

# COVIDSafe Plan

The Alannah & Madeline Foundation  
Committed to your safety



# Our commitment

The Alannah & Madeline Foundation is committed to protecting the health, safety and wellbeing of all employees, partners and stakeholders.

The Foundation has a comprehensive COVIDSafe Plan that details what is being done to meet the requirements set out by the Victorian Government.

Our COVIDSafe Plan forms a key element of the Foundation's COVID-19 Action Plan and is governed by COVID-19 specific policies and procedures which are continually reviewed in line with government guidance and directions.

This document outlines the COVIDSafe Plan of the Alannah & Madeline Foundation.

# What is a COVIDSafe Plan?

Organisations in Victoria can help slow the spread of COVID-19.

All businesses must now have a COVIDSafe Plan if they have onsite operations.

As part of this COVIDSafe Plan, we aim to demonstrate the following:

- The Foundation's actions to help prevent the introduction of coronavirus (COVID-19) to our place/s of work.
- The type of face mask or personal protective equipment (PPE) required for our workforce.
- How the Foundation will prepare for, and respond to, a suspected or confirmed case of coronavirus (COVID-19) in our place/s of work.
- How the Foundation plans to meet all the requirements set out by the Victorian Government.

By developing a COVIDSafe Plan and implementing it, organisations will be better placed to protect their staff, their businesses and to help slow the spread of COVID-19.

# Six principles of COVIDSafe workplaces

In accordance with Victorian Government guidance, there are six principles of a COVIDSafe workplace that must be satisfied as part of an organisation’s COVIDSafe Plan.

Principle	Requirement	Action
1. Physical distancing	Ensure 1.5 metres distance apart as much as possible.	<ul style="list-style-type: none"> <li>• Employees, volunteers and contractors are required to practice social distancing as part of the Foundation’s COVIDSafe Workplaces Policy and Procedures.</li> <li>• The Foundation’s South Melbourne office layout has been redesigned to cater for physical distancing with density limits clearly displayed for each space.</li> </ul>
2. Face masks	Carry a face mask at all times and wear masks as directed by authorities.	<ul style="list-style-type: none"> <li>• Employees, volunteers and contractors are required to satisfy this obligation as part of the Foundation’s COVIDSafe Workplaces Policy and Procedures.</li> </ul>
3. Practice good hygiene	Regularly wash hands and disinfect shared spaces, including high touch communal items such as doorknobs and telephones.	<ul style="list-style-type: none"> <li>• Employees, volunteers and contractors are required to practice good hygiene as part of the Foundation’s COVIDSafe Workplaces Policy and Procedures.</li> <li>• The Foundation’s South Melbourne office space has been set up with hygiene stations at entry and exit points as well as at each desk location.</li> <li>• The Foundation’s South Melbourne facilities are regularly cleaned.</li> </ul>

## Six principles of COVIDSafe workplaces cont.

In accordance with Victorian Government guidance, there are six principles of a COVIDSafe workplace that must be satisfied as part of an organisation’s COVIDSafe Plan.

Principle	Requirement	Action
<p>4. Keep records and act quickly if workers become unwell</p>	<p>Record contact details of all workers, subcontractors, customers and clients attending the work premises for 15 minutes or longer.</p> <p>You must support workers to get tested and stay home even if they only have mild symptoms.</p>	<ul style="list-style-type: none"> <li>• All persons attending the Foundation’s South Melbourne office are required to check in and out using the QR Code displayed at entry and exit points.</li> <li>• As part of the QR Code check in/out process, all persons must confirm they have read and understood this document.</li> <li>• All visits to the Foundation’s South Melbourne office greater than 15 minutes must be logged in the Foundation’s booking tool prior to arrival to ensure density limits are adhered to.</li> <li>• As part of the Foundation’s COVIDSafe Workplaces Policy and Procedures employees, volunteers and contractors are not to work if they are feeling sick. If they start to feel unwell at work, they are to go home and get tested immediately.</li> <li>• Employees, volunteers and contractors are expected to follow government requirements and guidelines regarding testing and quarantine for COVID-19 in accordance with the Foundation’s COVID-19 Testing Diagnosis and Reporting Policy</li> </ul>

## Six principles of COVIDSafe workplaces cont.

In accordance with Victorian Government guidance, there are six principles of a COVIDSafe workplace that must be satisfied as part of an organisation’s COVIDSafe Plan.

Principle	Requirement	Action
<p>4. Keep records and act quickly if workers become unwell cont.</p>	<p>You must develop a business contingency plan to manage any outbreaks</p>	<ul style="list-style-type: none"> <li>• Employees, volunteers and contractors are required to notify management if they test positive to COVID-19 within 14 days of attending the South Melbourne office or a third-party premises as part of the Foundation’s COVIDSafe Workplaces Policy and Procedures.</li> <li>• If management become aware that an employee or volunteer has been diagnosed with COVID-19, they must inform WorkSafe Victoria as soon as practicable as part of the Foundation’s COVID-19 Testing Diagnosis and Reporting Policy.</li> <li>• The Foundation’s Risk Working Group and Senior Leadership Team assess the risk of outbreaks and appropriate mitigation strategies under the Foundation’s Risk Management Framework as part of their weekly meetings.</li> <li>• The Foundation is prepared to revert to remote based working and temporarily close the Foundation’s South Melbourne office in the event of an actual or suspected outbreak involving the Foundation’s South Melbourne premises.</li> </ul>

## Six principles of COVIDSafe workplaces cont.

In accordance with Victorian Government guidance, there are six principles of a COVIDSafe workplace that must be satisfied as part of an organisation’s COVIDSafe Plan.

Principle	Requirement	Action
5. Avoid interactions in enclosed spaces	Reduce the amount of time workers are spending in enclosed spaces.	<ul style="list-style-type: none"> <li>Employees, volunteers and contractors are empowered to work from home and public places to avoid the collaboration time spent in enclosed spaces.</li> </ul>
6. Create workforce bubbles	Keep groups of workers rostered on the same shifts at a single worksite and ensure there is no overlap.	<ul style="list-style-type: none"> <li>All employees, volunteers and contractors must book a desk prior to attending the Foundation’s South Melbourne office space.</li> <li>South Melbourne office bookings have a start and finish time and are subject to capacity limits in line with government guidance.</li> </ul>

# Thank you

For any questions relating to this document  
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