current health & safety legislation and any venue policies relating to COVID-19.



- Communicate to employees that anybody with cold/flu-like symptoms, including a mild cough or low-grade fever (37.3 C or more), must NOT come to work and ensure this is complied with.
- Communicate to employees the importance of staying away from the workplace when unwell, even if they have only mild symptoms or have taken simple medications (e.g. paracetamol, ibuprofen) to mask the symptoms.
- Advise employees to self-isolate for 14 days if they have:
 - Travelled overseas
 - Been in contact with a confirmed case of COVID-19.
- Advise your Area Partner immediately should a member of your team be identified as meeting the isolation criteria.
- Area Partners are to advise the applicable Venue Representative of any employees identified as meeting the isolation criteria.
- Where possible, defer non-essential travel (either interstate or overseas) for you and your team, particularly if the business can be conducted via other means (eg video conferencing or over the phone) as there is an enhanced risk of infection when in transit.

Employee's Role

- Take reasonable care for your own health and safety.
- Take reasonable care for the health and safety of persons who may be affected by your acts or omissions at a workplace.
- Comply with current health & safety legislation and any venue policies relating to COVID-19.
- Adhere to [physical distancing](#) advice
- Observe good hygiene and in particular, frequently washing your hands.
- If showing symptoms of illness, you are required to stay home until well (see Department of Health [Isolation for COVID-19](#)).
- Self-isolate for 14 days if you have:
 - Travelled overseas.
 - Been in contact with a confirmed case of COVID-19.
- Adhere to Commonwealth and State [Public Health Directions](#).
- Report to your Venue Partner as early as possible if you have developed cold/flu-like symptoms, or if you have been exposed to any individuals with an infectious disease.
- If you have been required to be in home isolation or quarantine and have completed your 14 day period without showing signs or symptoms of being unwell, you are permitted to return to work.
- AVP may require you to provide a medical certificate stating you are fit prior to returning to work.



Incident Management

- In the event that an employee becomes infected with COVID-19, it's crucial we follow strict protocol to stop the infection spreading to other employees.
- If you reasonably suspect someone has the virus, or has been exposed, this creates a health risk at your workplace. Do not wait until confirmation that an employee has COVID-19. You must act promptly to take reasonable steps to manage the risks.
- You must always follow the advice of your state or territory public health unit and WHS regulator, even if it is different to this guidance (source: [SafeWork Australia](#))

Resources

- [Work health and safety incident notification COVID-19](#)
- [What to do if there is a confirmed or suspected case of COVID-19](#)
- State Helplines - NSW 1300 066 055 / QLD 13 432 584 / WA 13 26843
- National Coronavirus Helpline - 1800 020 080

Returning to Work

- AVPartners employees returning to work must review and acknowledge the following;
 - Training on relevant Venue COVIDSafe Plan, Policies & Procedures
 - AVP COVIDSafe Plan
 - AVP [Hygiene \(COVID-19\) Toolbox Talk](#)
 - AVP [SWMS-044 Cleaning Equipment \(COVID-19\)](#)
 - Training on AVP COVID-19 Risk Mitigation & Audits (as outlined below)

Risk Mitigation

AVP Office Space

What do you	How will you do this?	When will it	What supplies do
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need to do?		happen?	you need?
Hygiene and Cleaning			
Have hand sanitising available for all AVP employees	Setup hand sanitising stations at entry and exit of office space	Prior to return of work and continually monitored through AVPartners Office Audit conducted once a month.	Hand Sanitiser AVPartners Office Audit
Ensure all frequently touched areas and surfaces are cleaned several times a day	Training on AVPartners SWMS on Cleaning of Equipment		Refer to SWMS 044 AVPartners Office Audit Disposable Surface Wipes
Put up posters to remind employees to regularly wash hands and cleaning of equipment	Post in a clean and obvious place		Wash Hands Poster Wipe Surfaces Clean Poster AVPartners Office Audit
Physical Distancing			
In AVP dedicated office space, maintain the requirement of no more than 1 person per 4 square metres.	Calculate square meterage of area and allocate no more workstations than the calculated number.	Prior to return of work and continually monitored through AVPartners Office Audit conducted once a month.	
	Post signage at entry/s advising maximum persons allowed in the area.		Maximum People Poster



<p>In AVP shared office space with Venue, maintaining a requirement of no more than 1 person per 4 square metres.</p>	<p>Develop workstation plan with venue and provide training to AVP Employees where required</p>		
<p>Ensure 1.5 metre distancing is possible and followed at all times</p>	<p>Allocate no more than one employee per Office Desk or per every 1.5 metre, if a shared desk</p>		
	<p>If there is a requirement for employees to walk past a workstation to get to theirs, there must be a minimum of 2 meters between front of desk and surrounding walls or furniture</p>		
	<p>Provide social distancing markers on the floor where appropriate</p>		<p>AVPartners Office Audit</p>
<p>Where possible, provide each employee with their own equipment such</p>	<p>Discuss with employees and have dedicated workstations for each employee.</p>		



as keyboards and mice, so they are not shared between employees.			
Put up posters to remind employees of physical distancing	Post in a clean and obvious place		Physical Distancing Poster
Other Considerations			
All AVP employees to receive training on Venue COVIDSafe Plan, Policies & Procedures	Mandatory Return to Work requirement in COVIDSafe Plan. Mandatory requirement in AVP Employee Management System	Prior to Returning to Work and monitored through AVP Employee Management System	AVPartners COVIDSafe Plan

