

# Stay safe at the Convent



**COVIDSafe Plan.**

**Keeping the Convent  
community safe.**

**Version: 4.0, 12 April 2021**

**Abbotsford  
Convent.**

# Summary

Abbotsford Convent Foundation (ACF) has developed a COVIDSafe Plan to safely reopen, maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.

To comply with the Public Health Directions the ACF must:

- Complete a COVIDSafe Plan, developed in consultation with workers and any relevant Health and Safety Representatives (HSRs).
- Meet its obligations under the Occupational Health and Safety Act 2004.
- Comply with a request to modify this COVIDSafe Plan, if directed to do so, by an Authorised Officer or WorkSafe Inspector.

## Our COVIDSafe key principles include:

1. Ensuring physical distancing.
2. Wearing a face covering.
3. Practicing good hygiene.
4. Keeping records and acting quickly if workers or visitors become unwell.
5. Avoiding interactions in enclosed spaces.
6. Creating workforce bubbles.

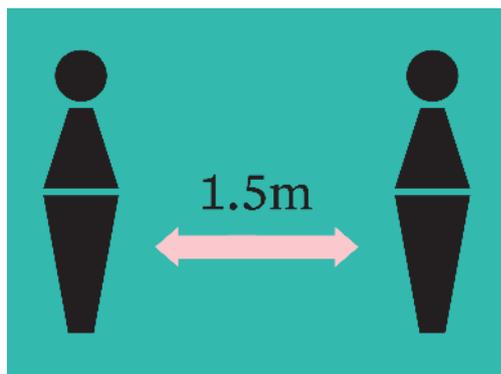
## Keeping our COVIDSafe Plan up-to-date

This COVIDSafe Plan will be reviewed and updated frequently when Victorian Government directions or public health advice changes, to ensure the ACF is operating with the most effective controls in place, and to ensure compliance with Government and Health Regulations.

Triggers for reassessment may include a confirmed case at the precinct, changes to COVID-19 directions, or changes to public health advice as issued by the Department of Health and Human Services (DHHS).

For latest information on restrictions in Victoria please visit [dhhs.vic.gov.au/coronavirus](https://dhhs.vic.gov.au/coronavirus).

# 1. Ensuring physical distancing



The National Heritage Listed Abbotsford Convent is Australia's largest multi-arts precinct—a place of art, culture and learning. Spread over 16 acres, the precinct includes 11 heritage buildings, onsite eateries and extensive gardens and grounds. The precinct has multiple public entry/exit points and emergency exits.

The ACF will take steps to ensure that:

- There is no more than 1 person per 2m<sup>2</sup> in publically accessible areas, and no more than 1 person per 2m<sup>2</sup> in designated outdoor dining areas.
- Visitors (excluding members of the same 'household and/or social bubble'), and staff remain at least 1.5m away from each other where possible.
- The flow of visitors is managed by way of limiting access to buildings/venues, designating separate entry and exit points where possible, displaying physical distancing signage, and controlling traffic flow at queuing areas.

## Patron Capacity Limits

Visitors and staff are required to adhere to the current patron capacity limits, based on the density quotient for the relevant space, in accordance with Victorian Government Directions.

Patron limits are displayed at the entrance of our venues, offices and public amenities.

Visitors are asked to comply with the patron capacity limits when dining at our onsite eateries and cafes.

## Physical Distancing

Visitors and staff are reminded to practice safe physical distancing by observing 1.5m distance where possible, and follow the below guidelines:

- Greet people with a smile or wave – don't shake hands, hug or kiss as a greeting.
- Stay 1.5m away from people you don't live with.
- Avoid crowds, especially indoors.
- When waiting in line or walking through busy areas, be patient, give others space as they give you yours.

The ACF will do everything reasonably practicable to maintain a safe physical distance of at least 1.5 meters between people. It is the responsibility of the individual to ensure they observe physical distancing protocols and directions of the Victorian Government.

