

COVIDSafe Plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

Our COVID Safe Plan

Business name: Courier App Pty Ltd

Site location: Remote

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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.	<p>Contractors accepting deliveries via The Courier App are to have on them at all times, and in their vehicle, individual hand sanitiser for personal use to be used upon exit of their vehicle and entry of their vehicle before and after accepting courier consignments in order to keep themselves and consumers safe.</p> <p>Any Contractors accepting deliveries via the App are to hand wash & use sanitiser before and after breaks in order to keep themselves and consumers safe.</p> <p>It is the Contractors' responsibility to ensure they have appropriate items available to them prior to accepting work.</p>
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<p>Any Contractors accepting deliveries via The Courier App are operating within their own vehicles individually, where possible allow for good airflow and ensure 1.5m physical distancing is maintained as per the directive of the public health order, along with contactless delivery.</p> <p>It is the contractors' responsibility to ensure they have appropriate airflow available to them prior to accepting work.</p>
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.	<p>Any Contractors accepting deliveries via The Courier App are required to wear a mask and gloves along with relevant PPE when collecting and delivering the customer's pick-ups. All deliveries are to be collected and delivered via a contactless method as per the current public health order.</p> <p>It is the Contractors' responsibility to ensure they have appropriate items available to them prior to accepting work.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>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).</p>	<p>An initial meeting will be conducted with contractors prior to starting work with The Courier App, along with weekly communication updates and access to updated information within the App on:</p> <ul style="list-style-type: none"> • the correct use and disposal of face coverings and PPE: • maintaining good hygiene practices to help slow the spread of coronavirus (COVID-19) • <p>to ensure Contractors are being responsible by following the Public Health Order</p> <p>Contractors are required to wear a mask whilst interacting with staff, other contractors and customers, along with sanitising frequently, in accordance with the guidance of the Department of Health and Human Services (DHHS).</p> <p>Any safety concerns are to be communicated with management who welcome feedback and will provide solutions within a reasonable timeframe pending the enquiry.</p> <p>If you are unsure how to safely wear a face mask please find a YouTube video link below by Brett Sutton off the DHHS.vic.gov.au website and view the link below for further information;</p> <p>https://www.dhhs.vic.gov.au/face-coverings-covid-19</p> <p>https://youtu.be/1j4Ru6ltJgo</p> <p>It is the Contractors responsibility to ensure they are operating in a safe manner.</p>
<p>Replace high-touch communal items with alternatives.</p>	<p>All Contractors are to wash their hands and sanitise frequently after touching 'high-touch' areas and where possible, wear gloves.</p> <p>Contractor vehicles are to be cleaned frequently with disinfectant including steering wheels, seat belts & doors to keep individuals safe.</p> <p>It is the Contractors responsibility to ensure they are operating in a safe manner.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>All Contractors are to:</p> <ul style="list-style-type: none"> • wash their hands and sanitise frequently after touching 'high-touch' areas and where possible wear gloves: • ensuring that individuals have on them at all times hand sanitiser and a face covering. <p>These items are to be cleaned or replaced frequently as per the recommended use.</p> <p>Vehicles to be cleaned with disinfectant regularly including steering wheels, seat belts & doors to keep individuals safe.</p> <p>It is the Contractors responsibility to ensure they are operating in a safe manner.</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>It is the Contractors responsibility to keep adequate supplies of cleaning products, including detergent and disinfectant on them at all times for regular use.</p> <p>Contractors are required to wear a mask whilst interacting with staff, other contractors and customers, along with sanitising frequently, in accordance with the guidance of the Department of Health and Human Services (DHHS).</p> <p>It is the Contractors responsibility to ensure they are operating in a safe manner.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can and/or must work from home, do work from home.</p>	<p>All administrative work is to be completed from home where possible, with Contractors completing all necessary contracted activities as per communication via The Courier App to pick and deliver items via a contactless delivery approach.</p> <p>Contractors are to work as individuals unless the job requires more than one individual which must only occur taking into account for physical distancing.</p> <p>It is the Contractors responsibility to ensure they are operating in a safe manner.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>Contractors will be requested to not work at other premises where practicable and ensure they operate safely at all times in accordance with the current public health order.</p> <p>It is the Contractors responsibility to ensure they are operating in a safe manner.</p>
<p>Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.</p>	<p>Contractors have been requested to complete an Employee Declaration to declare they will not work if they, or a member of their household has symptoms associated with COVID-19.</p> <p>Any person working must have an appropriate purpose for doing so (eg accepting and fulfilling work via The Courier App). Each person is to wear a mask and appropriate PPE and sanitise before accepting assignments.</p> <p>It is the Contractors responsibility to ensure they are operating in a safe manner.</p>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <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. <p>Also consider installing screens or barriers.</p>	<p>All contractors/workers are to work under the one worker per four square metres of enclosed workspace, being spaced 1.5m apart, as per the direction and with the guidance of the Department of Health and Human Services (DHHS).</p> <p>Consultation meetings will also be run with contractors/workers to communicate and remind all to work in a safe manner. Any safety concerns are to be communicated with management who welcome feedback and will provide solutions within a reasonable timeframe pending the enquiry.</p> <p>It is the Contractors responsibility to ensure they are operating in a safe manner.</p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>Contractors are to follow floor markings that outline special consideration for physical distancing when accepting work for business via The Courier App, providing the contractor deems it is safe to do so.</p> <p>Any safety concerns are to be communicated with management who welcome feedback and will provide solutions within a reasonable timeframe pending the enquiry.</p> <p>It is the Contractors responsibility to ensure they are operating in a safe manner.</p>
<p>Modify the alignment of workstations so that workers do not face one another.</p>	<p>Contractors are to work individually where possible, and not to face one another, or customers when accepting and fulfilling work via The Courier App.</p> <p>It is the Contractors responsibility to ensure they are operating in a safe manner.</p>
<p>Minimise the build up of workers waiting to enter and exit the workplace.</p>	<p>Contractors are to wait patiently at doorways ensuring physical distancing of 1.5m when accepting and fulfilling work via The Courier App.</p> <p>It is the Contractors responsibility to ensure they are operating in a safe manner.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	Contractors are to break individually and maintain physical distancing when accepting and fulfilling work via The Courier App. It is the Contractors responsibility to ensure they are operating in a safe manner.
Review delivery protocols to limit contact between delivery drivers and staff.	Contractors are to regularly review delivery protocols when accepting and fulfilling work via The Courier App. Any safety concerns are to be communicated with management who welcome feedback and will provide solutions within a reasonable timeframe pending the enquiry. It is the Contractors responsibility to ensure they are operating in a safe manner.
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	Contractors are to regularly review and update work rosters to work safely and maintain physical distancing when accepting and fulfilling work via The Courier App. Any safety concerns are to be communicated with management who welcome feedback and will provide solutions within a reasonable timeframe pending the enquiry. It is the Contractors responsibility to ensure they are operating in a safe manner.
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.	If it is relevant, Contractors are to 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 . It is the Contractors responsibility to ensure they are operating in a safe manner.

