

# COVID Safe Plan

## Our COVIDSafe Plan

Business name: Barristers' Chambers Limited

Site location: **OWNED PROPERTIES**

525 Lonsdale Street, 205 William Street & 180 William Street

**LEASED PROPERTIES – Within tenancy area.**

200 Queen Street, 140 William Street, 460 Lonsdale Street & 555 Lonsdale Street

Contact person: Cheryl Kirk Hogan (General Manager)

Date updated: 21 March 2022 – V3

| Guidance   | Action to ensure effective record keeping  |
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| <b>Record keeping</b>  |  |
| <b>Record Keeping of Vaccination Status of Employing</b>             | Records of employees' vaccine compliance is kept electronically on BCL's electronic Human Resources system (Employment Hero). Regular compliance reporting is completed with expiring vaccines flagged. New staff are advised that vaccination status must be confirmed before commencement. |
| <b>Recording Keeping of vaccination status of BCL contractors</b>    | Contractors are required to confirm compliance with current vaccine mandates during their electronic onboarding with BCL. Contractors are advised that that vaccination status must be confirmed before commencing works onsite.   |
| <b>Recording keeping of client and customer vaccination statuses</b> | Not Applicable   |

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| <p><b>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p> | <p>BCL Line Managers aware and approve of all staff entering the property at designated times.</p> <ul style="list-style-type: none"> <li>- Access and occupancy where available</li> <li>- Individual clients (sole traders) required to maintain records</li> <li>- BCL COVIDSafe web page Staying COVIDSafe at BCL with COVIDSafe protocols, actions and communications (VicBar and BCL)</li> </ul> <p><a href="https://www.bcl.net.au/property/staying-covidsafe-at-bcl/">https://www.bcl.net.au/property/staying-covidsafe-at-bcl/</a></p> <p>BCL Contractors are required for formally schedule an appointment to carry out essential maintenance works.</p> |
| <p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>   | <p>Staff are advised of the BCL COVID form which can be found on the BCL website. The electronic form is used to notify BCL of positive cases and to provide information which informs BCL's COVID response.</p>   |

| Guidance   | Action to mitigate the introduction and spread of COVID-19  |
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| <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> | <p>Hand Sanitiser stations and pumps installed within the following locations, effective April 2020:</p> <ul style="list-style-type: none"> <li>• All entrance points (77 floors, 7 buildings).</li> <li>• All basement, lower ground and ground floor lift lobbies.</li> <li>• All individual lift lobbies across all floors.</li> </ul>   |
| <p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>   | <p>Internal environment and airflow managed through centralised mechanical system in accordance with regulatory standards and guidelines.</p>   |
| <p><b>Availability and use of PPE</b></p>  | <p>PPE Equipment (gloves and face coverings) is freely available to all staff and encouraged. Staff are advised to wear masks and follow PEE procedures when mandated.</p> <p>RAT – tests available on site if staff feel the need to check otherwise as advised by the health orders to stay home if unwell (personal leave if essential, or work from home if able to do so).</p> |
| <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>                             | <p>WorkSafe Signage installed within all BCL common areas promoting:</p> <ul style="list-style-type: none"> <li>• Washing and sanitisation of hands.</li> <li>• Maintaining social distancing when required</li> </ul>  |
| <p><b>Replace high-touch communal items with alternatives.</b></p>   | <p>All high touch-communal items such as door handles, handrails, common area furniture and lifts buttons are unable to be removed. Twice daily disinfectant cleaning occurs to all items from 8:30am to 5:00pm, Monday to Friday.</p>  |

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| <b>Cleaning</b>   |  |
| <b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b> | <p>Effective 15 June 2020, twice daily disinfectant cleaning across BCL floors and owned entrance points, occurring from 8:30am to 5:00pm, Monday to Friday. Scope of cleaning works include:</p> <ul style="list-style-type: none"> <li>✓ Handrails</li> <li>✓ Door handles</li> <li>✓ Lift buttons and carriages</li> <li>✓ Aluminium door panels</li> <li>✓ Common area furniture</li> <li>✓ Secretarial countertops</li> <li>✓ Kitchens</li> </ul> <p>Note: The above cleaning service occurs in addition to the nightly scheduled cleaning service, Monday to Friday. (Although no longer legislation BCL will continue to complete additional touch point cleaning on a case by case (+ve case known).</p> |
| <b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b>   | <p>Adequate cleaning supply volumes are always maintained and securely stored and supplied by cleaning contractor (DEMOS), in particular:</p> <ul style="list-style-type: none"> <li>• Hand Soap</li> <li>• Hand Sanitiser</li> <li>• Cleaning supplies</li> </ul>   |