The ACF reserves the right to refuse entry or ask visitors to leave where they do not comply with directions as issued by the Victorian Government or ACF Conditions of Entry. If visitors are

refused entry and do not leave when requested, staff will contact the local police to remove visitors from the precinct.

## **Ingress and Egress**

Clearly signposted entry and egress points have been implemented around the precinct to help facilitate physical distancing and flow of visitors. Physical distancing markers, ropes/bollards and signage are placed at queuing areas, to help prevent overcrowding and facilitate physical distancing.

Visitors are encouraged to observe signage regarding COVID-19 protocols and distancing displayed at entry points, toilet amenities, and throughout public spaces.

## **ACF Office – Front Desk (Convent Building)**

Precautions have been implemented to ensure physical distancing when visitors / general public visit the front desk. Precautions include, floor markings promoting physical distancing and removal of chairs to limit visitors congregating in this area. Visitors are encouraged to limit their interaction with the front desk and encouraged to contact the Administration Team on (03) 9415 3600.

Contractors and visitors meeting with ACF staff onsite are required to make pre-arranged appointment with the staff they are visiting.

## **Deliveries**

Currently, ACF staff are only accepting contactless deliveries, with delivery drivers required to call ahead, prior to delivery. Where a delivery requires contact, the following measures will be followed by ACF staff:

- When accepting a delivery, staff should ensure physical distancing is adhered to with all delivery drivers.
- Staff must sanitise their hands after receiving and/or signing for a delivery.

## **Lifts**

Patron Capacity Limits are displayed on each lift, outlining the maximum number of persons permitted to use the lift at any one time. Common touch points are cleaned and disinfected at least twice daily.

## **Toilets**

Patron Capacity Limits are displayed at each toilet facility, outlining the maximum number of persons permitted within the facility at any one time. Signage reminding users to maintain physical distancing and good personal hygiene are also displayed, with floor markings used to facilitate physical distancing whilst queuing and entry doors remaining open. Common touch points are

cleaned and disinfected at least twice daily, with all toilet facilities being thoroughly cleaned and disinfected nightly and deep cleaned weekly.

## **Tenant amenities (including common areas, toilets and kitchen facilities)**

### **Common areas**

A number of common meeting and sitting areas are normally made available for use by our tenant community in the Convent Building and Sacred Heart Building. To help limit the spread of COVID-19, all communal seating and meeting areas are closed for use by the general public and tenant community. Tenants are encouraged to limit their time indoors and utilise our gardens and grounds for meetings and breaks.

### **Toilets**

The following locations of toilets are closed to the general public and are limited to use by our tenant community only -

- Ground Floor of Mercator Building.
- Ground Floor of Providence Building.
- Level 1 of Rosina Building.
- Level 1 of Sacred Heart.
- Level 1 and Level 2 of the Convent Building.

### **Kitchen amenities**

Kitchen amenities are made available in the following locations for the tenant community only:

- Level 1 and Level 2 of the Convent Building.
- Ground Floor of Sacred Heart.
- Level 1 of Rosina Building.

Tenants are asked to observe and comply with the patron capacity limits as displayed at the entrance of each kitchen amenity area. Furniture (including chairs) have been removed from kitchen facilities to help limit congregating in these areas.

## **Venue hire**

Venue hirers and their participants are reminded to adhere to patron capacity limits in respect to the venue they are hiring. Capacity limits are displayed at the entry and exit of each venue.

In addition, when using our venues, venue hirers and their participants are encouraged to:

- Adhere to the COVIDSafe Plan which applies to the venue they are hiring.
- Adhere to maximum patron limits when using shared amenities such as elevators and toilets as displayed in these areas.
- Not permit members from the general public from entering the venue.

- Minimise the risk of people gathering or queuing for your event / activity.
- Ensure physical distancing during break out activities and informal gatherings.
- Ensure equipment or furniture used to mark out boundaries for your event / activity are not moved.

