

COVID Safe plan

Our COVID Safe 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: Ben Naughtin – Head of Property – 0411 879 408

Date prepared: 18 January 2021 – V2

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.	Hand Sanitiser stations and pumps installed within the following locations, effective April 2020: <ul style="list-style-type: none"> All entrance points. All basement, lower ground, and ground floor lift lobbies. All individual lift lobbies across all floors.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	Internal environment and airflow managed through centralised mechanical system in accordance with regulatory standards and guidelines.
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.	PPE Equipment (gloves and face coverings) provided to all BCL staff required to access properties during the COVID-19 pandemic. Face masks to be worn where social distancing protocols cannot be adhered to, in accordance with revised Government guidelines relating to office spaces and public settings (effective 11.59pm, Sunday 17 January 2021).
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).	WorkSafe Signage installed within all BCL common areas promoting: <ul style="list-style-type: none"> Washing and sanitisation of hands. Maintaining social distancing at all times. Mandatory mask signage has recently been removed in line with revised Government guidelines.

Guidance	Action to mitigate the introduction and spread of COVID-19
Replace high-touch communal items with alternatives.	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.

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).	<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"> • Handrails • Door handles • Lift buttons and carriages • Aluminium door panels • Common area furniture • Secretarial countertops • Kitchens <p>Note: The above cleaning service occurs in addition to the nightly scheduled cleaning service, Monday to Friday.</p>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<p>Adequate cleaning supply volumes are always maintained and securely stored, in particular:</p> <ul style="list-style-type: none"> • Hand Soap • Hand Sanitiser • Disinfectants

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can work from home, do work from home.	All BCL staff adequately prepared and equipped to operate remotely (from home). Electronic platforms such as SharePoint and Microsoft Teams enable sharing of information and visual communications to continue.
Establish a system that ensures staff members are not working across multiple settings/work sites.	<p>Where possible, BCL staff operate across one property when working onsite.</p> <p>Where it is not possible, staff must:</p> <ul style="list-style-type: none"> • Sanitise hands upon entry and exit of each building and floor.
Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.	<p>All BCL employees informed not to access any BCL property if displaying COVID-19 symptoms. <i>Signage in place to all BCL properties clearly noting the above.</i></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.</p> <p>All visitors/guests are clearly prompted to 'sign in' via QR codes when always accessing all BCL properties. QR codes located at:</p> <ul style="list-style-type: none"> • Entrance points and elevators of all BCL owned properties. • Individual floor lift lobbies of leased properties. <p>Primary entrance doors to BCL owned premises are placed on restricted (security card) access, to reduce public, unauthorised movement in our properties.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p>BCL Return to Work and safe working practices developed noting that only 2 staff can operate within the same working area to maintain adequate social distancing measures.</p> <p>Signage installed within all BCL meeting rooms and common areas across all floors noting that social distancing must be adhered to.</p> <p>Protective screens installed to main reception areas.</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>Social distancing markings installed within the lower ground, ground floor lift lobbies, along with BCL Service Desk areas.</p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p>BCL Return to Work and safe working practices specify that 2 staff can operate within the same working area, sitting diagonally, ensuring direct facing does not occur.</p>
<p>Minimise the build-up of employees waiting to enter and exit the workplace.</p>	<p>Social distancing markings installed within all lower ground and ground floor lift lobbies, along with entrance point and lift signage, strongly encouraging appropriate distancing.</p>
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>Verbal and written instructions provided to all BCL staff to always maintain social distancing requirements. Signage installed in BCL common areas.</p> <p>Staff advised to take public transport outside of peak periods.</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>All deliveries to BCL properties arranged to occur via the security concierge desk of 205 William Street to limit unnecessary traffic through the building.</p> <p>BCL Staff deliveries to occur via one location only, Level 8, 555 Lonsdale Street.</p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>BCL staff operating onsite in accordance with Government regulations, whilst always maintaining compliance with physical distancing protocols.</p>
<p>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.</p>	<p>Signage installed within all BCL entrance points, lift lobbies, lift carriages and common areas, including meeting rooms, specifying social distancing requirements (1.5m per persons/ 1 person per 2sqm).</p> <p>All visitors/guests are clearly prompted to 'sign in' via QR codes when always accessing all BCL properties. QR codes located at:</p> <ul style="list-style-type: none"> • Entrance points and elevators of all BCL owned properties. • Individual floor lift lobbies of leased properties.

Guidance	Action to ensure effective record keeping
Record keeping	
<p>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.</p>	<p>BCL Line Managers aware and approve of all staff entering the property at designated times.</p> <p>BCL Contractors are required for formally schedule an appointment to carry out essential maintenance works.</p> <p>All visitors/guests are clearly prompted to 'sign in' via QR codes when always accessing all BCL properties. QR codes located at:</p> <ul style="list-style-type: none"> • Entrance points and elevators of all BCL owned properties. • Individual floor lift lobbies of leased properties.
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>Not available</p>

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>BCL COVID-19 Response Plan developed to support all scenarios associated with a confirmed case, along with appropriate response actions.</p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p>All BCL entrance points equipped with electronic lock monitoring systems to provide access data to assist with DHHS contract tracing (if required).</p> <p>All visitors/guests are clearly prompted to 'sign in' via QR codes when always accessing all BCL properties. QR codes located at:</p> <ul style="list-style-type: none"> • Entrance points and elevators of all BCL owned properties. • Individual floor lift lobbies of leased properties.
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p>Cleaning response developed in the event of a COVID-19 confirmed case, per BCL COVID-19 Response Plan.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>BCL COVID-19 Response Plan developed to support all scenarios associated with a confirmed case, along with appropriate response actions.</p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>BCL COVID-19 Response Plan developed to support all scenarios associated with a confirmed case, along with appropriate response actions.</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>BCL COVID-19 Response Plan developed to support all scenarios associated with a confirmed case, along with appropriate response actions.</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>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.</p>

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

Signed: 

Name: Ben Naughtin

Date: 18 January 2021