| Guidance   | Action to mitigate the introduction and spread of COVID-19   |
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| <b>Physical distancing and limiting workplace attendance</b>   |  |
| <b>Ensure that all staff that can work from home, do work from home.</b>   | <p>The public health recommendation to work from home was removed on 25 February 2022. However, in the case that the order is reinstated BCL has all technology prepared to support staff working remotely as and when required.</p> <p>As restrictions change and in regards to the Chief Health Orders BCL enact a COVIDSafe protocol of essential workers (required) and those non essential (business critical employees) work remotely as required.</p>   |
| <b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b>  | <p>Where possible, BCL limit movements and operate across one property when working onsite.</p> <p>Where it is not possible, staff must:</p> <ul style="list-style-type: none"> <li>• Sanitise hands upon entry and exit of each building and floor.</li> <li>• QR code upon arrival whilst legislation, restrictions approach applied and regular communication to all employees.</li> <li>• Wear appropriate PPE (gloves/masks) as vaccination status of client (barristers) is unknown.</li> </ul>  |
| <b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b> | <p>All BCL employees informed not to access any BCL property if displaying COVID-19 symptoms.</p> <p>All BCL Contractors are required to confirm that they are not presenting any COVID-19 symptoms as part of their induction prior to facilitating works on BCL properties.</p> <p>COVID-19 briefing sessions with contractors are in place and on entering BCL buildings (through SINE).</p> <p>All visitors/guests are clearly prompted to 'sign in' via QR codes when accessing all BCL properties at all times. QR codes located at:</p> <ul style="list-style-type: none"> <li>• Entrance points and elevators of all BCL owned properties.</li> <li>• Individual floor lift lobbies of leased properties.</li> </ul> |

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| <b>Physical distancing</b>   | Physical distancing is encouraged where possible in the workplace. As of 25 February 2022 density limits and quotients are no longer required under the Workplace COVIDSafe Settings.  |
| <b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b> | Social distancing markings installed within the lower ground, ground floor lift lobbies, along with BCL Service Desk areas (& Opus service desk).  |
| <b>Minimise the build-up of employees waiting to enter and exit the workplace.</b>   | Social distancing markings installed within all lower ground and ground floor lift lobbies, along with entrance point and lift signage, strongly encouraging appropriate distancing.   |
| <b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b>                            | Verbal and written instructions provided to all BCL staff to maintain social distancing requirements at all times. Signage installed in BCL common areas.<br><br>Staff advised to take public transport outside of peak periods.   |
| <b>Review delivery protocols to limit contact between delivery drivers and staff.</b>  | All deliveries to BCL properties arranged to occur via the security concierge desk of 205 William Street to limit unnecessary traffic through the building.<br><br>BCL Staff deliveries to occur via level 13, 200 Queen Street and Owen Dixon Chambers East service desk. |

| Guidance  | 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>                   | BCL COVID-19 Response Plan developed to support all scenarios associated with a confirmed case, along with appropriate response actions.  |
| <b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b>                                  | Visitors/guests are clearly prompted to 'sign in' via QR codes when accessing all BCL properties at all times. QR codes located at: <ul style="list-style-type: none"> <li>• Entrance points and elevators of all BCL owned properties.</li> <li>• Individual floor lift lobbies of leased properties.</li> </ul> |
| <b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b> | Cleaning response developed in the event of a COVID-19 confirmed case, per BCL COVID-19 Response Plan.  |
| <b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b>  | BCL COVID-19 Response Plan developed to support all scenarios associated with a confirmed case, along with appropriate response actions.  |
| <b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b>  | BCL COVID-19 Response Plan developed to support all scenarios associated with a confirmed case, along with appropriate response actions.  |

| Guidance  | Action to prepare for your response   |
|---|---|
| <b>Confirm that your workplace can safely re-open and workers can return to work.</b> | BCL COVID-19 Response Plan developed to support all scenarios associated with a confirmed case – including the issuance of a Certificate of Decontamination from our cleaning contractor. |

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

**Signed:**



**Name:** Cheryl Kirk Hogan

**Date:** Updated 21 March 2022