Depending on the nature of the booking or event, the ACF may request that the venue hirer provide the ACF with a COVIDSafe Plan. Events / activities which do not adhere to COVID-19 Direction or Guidelines issued by the Victorian Government will not be permitted.

## **Onsite Events – Markets**

Visitors to markets held onsite are reminded to adhere to patron capacity limits in respect of the market area. Capacity limits will be monitored by ACF Staff.

Visitors are encouraged to keep 1.5 meters apart, and be mindful of physical distancing when queuing or entering a market stall.

The ACF will work with market organisers to ensure markets held onsite comply with Victorian Government directions.

## **Onsite Events – Public Event Framework**

Events held onsite on a one-off or periodic basis, and which are open to members of the general public will only be permitted where deemed an exempt public event in accordance with the Victorian Government Public Event Framework.

## **ACF staff**

ACF staff are permitted to work onsite when it is not reasonably practicable for them to work from home and in accordance with Victorian Government Directions.

ACF offices and shared work areas have been assessed and altered to ensure COVID Safe directions are adhered to. Shared work areas and toilet amenities available to staff have their applicable density quotient displayed at the entrance. Where possible, different doors for entry and exit have been implemented.

Workstations have been arranged to ensure at least 1.5 metres is provided between each. Areas that require floor markings such as lifts, kitchen areas, and bathrooms have been identified and with floor markings installed to provide minimal physical distancing.

ACF staff have been trained and educated on strategies to maintain physical distancing, with signage displayed in all offices to reinforce this message. Additionally, staff are educated on the requirement to comply with public health directions and are informed of relevant changes as and when they are made.

## 2. Wearing a face covering



Visitors and ACF Staff are required to wear a face covering in accordance with the Victorian Government directions, , unless a [lawful exemption](#) applies.

Visitors are encouraged to carry a face covering with them at all times and wear a face covering where physical distancing cannot be maintained.

The ACF is aware that some members of the community may have issues with wearing masks due to health conditions. ACF staff and visitors are asked to be respectful to others as reasons for not wearing a face covering are not always obvious.

### Personal Protective Equipment (PPE) for ACF staff

Control measures such as good hygiene and physical distancing are considered more effective than PPE. All ACF staff and contractors are required to wear a face covering in accordance with Victorian Government directions, unless a lawful exemption applies. The ACF Site Coordinators are also provided with disposable gloves to be used whilst performing their duties.

PPE including disposal face masks and gloves are available for use by ACF staff whilst working onsite. PPE is regularly reviewed and restocked by the ACF Site Coordinator Team.

A Safe Operating Procedure (SOP) has been developed and circulated to the ACF team providing guidance on how to correctly fit, use and dispose of face coverings. Staff have been educated and trained in the correct and proper use of wearing a face covering and SOP.

### **3. Practising good hygiene**

Visitors and staff are reminded to practice good hygiene by regularly and thoroughly washing their hands with soap and water, using hand sanitiser, and sneezing or coughing into an elbow or a tissue.

Touchless Hand Sanitiser Stations are made available for visitors at the entry and exit of the precinct, as well as the Sacred Heart Courtyard. Visitors are encouraged to sanitise their hands upon entry to the precinct. Additional hand sanitiser is made available in ACF offices and indoor venues.

Signage emphasising good hygiene and correct hand washing procedures is displayed throughout the precinct, including in ACF offices, venues and public toilets. Paper towel is also made available in all public toilets.

Visitors are encouraged to utilise touchless payment methods whilst visiting the precinct.

#### **ACF staff and contractors**

ACF staff are required to wash or sanitise their hands upon entry and exit of ACF offices and toilet amenities. Signage encouraging good hygiene are on display in all ACF offices.

Communal items in ACF offices have been removed or replaced, with staff encouraged to not share bottles, glasses, crockery or cutlery, and avoid sharing work stations.

Staff will be provided with allocated cups, cutlery for their exclusive use, to help limit sharing of communal items. Staff are required to clean and disinfect all communal items before and after use, with cleaning supplies made readily available.