AVP Storeroom

What do you need to do?	How will you do this?	When will it happen?	What supplies do you need?
Hygiene and Cleaning			
Have hand sanitising available for all AVP employees	Setup hand sanitising stations at entry and exit of storeroom	Prior to return of work and continually monitored through AVPartners	Hand Sanitiser AVPartners Storeroom Audit
Ensure all frequently touched areas	Training on AVPartners SWMS on Cleaning of Equipment	Storeroom Audit conducted once a month.	Refer to SWMS 044 AVPartners



and surfaces are cleaned several times a day			Storeroom Audit Disposable Surface Wipes
Put up posters to remind employees to regularly wash hands and cleaning of equipment	Post in a clean and obvious place		Wash Hands Poster Wipe Surfaces Clean Poster AVPartners Storeroom Audit
Physical Distancing			
Maintain the requirement of no more than 1 person per 4 square metres.	Calculate square meterage of area and post signage at entry/s advising maximum persons allowed in the area.		Maximum People Poster AVPartners Storeroom Audit
Ensure 1.5 metre distancing is possible and followed at all times	Provide social distancing markers on the floor where appropriate	Prior to return of work and continually monitored through AVPartners Storeroom Audit conducted once a month.	AVPartners Storeroom Audit
	Encourage one way traffic in and out of doorways, walkways and in areas less than 1.5 metres wide, by discussing with employees		
Put up posters to remind employees of	Post in a clean and obvious place		Physical Distancing Poster



physical distancing			
Other Considerations			
All AVP employees to receive training on Venue COVIDSafe Plan, Policies & Procedures	Mandatory Return to Work requirement in COVIDSafe Plan. Mandatory requirement in AVP Employee Management System	Prior to Returning to Work and monitored through AVP Employee Management System	AVPartners COVIDSafe Plan

Operators Desks & Presenter Area

What do you need to do?	How will you do this?	When will it happen?	What supplies do you need?
Hygiene and Cleaning			
Have hand sanitising station available for AVP employees and clients regularly using AVP equipment	Setup hand sanitising stations at; a) Operators Desk b) Presenters Table, Lectern or Plinth	At minimum 30 minutes prior to start of event and monitored daily through AVPartners Pre Event Audit	Hand Sanitiser AVPartners Pre Event Audit
Ensure all frequently touched areas and surfaces are cleaned several times a day	Training on AVPartners SWMS on Cleaning of Equipment. AVP "Cleaned On" tent card completed by AVP Technician once cleaned	At minimum 30 minutes prior to start, monitored daily through AVPartners Pre Event Audit and continually throughout use of equipment.	Refer to SWMS 044 AVPartners Pre Event Audit AVPartners "Cleaned On" Tent Card Disposable Surface Wipes



<p>Put up posters to remind employees to regularly wash hands and cleaning of equipment</p>	<p>Post in a clean and obvious place, at the following areas; a) Operators Desk b) Presenters Table, Lectern or Plinth</p>	<p>At minimum 30 minutes prior to start of event and monitored daily through AVPartners Pre Event Audit</p>	<p>Wash Hands Poster Wipe Surfaces Clean Poster AVPartners Pre Event Audit</p>
<p>Physical Distancing</p>			
<p>Ensure 1.5 metre distancing is possible and followed at all times</p>	<p>On operator desks, allocate no more than one person per trestle table, to allow for 1.5 metre distancing</p> <p>On 2 person operator desks, ensure there are entries on both ends and/or ensure the front edge of the trestle tables are 2 metres off the wall. On 3+ person operator desks, front edge of trestle must be a minimum of 2 metres from wall</p> <p>Provide social distancing markers on the floor where appropriate</p>	<p>On setup of operator's desk and continually monitored through AVPartners Pre Event Audit</p>	<p>AVPartners Pre Event Audit</p>
<p>Put up posters to remind employees of physical distancing</p>	<p>Post in a clean and obvious place at the operators desk</p>		<p>Physical Distancing Poster</p>



Other Considerations			
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Setup & Packdown of Events

What do you need to do?	How will you do this?	When will it happen?	What supplies do you need?
Hygiene and Cleaning			
Have hand sanitising station available for AVP employees	If room setup or packdown is expected to take 2 hours or longer and more than 1 AVP employee present, setup temporary hand sanitising station in the room.	Prior to start of setup or packdown and monitored through AVPartners Setup/ Packdown Audit	Hand Sanitiser AVPartners Setup/ Packdown Audit
Ensure all frequently touched areas and surfaces are cleaned several times a day	Training on AVPartners SWMS on Cleaning of Equipment.		Disposable Surface Wipes Refer to SWMS 044 AVPartners Setup/ Packdown Audit
Put up posters to remind	Post at the temporary in room hand sanitising		Wash Hands Poster



employees to regularly wash hands and cleaning of equipment	station, if applicable.		Wipe Surfaces Clean Poster AVPartners Setup/ Packdown Audit
Physical Distancing			
Ensure 1.5 metre distancing is possible and followed at all times	Encourage one way traffic in and out of doorways, walkways and in areas less than 1.5 metres wide, by discussing with employees	Prior to start of setup or packdown and monitored through AVPartners Setup/ Packdown Audit	AVPartners Setup/ Packdown Audit
Put up posters to remind employees of physical distancing	Post at the temporary in room hand sanitising station, if applicable.		Physical Distancing Poster
Other Considerations			
All AVP employees to receive training on Venue COVIDSafe Plan, Policies & Procedures	Mandatory Return to Work requirement in COVIDSafe Plan. Mandatory requirement in AVP Employee Management System	Prior to Returning to Work and monitored through AVP Employee Management System	AVPartners COVIDSafe Plan

Last Updated - 11th August 2020

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