

COVIDSafe Plan

Our COVIDSafe Plan

Business name: Robotface Pty Ltd
Site location: 111 Salmon Street Port Melbourne
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Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<ul style="list-style-type: none">• Location of hand sanitiser stations throughout the worksite (entry and each studio)• Ensuring rubbish bins are available to dispose of paper towels (bin provided in each bathroom and each studio)• Ensuring adequate supplies of liquid hand soap and sanitiser• Replace hand towels with paper towel dispensers in each bathroom
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• When able, keep studio doors open when filming to contribute to optimal airflow
	This is left intentionally blank.

Guidance	Action to mitigate the introduction and spread of COVID-19
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.	Mandatory use of face masks for each person who enters studio building. RF to keep mask supply for individuals in case of emergency.
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).	<ul style="list-style-type: none"> RF team have held online meeting (25 Sept 2020) to discuss COVID Safe Plan so all members familiar with plan (including face coverings) Sign on front door reading 'Do not enter if you have cough, temperature, sore throat or are feeling unwell.' Mandatory use of face coverings in this building. All single use face masks to be placed in bin provided at end of session and RF team to remove bin at end of each shoot day.
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> Replace hand towels with paper towels in each bathroom. Replace glassware with disposal cups and stirrers in kitchen Supply antibacterial spray to wipe down door handles that are touched throughout the day Display sign that 'couch is out of use' and people are to use stools instead. These stools are to be sprayed and wiped down after each shoot day.

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none"> RF crew to undertake use antibacterial spray to high touch surfaces at the start and end of shoot
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> Regularly check cleaning product supplies (antibacterial disinfectant, paper towel, gloves) for studio and use frequently when studio in use for high touch areas (door handles and surfaces)

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can and/or must work from home, do work from home.	RF crew to work from home unless required to allow site access, COVID Safety measures or work on permitted activity.
Establish a system that ensures staff members are not working across multiple settings/work sites.	RF crew to work at studio or at home. If there is a location shoot, try to maintain schedule space of time (eg 48 hrs) in between location shoot and studio time.
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	Display visitor log in sheet on studio door and instruct each person to complete prior to entering studio. Each visitor is to sign in and confirm that they are well and record their temperature (with thermometer provided) upon entry and exit of premises.
Configure communal work areas and publicly accessible spaces so that: <ul style="list-style-type: none"> • there is no more than one worker per four square meters of enclosed workspace • workers are spaced at least 1.5m apart • there is no more than one member of the public per four square meters of publicly available space. Also consider installing screens or barriers.	Space stools at least 1.5 metres apart. Couch not in use. 6 people maximum in RF studio. Display sign on studio door.
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	Physical distancing signage in front foyer, kitchen and each studio.
Modify the alignment of workstations so that workers do not face one another.	Not applicable as RF studios do not have work stations.

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of workers waiting to enter and exit the workplace.	Space chairs in front foyer area and in kitchen area to minimise build up of workers waiting to enter studio
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Physical distancing of 1.5 metres to be maintained during designated breaks on shoot.
Review delivery protocols to limit contact between delivery drivers and staff.	All deliveries to be to home address not studio address.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Ensure minimal crew on set at one time and RF
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.	Display sign on front door stating that maximum occupancy of Robotface studio is 6 as determined by the four square metre rule.

Guidance	Action to ensure effective record keeping
Record keeping	
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.	Display a Robotface visitor log book at foyer entrance for Studio A and Studio B and ensure all visitors, workers, clients, delivery drivers, workplace inspectors record their visit and their contact details.

Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	Ensure RF crew understand that all incidents must be reported for it to be an efficient reporting system

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	Update Business plan to plan to consider the impacts of an outbreak and potential closure of the business
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	RF to lead communication with DHHS and identification of close contacts and provide records of visitor records to support contact tracing (including 48 hours prior).
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	Implement a process for the cleaning and disinfection of workers workspace and high touch areas Establish whether closure or part closure of the business is required to manage risk (if three or more cases are suspected within 5 day period a risk assessment around the need to vacate the premise is required)
Prepare for how you will manage a suspected or confirmed case in an worker during work hours.	If a worker is suspected or confirmed case during work hours, that person must be directed home immediately, self isolate and or get tested.
Prepare to notify workers and site visitors (including close contacts)	All RF crew and visitors as well as close contacts need to be notified of a suspected or confirmed case on RF premise.
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	WorkSafe Mandatory incident notification hotline must be contacted immediately of a confirmed case and within 48 hours written notification within 48 hours.

Guidance	Action to prepare for your response
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p>If there is a worker that tests positive they must isolate for 14 days and get re-tested before they return to RF studio.</p> <p>WorkSafe and DHHS must be notified of their intent to return to work and approval from DHHS must be provided before that individual returns on site</p>

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

Signed



Name Tom David