



## COVID SAFE PLAN

Business name: Charles Sturt Campus Services  
 Site location: Albury, Bathurst, Canberra, Dubbo, Orange, Port Macquarie, Wagga Wagga  
 Contact person: Area Manager/Site Senior Supervisor/Supervisor  
 Date prepared: March 2020

Action to mitigate the introduction and spread of COVID-19	
<b>Hygiene</b>	
<p><b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b></p>	<ul style="list-style-type: none"> <li>• Hand sanitiser stations provided on CSU buildings &amp; worksites</li> <li>• CSCS has a stock control procedure that ensures items are replenished to ensure adequate stock supplies at all times.</li> <li>• Hand sanitiser and hand washing promoted via posters, training and CSCS Cleaning Protocol Covid19 C19001 implemented</li> </ul>
<p><b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</b></p>	<ul style="list-style-type: none"> <li>• Supply of face masks and PPE are provided to staff where required</li> <li>• Face masks and PPE use is promoted via posters, training and CSCS Cleaning Protocol Covid19 C19001 implemented</li> </ul>
<p><b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>	<ul style="list-style-type: none"> <li>• CSCS Cleaning Protocol Covid19 C19001 implemented</li> <li>• Posters</li> <li>• Learning Sphere Training conducted - The Infection Control &amp; Prevention training is aligned to the Australian Health Guidelines in the "Environmental cleaning and disinfection principles for COVID-19".</li> </ul>

Action to mitigate the introduction and spread of COVID-19	
<b>Cleaning</b>	



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Action to mitigate the introduction and spread of COVID-19	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<ul style="list-style-type: none"> <li>CSCS Cleaning Protocol Covid19 C19001 implemented</li> <li>Touch Point Cleaning Procedure in place</li> </ul>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<ul style="list-style-type: none"> <li>CSCS has a stock control procedure that ensures items are replenished to ensure adequate stock supplies at all times.</li> </ul>



Action to mitigate the introduction and spread of COVID-19	
Physical distancing and limiting workplace attendance	
<p><b>Ensure that all staff that can and/or must work from home, do work from home.</b></p>	<ul style="list-style-type: none"> <li>The Vice chancellor directs staff in line with Local, State and Federal Government recommendations and restrictions</li> </ul>
<p><b>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</b></p>	<ul style="list-style-type: none"> <li>CSU have a contact tracing system in place for visitors this includes QR code sign in. CSCS have rosters in place to track staff, absent staff must phone in.</li> <li>CSCS staff have a phone in procedure for unwell staff. During the pandemic staff have been directed by the General Manager to stay home if unwell.</li> <li>CSCS Cleaning Protocol Covid19 C19001 implemented</li> </ul>
<p><b>Configure communal work areas and publicly accessible spaces so that:</b></p> <ul style="list-style-type: none"> <li>there is no more than one worker per four square meters of enclosed workspace</li> <li>workers are spaced at least 1.5m apart</li> <li>there is no more than one member of the public per four square meters of publicly available space.</li> </ul> <p><b>Also consider installing screens or barriers.</b></p>	<ul style="list-style-type: none"> <li>CSCS Cleaning Protocol Covid19 C19001 implemented</li> <li>During the pandemic office plans and working arrangements have been altered to minimise close contact, and adhere to social distancing rules</li> </ul>
<p><b>Minimise the build-up of workers waiting to enter and exit the workplace.</b></p>	<ul style="list-style-type: none"> <li>Monitoring in place</li> </ul>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<ul style="list-style-type: none"> <li>Learning Sphere Training conducted - The Infection Control &amp; Prevention training is aligned to the Australian Health Guidelines in the "Environmental cleaning and disinfection principles for COVID-19".</li> <li>CSCS Cleaning Protocol Covid19 C19001 implemented</li> </ul>



Action to mitigate the introduction and spread of COVID-19	
<b>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule.’</b>	<ul style="list-style-type: none"> <li>Aligned with CSU Policies – CSU have visible signage where required on campus buildings</li> </ul>

Action to ensure effective record keeping	
<b>Record keeping</b>	
<b>Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b>	<ul style="list-style-type: none"> <li>Visitor/Contractor Induction Procedure including sign on sheets at each campus/site office</li> <li>Workers movements are tracked via CSU electronic building access cards, timesheets and scheduling</li> <li>All visitors to CSU buildings must register via tracking app if staying in a CSU building longer than 15mins</li> </ul>
<b>Provide Action to staff on the effective use of the workplace WHS reporting system (where available).</b>	<ul style="list-style-type: none"> <li>All staff trained in CSCS Hazard Reporting Procedure</li> </ul>

Action to prepare for your response	
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b>	<ul style="list-style-type: none"> <li>Response teams prepared and trained</li> <li>CSCS Cleaning Protocol Covid19 C19001 implemented</li> <li>CSCS Covid19 Event Cleaning Plan C19002 implemented</li> <li>Learning Sphere Training conducted - The Infection Control &amp; Prevention training is aligned to the Australian Health Guidelines in the “Environmental cleaning and disinfection principles for COVID-19”.</li> </ul>
<b>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</b>	<ul style="list-style-type: none"> <li>CSCS Cleaning Protocol Covid19 C19001 implemented</li> <li>CSCS Covid19 Event Cleaning Plan C19002 implemented</li> <li>Learning Sphere Training conducted - The Infection Control &amp; Prevention training is aligned to the Australian Health Guidelines in the “Environmental cleaning and disinfection principles for COVID-19”.</li> </ul>



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	Action to prepare for your response
<p><b>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</b></p>	<ul style="list-style-type: none"> <li>• Response teams prepared and trained</li> <li>• CSCS Cleaning Protocol Covid19 C19001 implemented</li> <li>• CSCS Covid19 Event Cleaning Plan C19002 implemented</li> <li>• Learning Sphere Training conducted - The Infection Control &amp; Prevention training is aligned to the Australian Health Guidelines in the "Environmental cleaning and disinfection principles for COVID-19".</li> </ul>
<p><b>Prepare to immediately notify WorkSafe NSW on 13 10 50 if you have a confirmed COVID-19 case at your workplace.</b></p>	

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_