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.	The Contractor is responsible to keep a record of the places visited whilst accepting work via The Courier App. The Contractor understands that by accepting work via The Courier App, a trace record is kept which will be provided to contact tracers if requested for the purpose of contacting individuals if a Contractor/s comes into contact with a person that has returned a positive COVID test.
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	Contractors are to report any safety/OHS concerns with management of The Courier App who will respond within a reasonable timeframe pending the enquiry.

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>The COVID-19 Safety Plan will be reviewed and updated based on the Public Health Order directive, along with any feedback from the weekly consultation meetings.</p> <p>Each version will be updated with a version number and date next to the safety plan to ensure the most current version is printed, visible and communicated to staff.</p>
<p>Prepare to identify close contacts and providing staff and visitor records to support contact tracing.</p>	<p>If any person on shift has received a positive COVID-19 test result, The Courier App will work with and assist the DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>
<p>Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.</p>	<p>Contractors are individually responsible to undertake cleaning and disinfection of their vehicle and items used at the end of each day when accepting work via The Courier App.</p> <p>Any safety concerns are to be communicated with management who welcome feedback and will provide solutions within a reasonable timeframe pending the enquiry.</p> <p>It is the Contractors responsibility to ensure they are operating in a safe manner.</p>
<p>Prepare for how you will manage a suspected or confirmed case in a worker during work hours.</p>	<p>If a suspected or confirmed case occurs during work hours, the DHHS, WorkSafe Victoria and management will be notified, the Contractor is to cease work immediately and notify The Courier App so they can take appropriate steps if the contractor is in mid consignment.</p> <p>All persons will be required to stay home for 14 days to self-isolate, and get tested before returning to work as per the public health order.</p> <p>The Contractors vehicles and tools will be required to be hard cleaned to ensure there is no further spread.</p>
<p>Prepare to notify workers and site visitors (including close contacts)</p>	<p>Anyone that has been a close contact is to be notified as per the public health order directive.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>WorkSafe Victoria is to be notified on 13 23 60 if there is a confirmed COVID-19 case that you have encountered.</p>
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p>A hard clean will be carried out before any workers will be allowed to return to work.</p> <p>Contractors are to notify management of The Courier App and discuss return to work protocol.</p>

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

Signed 
Name Jonathon Matthews
Date 7/09/2020