High touch surfaces are cleaned and disinfected nightly between shifts and at least once during the day. Cleaning supplies will be made available for use by staff to clean and disinfect their workstations at the end of their shift.

#### **Cleaning and sanitising**

A cleaning audit and review of high touch communal areas has been conducted by the ACF, with a cleaning and disinfection regime implemented across the precinct. A cleaning log is displayed in each ACF Office, Venue and public toilet.

Where possible, high touch communal items have been removed or replaced. High touch surfaces are cleaned and disinfected on a regular basis.

All high touch surfaces in common areas across the site are cleaned and disinfected at least twice daily. Common touch points in offices, including phones and keyboards, are cleaned and disinfected nightly (7 days per week).

## **Toilet facilities**

All toilet facilities include clean running water, liquid soap and hand driers. Posters are also displayed in each bathroom promoting effective hand washing guidelines.

Toilet facilities will receive frequent checking, restocking and intensive cleaning. A cleaning log is displayed in each toilet facility.

All high touch surfaces in toilet facilities are cleaned and disinfected at least twice daily, with a deeper through clean occurring weekly.

## **Tenant kitchen amenities**

Common touch points are cleaned on a daily basis. Additional cleaning supplies are made available for use by the tenant community to clean and disinfect kitchen amenities before and after each use.

## **Venue hire**

The ACF will ensure venues are cleaned and disinfected at the end of each day and at the conclusion of an event/activity.

Venue hirers, and their staff, attendees and participants, are required to practice good hand hygiene and cough and sneeze etiquette when using our Venues. In addition, venue hirers are encouraged to:

- Have their staff, attendees and participants, bring their own items such as pens, water bottles, mobiles phones and resources/equipment.
- Minimise or avoid sharing of common items, and clean shared items in between use with cleaning products made available in the Venue.
- Not share food and drink, and bring your own water bottle, as drinking fountains are not available for use within the precinct.
- Regularly use hand sanitiser upon entering and exiting the venue, and wipe down high touch areas such as door handles, light switches and chairs with cleaning products made available for use within the venue.
- Clean surfaces immediately after a spill or when visibly soiled.
- Remove all materials and equipment from the Venue at the end of each day.

## 4. Keeping records and acting quickly if workers become unwell

For the safety and wellbeing of our community, visitors, ACF staff and contractors are required to stay at home if they:

- Feel unwell or are displaying any COVID-19 symptoms as identified by the DHHS.
- Have tested positive for COVID-19 in the last 14 days or are awaiting results of a COVID-19 test.
- Are required to self-isolate or quarantine by the DHHS.
- Have been in contact with a confirmed case of COVID-19 in the last 14 days.

### Record keeping

To support contact tracing, anyone visiting the ACF's offices or venues for more than 15 minutes, will be required to sign-in on arrival and provide their first name and phone number. Visitor records will be stored for a minimum of 28 days from the date recorded, and will be destroyed after 28 days.

Information collected for the purposes of contact tracing will not be released to the public or shared with any third party except the Victorian Department of Health and Human Services (DHHS) who will use it to contact people who may have been exposed to coronavirus (COVID-19).

Please note that visitors may also be required to provide their contact details when visiting the Convent's onsite eateries or when visiting a studio and is managed through each individual's tenants COVID Safe plan.

### ACF staff and contractors

All ACF Staff and Contractors are required to sign-in and out of the ACF precinct and complete a COVID-19 Health Questionnaire at the start of each shift.

Staff are reminded to not return to work until they have been cleared of a suspected/confirmed COVID-19 infection and advised that their isolation period is complete by the DHHS. Staff who experience COVID-19 related symptoms will be advised to not attend work and get tested as soon as possible.

A COVID-19 Notify Procedure has been developed and implemented for ACF staff and contractors which provides a process to respond to ACF staff or contractors presenting with COVID-19 related symptoms whilst at work, or if notified that they are a confirmed case.

