

This is how you will keep your workers and customers safe.

Business name:	Fire Station Print Studio		
Address:	2 Willis Street Armadale		
Plan completed by:	Liz McDowell	Job title:	Director
Date reviewed:	Oct 25th 2021	Next review:	Feb 2021

Practise physical distancing

Requirements and recommendations	Action
<p>You must apply the relevant density quotient. Check your sector guidelines to see how many people can safely be in each area. For example, if you have 30m² shop, 15 people can be there under the two square metre rule.</p>	<p>What is the density quotient for your sector?</p> <p>1 per 4sq m. Always maintain 1.5m distance</p> <p>What are you doing to comply with the density quotient?</p> <p>We have signage at entrances and in spaces. Also floor plan with Quotients posted on our website and a reminder in weekly newsletters to members.</p> <p>Have you put up a sign at the entrance?</p> <p>Yes.</p> <p>Who is responsible for ensuring you do not exceed your density quotient?</p> <p>Staff, studio renting artists and studio access printmakers are all responsible to adhere to quotient limits. At events, staff is responsible.</p>
<p>Where possible, aim for workers and visitors to maintain physical distancing of 1.5 metres.</p>	<p>Do you need to reduce crowding as people enter, move through and leave the workplace?</p> <p>Yes, we place central plinths in the public gallery along with arrows to assist with movement in and out.</p> <p>Are you using floor markings or stickers to encourage people to stay 1.5 metres apart?</p> <p>Arrows on plinths.</p>
<p>You should provide training to workers on physical distancing. This should include an understanding of the current COVIDSafe settings.</p> <p>This can be found at coronavirus.vic.gov.au</p>	<p>What have you done to make sure your workers understand the importance of physical distancing?</p> <p>Signage for public. Newsletters to members and emails to all qualified studio accessing artists who share the facilities.</p>

Wear a face mask

Requirements and recommendations	Action
<p>You must ensure all workers adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks</p> <p>Requirements may change over time.</p>	<p>Do your workers understand the face mask requirements for your sector?</p> <p>Signage and information informing all visitors that masks are mandatory are posted throughout the studio</p> <p>Do you provide your workers with face masks?</p> <p>We request all visitors bring their own masks. However, we always have some on site for a gold coin donation.</p>

You should provide training, instruction and guidance on how to correctly fit, use and dispose of Personal Protective Equipment (PPE).

You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.

Who is responsible for making sure your workers understand how to use PPE?

We provide links to all updated information on a regular basis via our newsletters and on our website.
We have signage throughout our studio.

Practise good hygiene

Requirements and recommendations	Action
<p>You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including frequently touched surfaces such as doorknobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> Clean frequently touched surfaces with appropriate cleaning products, including detergent and disinfectant. Clean between shifts. 	<p>Do you clean and disinfect frequently touched surfaces twice a day, including doorknobs, counters and handrails?</p> <p>Yes, each day our gallery is open to the public, staff do a beginning and end of day clean of all high touch surfaces. We have a cleaning log for this purpose. Who is responsible for cleaning between shifts? Studio artists and studio accessing printmakers are required to “clean where they have been” to ensure shared areas are cleaned between each new user.</p>
<p>You should display a cleaning log in shared spaces.</p>	<p>Where is your cleaning log?</p> <p>One in the office and one in the communal kitchen</p>
<p>You should make soap and hand sanitiser available for all workers and encourage regular handwashing.</p>	<p>Do you have soap and water at all wash stations?</p> <p>Yes.</p> <p>Can customers, delivery people, contractors, staff all access sanitiser when they arrive?</p> <p>Yes.</p>

Keep records and act quickly if workers are ill

Requirements and recommendations	Action
<p>If your workers are ill, you must support workers to get tested and stay home even if they only have mild symptoms.</p>	<p>Do you know the symptoms of COVID-19?</p> <p>Yes. we have signage for this in studio.</p> <p>If a worker has symptoms, do they know they should stay home and get tested?</p> <p>Yes, this is repeatedly mentioned on our website and newsletters.</p>
<p>You must develop a business contingency plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> A plan to respond to a worker being notified they are a positive case or a close contact while at work. A plan to clean the worksite (or part) in the event of a positive case. A plan to contact the Department of Health and WorkSafe Victoria on 13 23 60 if you have a person with COVID-19 at your workplace. A plan in case you are instructed to close by the Department of Health. A plan to re-open your workplace once approved by the Department of Health. 	<p>How do you record all staff and contractors on site?</p> <p>QR Codes at all entrances and at points of sale. We also have a log book for those using studio facilities.</p> <p>How will you contact all your staff and suppliers quickly if they need to quarantine and get tested?</p> <p>I have emails and phone numbers of all who are accessing the studio. We have no implemented an online booking system to which staff have quick access to and can see who was in and when.</p> <p>Who will ring the Department of Health and WorkSafe if you have a positive case in the workplace?</p> <p>Staff: the Director, Admin Assistant or Technician.</p>

All businesses are required to use the Victorian Government QR Code Service (with some limited exceptions) through the Service Victoria app.

If a visitor cannot check themselves in, the Service Victoria Kiosk check-in service allows venues and businesses to use their own smart phone, tablet or computer to check-in visitors. This is convenient for Victorians and gives contact tracers access to the best data quickly. It is free, quick and easy to use.

Register for the Victorian Government QR Code Service at coronavirus.vic.gov.au/register-to-use-vic-gov-qr-code-service

If there is an outbreak, this will enable rapid and effective contact tracing to stop the virus spreading.

Make sure staff, contractors, customers and visitors check in.

Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the amount of time workers are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> Enabling working in outdoor environments. Moving as much activity outside as possible, including serving customers, meetings, tearooms, lunchbreaks and locker rooms. Enhancing airflow by opening windows and doors. Optimising fresh air flow in air conditioning systems. 	<p>Can you open doors or windows, or relocate activity outside?</p> <p>Yes, windows and doors can be opened. All are advised to do this in our Covid Safe Protocols downloadable on our website and included in newsletters.</p> <p>Yes, some classes or part there of can be conducted outside. Teachers are encouraged to do this.</p> <p>Tea breaks encouraged to be outside whenever possible.</p> <p>Yes, airconditioning advised to be used to optimise airflow.</p>

Create workforce bubbles

Requirements and recommendations	Action
<p>Consider keeping groups of workers rostered on the same shifts at a single worksite. Avoid any overlap of workers during shift changes where it is practical to do so.</p>	<p>Do you keep workers in groups, reducing the number of people they interact with?</p> <p>If there is an outbreak, how can you stop it spreading across all your teams?</p> <p>Yes. Staff have different work days. Studio artists encouraged to work on same days weekly.</p> <p>Are teams assigned different days?</p> <p>Inform quickly. Our new online booking system allows this. Keep groups separated.</p> <p>Staff are assigned to different days.</p>

This document is a guide to assist small businesses to create a COVIDSafe Plan. Please ensure you check the latest requirements for your industry at [CORONAVIRUS.vic.gov.au](https://coronavirus.vic.gov.au)

In accordance with our privacy policy, any information provided by you will be confidential and only for the purposes indicated.

For more information on our privacy policy, please email icc@ecodev.vic.gov.au or call the Business Victoria hotline on 13 22 15.

CHECK IN
EVERYWHERE
EVERY TIME

For help with your COVIDSafe Plan, visit [CORONAVIRUS.vic.gov.au](https://coronavirus.vic.gov.au) or call the Business Victoria Hotline on **13 22 15**. Translators available.

