

Stay safe at the Convent

COVIDSafe Plan.

**Keeping the Convent
community safe.**

Version: 12.0, 23 April 2022

**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 Pandemic Orders 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 key COVIDSafe principles include:

1. Ensuring physical distancing.
2. Wearing a face covering when required.
3. Practicing good hygiene.
4. Keeping records (including employee vaccination status) and acting quickly if workers or visitors become unwell.
5. Improving indoor air quality.

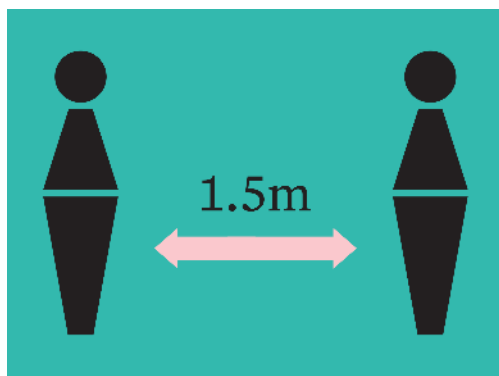
Keeping our COVIDSafe Plan up-to-date

This COVIDSafe Plan will be reviewed and updated frequently when Victorian Government Pandemic Orders 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 Pandemic Orders.

Triggers for reassessment may include a confirmed case at the Abbotsford Convent Precinct, changes to Pandemic Orders, or changes to public health advice issued by the Department of Health and Human Services (DHHS).

For latest information on restrictions in Victoria please visit 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:

- Density quotients applicable to each publicly accessible area are displayed and complied with where applicable.
- 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 limiting access to buildings/venues, displaying physical distancing signage and controlling traffic flow at queuing areas.

Patron Capacity Limits

Where applicable, patron limits are displayed at the entrance of our venues, offices and public amenities.

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 Pandemic Orders.

Visitors are asked to comply with the patron capacity limits when dining at 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 these 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 Victorian Government Pandemic Orders.

The ACF reserves the right to refuse entry or ask visitors to leave where they do not comply with Victorian Government Pandemic Orders 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.

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 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.

ACF Office –(Sacred Heart Building)

Visitors are encouraged to limit their interaction with staff working in the Sacred Heart Offices and are encouraged to make a pre-arranged appointment. Please contact us on (03) 9415 3600 should you need to speak to a member of the ACF team.

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

Deliveries

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.

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. All toilet facilities, including common touch points, are thoroughly cleaned and disinfected nightly. and deep cleaned weekly.

Tenant amenities (including toilets and kitchen facilities)

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 Covent Building.
- Ground Floor of Sacred Heart.

Tenants are asked to observe and comply with the patron capacity limits displayed at the entrance of each kitchen amenity area.

Venue Hire

Venue hire will only be permitted in accordance with current Victorian Government Pandemic Orders.

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 applicable patron limits when using shared amenities such as elevators and toilets as displayed in these areas.
- Not permit members from the general public to enter 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 Pandemic Orders or guidance 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 Pandemic Orders.

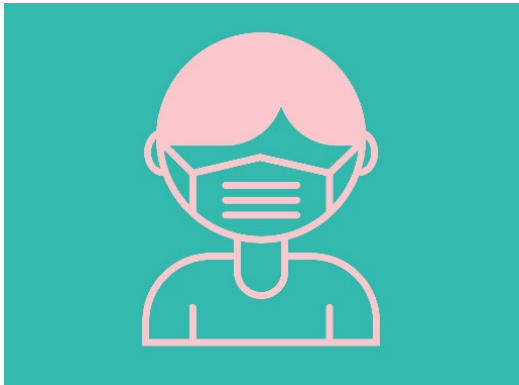
ACF staff

ACF offices and shared work areas have been assessed and altered to ensure COVIDSafe requirements and guidelines are adhered to. Shared work areas and toilet amenities available to staff have their applicable density quotient displayed at the entrance.

Workstations have been arranged to ensure at least 1.5 metres is provided between each workstation. 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 Pandemic Orders and are informed of relevant changes as and when they are made.

2. Wearing a face covering



Visitors and ACF Staff are encouraged to always carry a face covering with them and wear a face covering where required in accordance with the Victorian Government Pandemic Orders , unless a [lawful exemption](#) applies.

The ACF is aware that some members of the community may be exempted from 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 Pandemic Orders 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.

Front of House Staff

Staff working in front of house roles, are encouraged to wear a fitted face covering at all times when engaging with members of the general public.

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.

Cleaning supplies will be made available for use by staff to clean and disinfect their workstations at the end of their shift.

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 cleaning. A cleaning log is displayed in each toilet facility.

Tenant kitchen amenities

Cleaning supplies are made available for use by the tenant community to clean and disinfect kitchen amenities before and after use.

Venue Hire

The ACF will ensure venues are cleaned and disinfected at the end of each day.

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, mobile 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, where requested by the Venue Hire Team.

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 7 days or are awaiting results of a COVID-19 PCR test or rapid antigen test.
- Are required to self-isolate or quarantine by the DHHS.

ACF staff and contractors

Positive COVID-19 Case

Staff must get tested at the first sign of symptoms. A staff member who has tested positive for COVID-19 and has worked onsite during their infection period must follow the advice at coronavirus.vic.gov.au/checklist-cases

Staff who experience COVID-19 related symptoms and/or who have been identified as a household contact are encouraged to not attend work and undertake a rapid antigen test, or PCR test where they cannot access a rapid antigen test as soon as possible.

Staff are not permitted to return to work until they have served the applicable isolation period for a confirmed COVID-19 infection.

Staff required to get tested and isolate will be advised about the financial support available to them if they cannot work whilst they are waiting for a test result or where they are confirmed as a positive case.

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.
- Supporting workers to self-isolate and get tested as required.
- Identifying and recording contacts.
- Notifying DHHS where required.
- Determining the need for additional controls and risk management measures.

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.

COVID-19 Vaccination Status

ACF Staff and Contractors who are permitted to work onsite will be required to be vaccinated, in accordance with Victorian Government Pandemic Orders. Where required, the ACF's HR Officer will collect, record and hold vaccination information of ACF Staff and Contractors permitted to work onsite.

5. Improving Indoor Air Quality

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 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.

When working indoors, ACF staff and contractors are encouraged to keep windows open, with fans available for use to facilitate heightened air movement.

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.
- 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.

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.

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