The Notify Procedure includes a process for:

- Isolating the concerned person and directing them to return home and get tested or seek medical attention.
- Cleaning or closure of areas visited by an identified person with COVID-19, with a Risk Assessment to be completed to determine the need for a closure of the precinct, building or area.
- Notifying WorkSafe Victoria immediately where required.

- Notifying DHHS where required.
- Identifying, recording and contacting close contacts.

A COVID-19 Resource Kit is made available to ACF staff in the event of a person attending the precinct with COVID-19 related symptoms or where a person received a confirmed positive test whilst at the precinct.

## Venue hire

To support contact tracing, all venue hirers will be required to record the first name and contact number of all staff, attendees or participants at the event/activity. A QR code is displayed at each venue entry. Hardcopy forms will also be made available for use of venue hirers. All records will be held by the venue hirer and the ACF for a minimum of 28 days from the date recorded, prior to being destroyed.

Venue hirers are encouraged to:

- Remind their staff, attendees and participants to remain at home if unwell or where they have been directed to self-isolate by the DHHS.
- Direct staff, attendees or participants to return home, and get tested, in the event they attend the venue displaying COVID-19 related symptoms.
- Cease work if a staff member, attendee or participant becomes unwell and follow the ACF's COVID Notify Procedure.

Venue hirers may wish to consider having staff, attendees and participants provide a verbal health questionnaire and temperature check upon arrival.

## Onsite Events – Markets

Market stall holders are required to sign-in and record their first name and contact number, and complete a COVID-19 Health Questionnaire.

Visitors to the market are encouraged to record their name and contact number when visiting for more than 15 minutes. A QR code is displayed around the market.

All records will be held by the ACF for a minimum of 28 days from the date recorded, prior to being destroyed.

## 5. Avoiding interaction in enclosed spaces

Currently, ACF staff are encouraged to work from home where possible. ACF offices are currently closed to the general public and visitors, unless an appointment has been pre-arranged. Please contact us on (03) 9415 3600 should you need to speak to a member of the ACF team.

### ACF staff

ACF staff are encouraged to work from home where possible, and conduct meetings via electronic or remote means. Staff working onsite are required to comply with the relevant density quotient applicable to the area within which they are working.

ACF staff are encouraged to minimise their time working in shared facilities, and when taking breaks. When working indoors, ACF staff and contractors are encouraged to keep windows open, with fans available for use to facilitate heightened air movement.

A return to work plan is being developed for the wider ACF team.

### Contractors/Visitors and onsite meetings

When visiting an ACF office, all contractors and visitors must:

- Make an appointment prior to attending, and be met by a staff member unless previously inducted.
- Sanitise their hands in and out of the office using the sanitiser station.
- Complete a COVID-19 Health Questionnaire.
- Sign in on arrival and sign out when they leave.
- Be accompanied by a staff member when in the ACF offices.

Contractors are not to access areas not required by their work. Contractors can be left to complete their work in the agreed work area. All work areas must be cleaned by the contractor before they depart.

### Tenant common areas

To help limit interaction in common areas, communal eating and dining areas are closed for use by the tenancy community. The Community is encouraged to utilise our gardens and grounds for meetings or breaks.

### Venue hire

Whilst using our indoor venues, venue hirers and their participants are encouraged to:

- Ensure windows and doors are left open to ensure natural airflow.
- Minimise unnecessary movement and interaction within the venue.
- Where possible, utilise our outdoor venues, gardens and grounds for breakout activities and breaks.

## 6. Creating workforce bubbles

ACF Staff are permitted to attend the precinct where it is not reasonably practicable for them to work from their ordinary place of residence and in accordance with Victorian Government directions

A roster has been developed and implemented to keep groups of workers rostered on the same shifts and limit the number of staff working onsite at any one time. Start and finish times, as well as break times, have been staggered to limit overlap between workers during shift changes and to reduce the use of ACF offices and shared amenities at the same time.

ACF staff are required to disclose if they are working for different employers across more than one work premises.